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UNIVERSITY OF
**HEALTH SCIENCES
& PHARMACY**

in St. Louis

Staff Handbook

August 2022

REGARDING THESE POLICIES, PROCEDURES AND BENEFITS

We consider the staff of University of Health Sciences and Pharmacy in St. Louis our most valuable resource. This handbook has been written to serve as the guide for the employer/employee relationship and does not constitute a contract of employment or a legal document.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or address all the possible applications of, or exceptions to, the general policies and procedures described. Other policies may apply to faculty and staff and can be found in the University's library or other policy compilations (such as student code or academic catalog). Should the policies contained in this handbook conflict with other published versions of a policy, the most recently approved version will be the policy followed. Any questions regarding the application of or exception to these guidelines should be directed to the Office of Human Resources.

The University reserves the right, through its Board of Trustees, its President, and all authorized members of its management staff to carry out all customary functions of management, including the right to revise and discontinue policies, procedures and benefits at any time with or without notice to faculty and staff.

Following principles of shared governance changes in policies or new policies affecting faculty and staff will include an effort to inform and get feedback on policy prior to implementation. In some instances, such as legal compliance or change in regulation, the University may enact a policy without input if there is not sufficient time to do so. Changes in *Faculty Bylaws*, *Faculty* (policies on members, P&T, others traditionally titled "Faculty"), *Faculty Rights, Duties and Obligations*, will involve review by the appropriate faculty committee as stated in these documents.

Neither this handbook nor any other University document confers any contractual right, express or implied, to remain in the University's employ, and does not guarantee any fixed terms or conditions of your employment. Your employment is not for any specific time, unless specified otherwise in an appointment letter. The University may terminate employment at will, with or without cause and without prior notice, and you may resign at any time.

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1 Organization and Administration

1.1 The University

Founded in 1864, University of Health Sciences and Pharmacy in St. Louis is the third oldest and among the largest colleges of pharmacy in America. The University primarily admits students directly from high school, and the curriculum integrates the liberal arts and sciences with a professional program leading to a Doctor of Pharmacy (Pharm.D.) with an integrated Bachelor of Science (B.S.). The University offers a full student life experience, including more than 60 student organizations and intercollegiate athletics.

The University is chartered as a nonprofit corporation and operates under the regulations of the Missouri “Not for Profit Corporation Law.” The University has been at its present location since 1927.

Since 1927, the University has been located on nine acres in the heart of one of the world’s finest biomedical and patient-care centers – the Washington University Medical Campus. The University is actively forging partnerships with nearby institutions such as Washington University in St. Louis, Barnes-Jewish Hospital and Goldfarb School of Nursing.

University of Health Sciences and Pharmacy in St. Louis's Doctor of Pharmacy (Pharm.D.) and integrated Bachelor of Science (B.S.) programs are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Pharm.D. is also accredited by the Accreditation Council for Pharmacy Education.

1.2 Vision, Mission, and Aspiration

1.2.1 Our Vision

University of Health Sciences and Pharmacy in St. Louis will be a transformational leader in health education and research

1.2.2 Our Mission

To educate and advance communities of discovery to foster a healthier society.

1.2.3 Our Aspiration

To create an environment where UHSP becomes the institution of choice for students, faculty, and staff across a range of health care practices and fields. An improved culture will help the institution to drive the success and retention of all stakeholders

1.3 Board of Trustees

The University is governed by a Board of Trustees consisting of not more than twenty-four members, none of whom are members of the faculty or employed by the University.

Not more than four members may be elected from nominees submitted by the Alumni Association. Trustees serve for terms of three years and are limited to no more than three consecutive terms.

1.4 President of University

The President serves as chief executive and administrative officer for the academic and non-academic components of the University. The President is responsible to the Board of Trustees for all academic departments and administrative areas of the University and for administration of policies and procedures as determined by the Board.

1.5 President's Staff

The President's Staff is a cabinet comprised of members of administration who report directly to the President or manage a significant function at the University. The following positions serve on President's Staff:

- Dean of Pharmacy
- Dean of Arts and Sciences
- Dean of Global Population Health
- Special Assistant(s) to the President
- Assistant Vice President, Advancement
- Vice President, Campus Life and Chief Diversity Officer
- Vice President, Marketing and Enrollment Services
- Vice President, Finance/CFO
- Vice President, Operations
- Vice President for Program Development and Strategic Initiatives
- Assistant Vice President, Human Resources
- General Counsel

1.6 School of Pharmacy

The dean of pharmacy provides leadership in pharmacy professional education and practice, including research, scholarly activities, and service. The dean is responsible for ensuring that all professional pharmacy program accreditation requirements are met. The dean oversees the following academic departments:

1.6.1 Department of Pharmacy Practice

This department consists faculty and support staff in with pharmacy practice specialties in acute care, ambulatory care, or specialty care organized into one department. Vice Chair position(s) may be used to help support administration.

1.6.2 Department of Pharmaceutical and Administrative Sciences

This department consists of faculty and support staff in the areas of pharmaceutical science (medicinal chemistry, pharmacology/toxicology, and pharmaceuticals) and

pharmacy administration. Vice Chair position(s) may be used to help support administration.

1.6.3 Office of Experiential Education

This unit consists of faculty and staff appointed to manage introductory and advanced pharmacy practice experiences for students in the Pharm.D. program.

1.7 College of Global Population Health

The dean of global population health provides leadership in graduate education at the University. The dean is responsible for ensuring that all program accreditation requirements are met.

1.8 College of Arts and Sciences

The dean of arts and sciences provides leadership in undergraduate education at the University. The dean is responsible for ensuring that all pre-pharmacy and undergraduate program accreditation requirements are met. The dean the following academic departments:

1.8.1 Department of Basic Sciences

This department consists of faculty in disciplines such as mathematics/statistics, chemistry (general, bio- and organic chemistry), anatomy, physiology, physics, microbiology, and related staff.

1.8.2 Department of Liberal Arts

This department consists of liberal arts faculty in disciplines such as communications, history, English and literature, political science, psychology, sociology, art and music, as well as related staff.

1.9 Appointment of Academic Administrators

1.9.1 Department Chairs

The chair of the department reports to the dean of the college and has broad responsibilities for the overall operations of the academic programs within the department. The chair is appointed for three to five years, and the duties and performance of the chair are reviewed on an annual basis.

The chair will serve as a mentor, facilitator and administrator for faculty and staff within the academic department as they carry out their responsibilities and goals. The chair will act as the representative of the department to the University's administration and outside constituencies and act as an advocate for the mission of the department to those groups.

1.9.2 Assistant/Associate Deans

As needed, the dean may appoint a faculty member to serve in assistant or associate dean roles to assist in administration of the respective College. The assistant or associate dean is appointed on a one to three year basis, and the performance and duties of the assistant or associate dean are reviewed by the dean on an annual basis.

1.7 Academic Leadership Team

The Academic Leadership will provide overall guidance for academic matters at the University. The committee includes each dean, assistant and associate deans, department chairs and directors of student services for each College.

1.8 Graduate Faculty Policy

Graduate Faculty Policy is found in the faculty handbook.

2 University Policies on Conduct and Behavior

2.1 Code of Ethical Conduct

University of Health Sciences and Pharmacy in St. Louis is committed to maintaining a campus environment that offers a wide range of professional, social and cultural opportunities and where the well-being of students is the primary focus of all decision-making and actions. A Code of Ethical Conduct (the “code”) is in place to avoid conflicts of interest, legal and/or ethics violations and ensure mechanisms are in place to allow for protected reporting of violations.

The policy details may be accessed in the UHSP Policy Library.

2.2 Policy Against Harassment, Sexual Misconduct, Relationship Violence and Stalking

2.2.1 Policy Statement

This policy establishes guidelines and procedures for handling specific incidents involving sexual harassment as defined under Title IX of the Higher Education Act of 1972, as amended, and implementing regulations.

This policy applies to all faculty, staff, students, and others (guests, contractors, volunteers, and visitors) who are actively participating in, or attempting to participate in, a College program or activity at the time of filing a formal complaint under this policy (herein collectively referred to as “Covered Persons”)

Policy details may be accessed in the UHSP Policy Library.

2.3 Alcohol Policies

1. Employees are prohibited from consuming or being under the influence of alcohol on campus, unless at an event sanctioned by the president or their designee.
2. When alcoholic beverages are officially sanctioned for University events, employees are expected to comply with all federal, state laws or local ordinances related to alcohol and act responsibly. It is a violation to be intoxicated while working or attending University events. Some specific positions performing some types of work (for example, technicians working with potentially dangerous equipment) are prohibited from alcohol consumption while working.
3. All employees attending University-sponsored student events shall abide by the University's student policies on use of alcoholic beverages, on and off campus.

Policy details may be accessed in the UHSP Policy Library.

2.4 Drug Free Workplace

The University certifies that a drug-free workplace will be provided in which personnel may perform their responsibilities. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on any University property or while conducting University business. Personnel in violation of this prohibition may be required, at the discretion of the University, to participate in a drug abuse counseling or rehabilitation program at the employee's expense, or may be subject to suspension or termination of employment without notice.

Policy details may be accessed in the UHSP Policy Library.

2.4.1 Drug-Free Awareness Program

A Drug-Free Awareness Program has been established by the University for the benefit of employees. This program will be maintained and communicated to employees at least annually. Information on the dangers of drug abuse in the workplace, drug counseling and rehabilitation programs, and penalties for drug abuse violations in the workplace are shown below:

- a. Chemical or alcohol abuse resulting in individual impairment provokes significant negative impact within the workplace. This negative impact is manifest through degeneration of work habits including decreased ability to

communicate, failure to fulfill responsibility, lack of dependability and the potential for serious injury to self and others.

- b. The University can make available a clinical psychologist for initial assessment and referral counseling. Should it be found necessary, the employee will be referred to a treatment-diagnostic facility for total diagnosis. Diagnostic findings determine the need, the mode and the intensity of rehabilitation to be employed. The employee will be liable for all costs, except to the extent they are covered by health insurance.
- c. Measures and/or penalties assessed for drug violations in the workplace are dependent on the nature of the violation, and shall be within the sole discretion of the University.
- d. An assessment committee chaired by the assistant vice president, human resources, including the employee's division director or department chair and a resource person knowledgeable in the field of chemical impairment will recommend actions to be taken. Findings of this committee are advisory to the assistant vice president, human resources and/or the dean. The president of the University will make the final determination. Actions may vary from suggested counseling and possible rehabilitative efforts to suspension from or termination of employment.

Policy details may be accessed in the UHSP Policy Library.

2.4.2 Notification to Human Resources

As a condition of employment with the University, each employee agrees to:

- Abide by the terms of this statement.
- Notify the human resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

2.4.3 University Notification to Federal Agency

The University is required and agrees to notify appropriate federal agencies (U.S. Department of Education) within ten days after receiving notice of an employee's conviction for a drug abuse violation.

2.4.4 Further Action by University

In addition, the University, within 30 days of receiving notice of an employee conviction for a drug abuse violation occurring in the workplace will take one of the following personnel actions against such an employee, up to and including:

- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency
- Termination

2.4.5 Good Faith Effort

University of Health Sciences and Pharmacy in St. Louis will make a good faith effort to continue to maintain a drug-free workplace through implementation of the procedures outlined in this statement.

2.5 Workplace Violence

University of Health Sciences and Pharmacy in St. Louis believes that all faculty, staff and students are entitled to a safe, non-threatening workplace environment. Any form of violence, whether actual or perceived, physical or verbal, may be in violation of this policy. This includes, but is not limited to:

- Disruptive, intimidating, threatening or hostile behavior, including loud, abusive language
- Threats via email or voicemail
- Possession of a weapon
- Violation of restraining orders
- Fighting
- Verbal abuse
- Stalking
- Sabotage or misuse of equipment or University property
- Any behavior that is perceived as threatening

It is the responsibility of all employees to show that the University is serious about prohibiting and preventing violence in the University. If an employee becomes aware of any action, behavior, or perceived threat that may violate this policy, they are responsible for immediately contacting the Office of Public Safety, the appropriate dean or, the Office of Human Resources.

An employee or student who believes that he or she has been subjected to or has been the witness of threatening or intimidating behavior by a fellow employee (faculty or staff), a student, a family member, or someone else, should report such conduct according to the procedure outlined below. Any employee or student who violates this policy may be subject to disciplinary action, up to and including discharge from the University.

Violence, or the threats of violence, whether committed by faculty, staff or students, is against University policy and may be considered unlawful as well. All employees are responsible for taking action against threats or acts of violence by employees, students or others, including family members.

This policy prohibits retaliation against anyone who brings a complaint of violent, threatening or intimidating behavior. The person making a complaint will not be adversely affected in terms and condition of employment, student status or discriminated against because of the complaint.

Policy details may be accessed in the UHSP Policy Library.

2.6 Whistleblower Policy

University of Health Sciences and Pharmacy in St. Louis is committed to maintaining a campus environment where the well-being of students and the University is the primary focus of all decision making and actions. Employees reporting potential problems or ethical violations should follow the established reporting guidelines and are afforded certain protections.

An employee who reports an activity that he/she considers to be illegal, dishonest or a violation of the University's Code of Ethical Conduct will be considered a whistleblower as defined by this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. Appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest and/or fraudulent activity, the employee is to promptly contact the director of human resources who is responsible for investigating and coordinating corrective action. Alternately the employee may contact the general counsel or president of the University. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The University will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the director of human resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact the assistant vice president, human resources.

Policy details may be accessed in the UHSP Policy Library.

2.7 General Conduct Expectations

All employees of the University are expected to conduct themselves in a collegial, professional manner. Numerous descriptions are included in University policies and procedures outlining expected behavior. While these do not create an exhaustive list of additional expectations, it is expected our employees will:

- Follow reasonable direction and work requests from supervisors provided that work does not violate another University policy or procedure or violate the Code of Conduct.
- Perform all work with care and dedication to ensure a high quality.
- Be respectful of University property and resources, taking care to ensure use is appropriate and responsible.
- Take great care with sensitive or confidential information including social security numbers, student and employee records, budget information and health information.
- Familiarize and follow proper safety policies and procedures. Specific policies for hazard communications, teaching labs, research areas, personal protective equipment, blood borne pathogens and other safety matters can be found in respective safety policies.
- Represent the University in a respectful, professional manner to students, parents, alumni and the community.

2.8 Staff Performance Issues/Progressive Discipline Policy

The University employs a fair, objective and consistent approach to staff performance issues and disciplinary action. Human Resources provides strategic support to management to assist in evaluating and addressing staff performance issues.

2.8.1 Progressive Discipline Policy

The guidelines that follow will apply in most situations. However, some infractions are so serious that a step or steps may be skipped.

Human Resources must review any situation where disciplinary steps are to be omitted.

Each step allows an employee the opportunity to reflect on the problem. The intent is to have the employee realize the seriousness of the problem and to take the responsibility for correcting the situation.

Early misunderstandings or minor infractions may be handled through verbal counseling. When policies, regulations or standards are violated and formal disciplinary action is necessary, the following steps should be utilized.

At each step the supervisor will:

- Identify the specific problem(s)
- State the desired performance in a specific and measurable way
- Describe a specific timeframe where violations will result in next step disciplinary step

The employee will be notified and sign that they have either had an opportunity to discuss the disciplinary action and/or agree to the disciplinary record.

Policy details may be accessed in the UHSP Policy Library.

2.8.1.1 Progressive Discipline Steps

1. Verbal warning and/or verbal corrective action – this may be formal or informal. Record of verbal warnings will be considered in future disciplinary steps.
2. First written warning – A formal warning that brings the problem to the attention of the employee, emphasizes the seriousness of the situation, and presents suggestions or instructions to resolve or correct the problem.
3. Second written warning - A second written warning documents the occurrence and the severity and usually warns that further violations will result in suspension without pay or termination. It may be a final opportunity to improve.
4. Suspension without pay- This step is taken as a final warning, or in the event of major or continual misconduct, may result in termination. Supervisor will determine the length of the suspension, usually one to three days. At Step 4 the employee must report directly to the supervisor prior to resuming work and present a written plan for correcting the problem. The employee will not be allowed to return to work before acceptance of this plan. If the employee refuses to present an action plan, the employee should be placed on indefinite suspension without pay pending further investigation and review of the case. If discharge is found to be appropriate the case will be presented to the president or his designee for approval.
5. Termination

2.8.1.2 Duration of disciplinary records

In order to create a positive environment, the following actions will be taken where employees have performed well without the need for further disciplinary action:

1. If an employee performs satisfactorily for one year without further warnings, all previous Step 1 and Step 2 actions will not be considered with regard to disciplinary or employment action. A note will be entered into the personnel file.
2. If an employee performs satisfactorily for an additional two years without disciplinary action being taken, all Step 3 disciplinary actions will not be considered with regard to disciplinary or employment action. A note will be entered into the personnel file.

2.8.2 Suspension for Investigation

If, at any time, a problem or violation is significant enough that it may warrant termination (such as harassment, theft, violence, or the safety of others) but the facts are not completely clear, the employee may be placed on indefinite suspension without pay pending the investigation of the case. If the investigation finds no fault on the part of the employee, the employee may be paid for the period of suspension.

The complaint resolution process is available to an employee who believes improper disciplinary action was taken.

2.8.3 Other Disciplinary Actions

Depending on the severity of the offense and the situation other disciplinary action may occur such as transfer, reduction in pay, withholding salary increases, demotion and requirement to participate in counseling/coaching sessions.

2.8.4 Performance Improvement Plan – Staff

Occasionally performance issues are pervasive despite the absence of a single policy, procedure or standard being violated. In these circumstances Human Resources may recommend a performance improvement plan to a supervisor. This written plan contains a listing of behaviors or conduct to be improved as well as duties or responsibilities that need to be completed. Plans are delivered in writing using specific, measurable, attainable, relevant and time bound (SMART) objectives. If significant improvement is made in performance by the end of the time outlined in the plan (usually 60-90 days) relative to the measurable goals the employee exits the plan and its specific monitoring. However, if significant progress has not been made suspension or termination may result.

2.8.5 Discipline Appeal Process – Staff

The University will resolve staff complaints **resulting from discipline** in a fair and prompt manner. The assistant vice president, human resources is available to employees for assistance with the complaint procedure. This complaint resolution process is not intended for use of non-discipline issues, i.e. performance evaluation, reduction in staff.

1. Immediate Supervisor/Director:
The complaint should be presented to the immediate supervisor within five working days of the occurrence on which the discipline is based.
2. Vice President/Dean/President's Staff Member:
If the matter has not been satisfactorily resolved with the supervisor, the staff member may appeal to the appropriate vice president/dean/president's staff person. Normally a response will be given within five working days.
3. Ad Hoc Committee:
If resolution has not been accomplished with the vice president/dean/president's staff person, the staff member may submit a written complaint within five working days to the assistant vice president of human resources for a hearing.

An ad hoc committee will be appointed by the assistant vice president, human resources to hear the complaint within ten working days. This committee will include person(s) who have a familiarity with the area of discipline of the complaint and members not from the department where the complaint was originated. Generally, the committee will be composed of one at-large staff member, one at-large supervisor from another department and a President's Staff member at-large. If the complainant is a supervisor, then the committee will be composed of two supervisors, an at-large President's Staff member and the president. The term supervisor refers to a University employee who supervises other faculty or staff. The

assistant vice president, human resources will facilitate the meeting. The decision of this committee is final. There is no further appeal. The final written decision will be completed within five working days from the end of the hearing.

The committee has no authority to make a decision which is in conflict with any of the University's policies and procedures.

3 Employment Policies

3.0 Non-Discrimination, Equal Employment Opportunity and Affirmative Action

University of Health Sciences and Pharmacy in St. Louis does not discriminate on the basis of race, color, religion, national or ethnic origin, disability, age, gender, gender expression/identity, sexual orientation, veteran status or other protected class in admission, financial aid, athletics, or any of its educational policies and programs.

In addition, the University provides and promotes equal employment and equal employment opportunities without regard to race, color, religion, national or ethnic origin, disability, age, gender, gender expression/identity, sexual orientation, veteran status or other protected class.

This employment policy shall be supported through a continuing affirmative action commitment, that embodies the standards of equal employment opportunities for all persons in regard to human resources policies including but not limited to, employment, promotion, demotion or transfer, recruitment or advertisement, layoff or termination, rates of pay or other forms of compensation, and selection for training.

As a federal contractor covered under Executive Order 11246, the University is required to be an Affirmative Action employer. Affirmative Action is the implementation of special recruitment and development efforts to overcome the under-representation of targeted groups to achieve a balanced workforce. Targeted groups include persons of color, women, persons with disabilities, disabled veterans, and Vietnam era veterans. All persons are afforded equal opportunity. It is our policy to recruit, hire, train, promote and in all ways provide fair treatment on the basis of merit. The Affirmative Action Plan is available for viewing upon request in the Office of Human Resources.

In order to help ensure the effective implementation of this policy, the assistant vice president, human resources has been designated as the Equal Employment Opportunity Coordinator. The coordinator shall make regular reviews of the University's human resources policies, including employment practices to ensure consistency with the principles stated in this policy.

Policy details may be accessed in the UHSP Policy Library.

3.1 Employee Classifications

3.1.1 Faculty/Staff

Employees are either designated as faculty, staff or student. Staff are typically employed at-will and do not have a primary responsibility teaching. See the handbook section on Student Workers for more information on student employment.

3.1.2 Full-Time Status

A full time equivalent employee is regularly scheduled 37.5 hours per week. An employee regularly scheduled at least 30 hours or more (80% full time equivalent) is also considered full time. The full-time designation includes faculty or staff with academic year (9- or 10-month appointments) or fiscal year or annual appointments (12 months) who meet the previously described full-time designation during their appointment terms.

3.1.3 Part-Time Status

Part-time employees are those who are regularly scheduled and work less than 30 hours per week. Part-time employees are typically not eligible for paid time off or insurance benefits.

3.1.4 Temporary Status

Temporary employees are employed for specific assignments, projects or as short term/interim help. Temporary employees are not eligible for any benefits offered by the University. In addition, the University is under no obligation to offer continued or future employment to any temporary employee.

3.1.5 Exempt/Non-Exempt

Employees will be designated as exempt or non-exempt from overtime according to the Fair Labor Standards Act (FLSA) designation. Human Resources will determine status by reviewing each position and its duties, responsibilities and qualifications and requirements.

3.2 Minimum and Maximum Age for Employment

Persons sixteen (16) years of age are eligible for employment in positions where all requirements of State and Federal laws regulating the employment of minors can be met.

There is no maximum age for employment eligibility.

3.3 Volunteer Policy

The normal and customary work of University of Health Sciences and Pharmacy in St. Louis is accomplished by its employees. The University has established this policy pertaining to volunteers because we frequently have persons interested in providing their services to the University as a nonprofit charitable organization on a volunteer basis,

without expectation of any compensation, benefits or other consideration for their donated time and work.

In order for the University to work with volunteers and accept their services, the following guidelines should be followed.

Volunteers are not:

- To serve as a primary replacement to perform any type of service that the University normally employs a faculty or staff member to perform. Volunteers may supplement functions for which faculty or staff are employed.
- Employees of the University, and they receive neither compensation of any type, nor do they receive any benefits.
- To perform services involving personal or sensitive information such as protected health information (PHI), student records, employment records, or social security numbers.
- Covered by the University's worker's compensation insurance.

Volunteers are:

- Expected to conform to the University policies and procedures, particularly those related to security, safety, and ethical conduct if they wish to continue to volunteer.
- Covered by the University's conduct policies (such as code of ethics, and discrimination/harassment, sexual misconduct, relationship violence and stalking) and should report to the appropriate administrator any behavior that they feel is contrary to a stated policy.
- Required to sign an agreement with Human Resources clearly explaining their volunteer status and expectations

3.4 Student Workers

Student employment is available through Work-Study or University payroll.

1. Federal Work Study: The Office of Financial Aid must approve the employment of all students to verify their eligibility of Federal Work-Study awards and/or determine whether their employment will endanger other financial aid they have been awarded. Each office or department has a student salary budget which must be respected. Employees are encouraged to employ students who are eligible for Federal Work-Study. Care must be taken to see that they do not work more hours than allowed on the Work Authorization.
2. Students on the University payroll, and Work-Study, are paid at rates set by Human Resources. Hours worked are tracked by payroll and must be approved by the student's supervisor. The pay period runs from the 16th thru the 15th and is paid on the 28th, or last working day before the 28th, of each month. Checks are distributed through the Business Office.

3. To apply for student worker positions, students should complete the 'Student Worker Form' that can be found on Campus Web, under the Student Forms section.

3.5 Americans with Disabilities Act (ADA) and Employment

University of Health Sciences and Pharmacy in St. Louis is committed to providing reasonable accommodations for eligible individuals with documented disabilities as defined by federal and state law in the most timely and effective manner possible under applicable laws and regulations. The University's intent is to ensure every employee (faculty, staff and student employees) who makes a request for an accommodation under the Americans with Disabilities Act (ADA) is properly advised of the accommodation process.

Qualified people with disabilities will be treated without discrimination in all employment practices including but not limited to employment, promotion, demotion or transfer, recruitment, or termination.

Individuals with disabilities may request a reasonable accommodation to complete an application or perform the essential functions of a position.

It is the individual's responsibility to notify Human Resources that an accommodation is needed. When accommodation is requested, the University will begin a dialog with the individual in order to make a reasonable attempt to meet the request for accommodation or provide a reasonable alternative the requested accommodation presents undue hardship on the organization or present a direct threat to the individual or others.

Human Resources may request documentation demonstrating a disability that is not obvious. Medical information obtained in this process is to be kept separate from personnel records. Supervisors may be involved in this dialog regarding restrictions on work or duties and regarding necessary accommodations. The individual with the disability will be notified of the University's response to the requested accommodation.

3.6 Drug and Alcohol Testing

At this time the University does not require new hire drug tests for most positions. Some positions, such as pharmacy practice positions with patient care responsibility, may require a pre-employment drug test as a condition of employment.

The University reserves the right to require an employee to undergo alcohol and/or drug testing when there is a reasonable suspicion that the employee might be under the influence of alcohol or drugs. If an employee is found in violation of University policy, federal or state laws, or local ordinances, the circumstances accompanying each individual case will be considered when determining the consequences. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. Refusal to undergo alcohol or drug testing will be treated as a positive test.

3.7 Pre-Employment Physical Examination

Some University positions require that an applicant satisfactorily complete a pre-employment physical examination to determine whether the employee is capable of performing the essential functions of the position as a condition of the employment offer. Physical examinations are given by the University's designated provider at no cost to the applicant. However, if the provider finds it necessary to perform procedures other than those required by a routine exam or to refer the applicant to an outside specialist, those additional expenses will be the responsibility of the applicant.

3.8 Background Checks

To determine suitability for employment or continued employment, the University has the right to check the education, criminal conviction, credit and/or driving records of any employee.

Human Resources will conduct a thorough background check of all employees after an offer of employment is made. Background checks may also be made during employment. The University will comply with Fair Credit Reporting Act (FCRA) guidelines where applicable.

A record with a negative outcome (criminal, credit and/or driving) will be examined on a case-by-case basis by the Office of Human Resources with notification of the appropriate dean or President's Staff person responsible for the position. Consideration will be given to the relationship between the conviction and the responsibilities of the position that is or will be held. A relevant, job-related conviction is grounds for termination of employment. Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. Items found on a driving record (such as suspension or revocation of license, driving while intoxicated, leaving the scene of an accident, excessive speed over 19 MPH over the limit) may limit use of University vehicles and in instances where driving is a requirement for a position, result in termination.

Falsification of application materials, including failure to disclose criminal convictions is grounds for termination of employment.

Records are retained by Human Resources safely and securely separate from the personnel file.

3.9 Employment Records

Maintaining necessary employment records in an appropriate format is vital to the operation of the University's payroll, benefits, employee management systems, and compliant with legal recordkeeping requirements. Information below provides a summary of the policy. For additional questions contact Human Resources.

The policy of the Office of Human Resources pertaining to access to records maintained in Human Resources safeguards against improper disclosure and protects employees' rights to privacy. Records about the employment of student are considered employment records under the Family Educational and Right to Privacy Act.

Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, and records of hiring, firing, disciplining or promoting an employee of the University are and shall be considered sensitive.

The institution generally supports employees accessing Personnel Files. Access to records may be granted to individuals under the following circumstances:

- The employee who is the subject of the file requests to view their personnel file. Employees who want to review a file with a representative such as an attorney or financial planner should schedule an appointment with Human Resources.
- Supervisory employees who are considering the employee for promotion, transfer, reassignment, demotion, dismissal or other personnel actions.
- A University attorney or other appropriate officer when needed in connection with any action brought by the employee against the University
- Other persons acting in compliance with federal, state or local laws such as auditors, equal employment opportunity investigators, etc., or in response to a lawfully issued subpoena or court order.
- University supervisory or administrative personnel who can reasonably establish a need to know in order to perform the duties of their position.
- Security and emergency response personnel will be given access in connection with emergency or safety and security matters.

The file shall be reviewed in the Office of Human Resources in the presence of a member of the Office of Human Resources staff. Employees may take notes or request copies. Employees have the right to insert concise information in their files in response to material they deem unfair or incorrect.

It is the policy of the University that former employees are not entitled to access their closed personnel records (absent subpoena or other legal process), nor may they access the personnel records of any other employee whether former or currently employed.

3.10 Employment Verifications/Release of Employment Information

The University will release name, title and hire date to third parties requesting an employment verification and keep a record of whom that information was released to. In addition, if a request is in writing, an employee's written consent will be required to provide additional information. Human Resources manages these verifications and releases.

3.11 Workplace Lactation

University of Health Sciences and Pharmacy in St. Louis provides a supportive environment to enable breastfeeding employees to express their milk during business hours.

Nursing Mother Room

University of Health Sciences and Pharmacy in St. Louis has designated a private and sanitary location on campus so that faculty, staff, and students may express their milk during business hours. The designated lactation rooms are ARB 460, RAS 445, and

Jones 1246 and may be booked online. Please use appropriate signage to denote when these rooms are in use for this purpose.

The room provides an electrical outlet, comfortable chair and nearby access to hot running water and soap. Breastfeeding employees are responsible for keeping the general lactation room clean for the next user. If employees prefer, they may also express their milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

Reasonable Break Times

Employees shall be granted flexible and reasonable breaks, using their normal break periods and meal times, to accommodate milk expression. For time that may be needed beyond the usual break periods, employees may make up the time as negotiated with their supervisors provided they meet overtime and scheduling policies.

Employees who wish to express milk during the work period should keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department. Nursing mothers who feel they have been denied appropriate accommodations are encouraged to contact Human Resources.

3.12 Dress Code

The University has a business casual dress code on a year round basis. Appropriate business casual attire includes slacks, skirt or dress, blouses, shirts with collars, and appropriate shoes. Jeans, shorts, t-shirts, hoodies, tank tops, gym clothes and flip flops are not appropriate attire. Some positions require a uniform and may have additional guidelines regarding clothing and footwear. For some positions appropriate footwear may be required as personal protective equipment (maintenance boots, closed-toe shoes in labs, etc.)

It is important to remember that you are representing the University to the community that includes current and prospective students, their families, alumni and prospective donors. It is important that you be neatly dressed, properly groomed and that you present yourself in a dignified manner. Employees should dress according to accepted standards of modesty, dignity and good taste. Clothes must be clean, fit properly and not extreme in design or fashion.

Employees should dress appropriate to the type of work being performed and appropriate to the level of responsibility and position. Periodically, when necessary for particular situations such as business meetings or presentations, employees should dress in professional business attire. In addition, department heads may, at their discretion and at any time, request that an entire department dress in professional business attire for an event or meeting.

Friday is designated as "Spirit Friday". Jeans may be worn if they are worn with a UHSP/STLCOP shirt to show school spirit. Jeans should be in good repair, no rips or tears.

It will, be the responsibility of supervisors and department heads to enforce the dress code policy. If there are any questions regarding appropriateness of dress, it should be directed to a supervisor, department head or Human Resources.

3.13 Tobacco and Smoke Free Campus

University of Health Sciences and Pharmacy in St. Louis seeks to provide a healthy, comfortable and productive work and educational environment for its employees, students, patients and visitors. To further this objective, tobacco use and smoking (including use of cigarettes, cigars, pipes, hookahs, e-cigarettes, other devices and smokeless/chewing tobacco) is strictly prohibited on campus and within all parking lots, vehicles and University owned/leased buildings. In addition, smoking within twenty feet of University buildings entrances is prohibited.

3.14 Attendance Standards

Attendance and punctuality are essential elements of efficient and effective job performance. Employees are expected to maintain a good attendance record. A good attendance record means:

- Employee starts work at the scheduled time
- Employee works until the end of their schedule
- Employee is not tardy (typically 15 minutes late)
- Employee clocks in/out (as appropriate for the position) and returns from meal periods appropriately

In the event an employee is unable to meet these expectations, he/she must provide proper notice and approval from their supervisor in advance. Failure to provide proper notice and/or get approval makes an absence unexcused. Supervisors may evaluate extraordinary circumstances of a tardy or absence and determine whether or not to count the incident as excused. Verified absences or illnesses covered under approved family medical leave, worker's compensation, and/or the Americans with Disabilities Act accommodation are considered excused.

The fact that an employee has accumulated time off available does not diminish the importance of providing notice and getting approval. Paid time off policies describe proper notice approval procedures for use of sick time, vacation, and holidays.

Any employee member whose attendance record reflects an unacceptable pattern of unexcused tardiness and/or absences will be notified of the problem. Excessive unexcused tardiness and/or absences will result in disciplinary action and affects performance reviews, requests for promotion and possibly continued employment. For example, more than two unexcused incidents per month of not meeting attendance standards or not providing proper notice or approval is considered excessive. Failure to report to work and provide any notice (no-call/no-show) is considered a first written warning. Three consecutive no-call/no-shows are considered job abandonment. Departments have discretion to establish more restrictive standards with Human Resources approval.

Human Resources is available to advise supervisors and employees on this policy and help supervisors evaluate extenuating circumstances and assignment of absences as excused or unexcused.

3.15 Personal Use of Phone/Personal Phone Calls

While it is expected that it will be necessary for employees to make or receive personal phone calls periodically, it is expected that the frequency will not interfere with the quantity and/or quality of work. Employees should also refrain from personal use of cell phones during work hours.

3.16 Employment Eligibility and Sponsorship

3.16.1 Employment Eligibility

It is the policy of the University, in accordance with the Immigration Reform and Control Act of 1986 (IRCA), to hire only U.S. citizens and foreign nationals authorized to work in the United States. The University is a participating employer of the E-verify Program. All new employees require approval by the Department of Homeland Security (DHS) to determine eligibility to work in the United States.

All employees (faculty, staff, and student) will complete a form I-9 and produce acceptable documents within three days of starting work. Every effort will be made to have I-9 information completed by the start date.

Only authorized University personnel will complete the employer section of the form and verify documents. For faculty and staff positions this authorized person is in Human Resources. For students the person is in Enrollment Services or Human Resources. A copy of presented documents will be kept with the I-9.

Human Resources will review all I-9s to ensure accuracy and follow up on missing information. Human Resources will coordinate use of E-Verify system including data entry. If follow-up is necessary Human Resources will communicate with the employee, monitor deadlines and determine if the matter has been resolved.

Information will be stored electronically in secure, password protected databases and securely as physical records in Human Resources.

No employee will be allowed to work if I-9 information and E-Verify is not completed within three days. Notices that the University participates in E-Verify are posted in Human Resources and other places on campus that employment posters are posted.

3.16.2 Sponsorship

Employees who are authorized to work under a non-immigrant visa must report any change in personal information or status to Human Resources.

Additional information regarding sponsorship requests and approvals can be found in the Human Resources Employment Eligibility and Sponsorship Policy.

3.17 Employment of Relatives

The University supports equal employment opportunities and seeks to hire and retain the best employees possible. Employment of relatives may create actual or perceived conflicts of interest, favoritism, or adverse treatment. For these reasons:

- Relatives of employees may be employed only if it can be demonstrated that the related candidate is better qualified than other candidates and the potential for favoritism, conflicts of interest and adverse treatment are thoroughly explored, documented and determined to be minimal.
- Employees may not directly supervise or participate in employment related decision-making processes affecting the appointment, retention, tenure, work assignments, promotion, demotion, termination, or salary of other relatives.
- For the purposes of this policy, “relative” shall be defined as the following: Spouse or domestic partner, mother or father, sisters or brothers, daughters or sons, (or their in-law equivalents), aunts, uncles, cousins, nieces, nephews or anyone residing in the employee’s home on a legal guardianship basis or who are not legally married but live together in a marital-like relationship.
- If two employees become related subsequent to employment the employees transfer to another department (if a job is available) or resignation of one individual may be required to ensure the employees do not directly supervise or participate in a decision-making process affecting the appointment, retention, tenure, work assignments, promotion, demotion, termination or salary of other relatives.

Candidates for employment and employees are required to disclose relations. Should a hiring manager seek to hire a relative of an employee they must document how the hiring meets the requirements above. The Human Resources department is responsible for reviewing requests to employee relatives and documenting eligibility for employment under the policy.

3.18 Work Related Injury or Illness

- All employees (faculty, staff and student workers) are covered by Worker’s Compensation insurance and will receive benefits in accordance with Missouri Worker’s Compensation Law. Employees have a right to report a work-related injury; UHSP can’t discriminate or retaliate against a person for reporting an injury. Following are the procedures to be followed in the event of a work-related injury or illness.
 1. **Contact the Office of Public Safety at extension SAFE (7233).** Explain nature of employee injury so security can respond appropriately with proper equipment (AED, first aid equipment, if necessary).
 2. **Obtain treatment for injury/illness.**
 - a. **First aid** - Public safety officers are trained in first aid, CPR and AED use. Many faculty and staff are also CPR or first aid certified.
 - b. **For emergencies** - Public Safety will respond as well as contact 911. Public safety officers will coordinate emergency personnel. For work-related, life threatening injuries the employee will be transported to an in-network hospital such as BJC Emergency Medical Department. Human Resources will coordinate follow up treatment.

- c. **For non-emergencies** – Human Resources will provide authorization prior to the employee receiving treatment at the appropriate facility, such as BarnesCare Midtown.
 - d. **For body substance exposure** – Immediately contact 1-877-POST-EXP (877-767-8397) for 24-hour consult regarding exposure to blood and/or body fluids due to a needle stick and/or splash.
3. **Notify your supervisor and Human Resources** of the injury or illness. If the injury occurs outside normal University hours, Public Safety will contact the medical authorizer listed below, if seriousness of the injury is significant (life and limb).
 4. **Complete an Injury Report** immediately and submit to Human Resources. This report must be completed as soon as possible. The form is available online in Campus Web and available from security if the injury occurs after hours.
 5. **Notify Human Resources when injured employee returns from treatment.** Medical expenses for work-related injuries are the responsibility of the University pursuant to Missouri Work Comp laws.

Transportation to Treatment: Public Safety, as available and if needed, can transport employees to BarnesCare Midtown or to Barnes Hospital Emergency Department. In many instances a supervisor may authorize another employee to provide transportation or the injured employee may transport themselves if the injury isn't serious and it is safe to do so.

Authorized Treatment Facilities: In the state of Missouri employers can authorize treatment at specific providers. For University of Health Sciences and Pharmacy in St. Louis initial treatment will be received at:

First Aid:

On campus by trained and authorized personnel

Emergency Care:

Barnes-Jewish Hospital Emergency Department

400 S. Kingshighway Blvd.

St. Louis, MO 63110

(314) 362 - 9123

Non-Emergencies and Urgent Care:

BarnesCare Midtown

5000 Manchester Ave

St Louis, MO 63110

Phone:(314) 747-5800

Fax:(314) 747-5866

7:30 a.m.-6 p.m. Monday through Friday

Concentra - Midtown

6542 Manchester Ave

St. Louis, MO 63139

Phone:(314) 647-0081

8 a.m.-5 p.m. Monday through Friday

Body Substance Exposure:

1-877-POST-EXP (877-767-8397) for 24hr consult

Personnel who can authorize treatment: Authorization is necessary for non-emergency/urgent care treatment. The Medical Authorization Form for non-emergency

treatment is available in Human Resources and the security base station in the UHSP Garage. The appropriate administrator may complete a form for the employee to take with them to treatment, fax the form or call to authorize treatment.

3.19 Solicitation and Distribution

Other than University-sanctioned campaigns, University of Health Sciences and Pharmacy in St. Louis prohibits solicitation of any type and for any purpose during the working time of the soliciting employee or the employee being solicited.

Use of University email distribution groups for solicitation, distribution of circulars, handbills or literature of any type during working time are not permitted. Bulletin board postings must be approved by appropriate student affairs, student services, Culture and Campus Life, Residential Life, or Human Resources staff member.

Solicitation and distribution by any person, not employed by the University, is prohibited without prior authorization. Solicitation for any University-sanctioned campaigns, such as the United Way, is permitted under this policy.

3.20 Recognition Awards

1. An award for outstanding contributions to pharmacy education is selected annually by the undergraduate members of the Beta Kappa chapter of Rho Chi Society.
2. The **Joe E. Haberle Outstanding Educator Alumni Award** recognizes faculty of the University for their commitment to educational excellence. Nominations are open to all full-time faculty members with three years of service (on the University payroll). Past recipients of the award are ineligible for a period of five years from the time they were selected. Nomination forms are distributed to students, faculty and staff. The award recipient is selected by the nominations and awards committee of the Alumni Association, using specific criteria determined by the association. The award is a monetary stipend, a suitably engraved award from the Alumni Association, and an inscription on the Outstanding Educator plaque located in the University library and a reserved parking space for 12 months. The award is presented at Commencement.

3. Staff Excellence Award:

The Staff Excellence Award recognizes a staff member who meets the following criteria:

- Performs duties and responsibilities in a sustained, outstanding manner
- Consistently exceeds expectations or has made an exceptional contribution or provided exceptional service to the University;
- Demonstrates our values of integrity, a desire to make a positive difference, personal growth and development, supportive of inclusion and diversity and professionalism
- Contributions lead to making the University a more supporting and enriching environment for growth, advancement and leadership

4. Faculty Excellence Award:

The Faculty Excellence Award recognizes a faculty member who meets the following criteria:

- Performs duties and responsibilities in a sustained, outstanding manner. This includes outstanding performance in teaching, scholarship/research, clinical practice (where applicable) and service
- Consistently exceeds expectations or has made an exceptional contribution or provided exceptional service to the University
- Demonstrates our values of integrity, a desire to make a positive difference, personal growth and development, supportive of inclusion and diversity and professionalism
- Contributions lead to making the University a more supporting and enriching environment for growth, advancement and leadership

3.21 Copyright Policy

3.21.1 Introduction

University of Health Sciences and Pharmacy in St. Louis encourages faculty, staff and students to be creative in their teaching, research, scholarly and artistic endeavors, patient care and work activities to advance their careers and reputations and contribute to the reputation and prestige of the University. The University's policy on copyright ownership establishes guidelines on copyright ownership, use, and revenue sharing that are reasonable and appropriate to compensate creators and support copyrightable works by UHSP.

Copyright law protects the tangible expression of original works of authorship. Ideas are not protected under copyright but may be protected under patent law if they meet the criteria for a patent. Copyright owners have certain exclusive rights to reproduce works, make derivative works, and disseminate works through performance, display, distribution, sales and licensing. These rights are limited by some exceptions, including "fair use" of insubstantial portions of copyrighted materials for teaching and other academic purposes. This policy sets forth the rights and responsibilities of the University, its faculty, students and employees in their roles as members of the University community in creating and using copyrighted works. The copyright policy is subject to University policies addressing conflicts of interest, conflicts of commitment and patents.

Policy details may be accessed in the UHSP Policy Library.

3.22 Patent Policy

3.22.1 Introduction

University of Health Sciences and Pharmacy in St. Louis ("UHSP") is dedicated to advancing the knowledge and practice of pharmacy and the health sciences through its mission of education, research, scholarship, and patient care. UHSP strives to provide an environment that encourages and supports innovation and promotes the discovery of new knowledge and inventions. UHSP may seek to protect and reduce new knowledge or inventions to practice whenever there is the potential to make a significant

contribution to UHSP's mission or the greater good for the general public. This policy provides a framework for establishing ownership of patentable inventions while rewarding inventors and sustaining the research enterprise at UHSP.

Policy details may be accessed in the UHSP Policy Library through the MyApps Portal.

3.23 No Weapons on Campus

University of Health Sciences and Pharmacy in St. Louis prohibits all persons from possessing, transporting, storing, using, or selling weapons on its property, regardless of whether the person is licensed to carry the weapon or not, to the fullest extent allowed by law. This includes persons holding a Conceal Carry Weapons permit. Authorized law enforcement officers and University security personnel are not subject to this policy. Examples of weapons include but are not limited to handguns, firearms, explosives, BB/air guns, archery equipment or other deadly or dangerous weapons.

The policy covers all property owned by or operated by the University, including buildings and surrounding areas such as sidewalks, walkways, driveways and parking areas under University ownership or control. Vehicles owned or managed by the University are covered by this policy at all times regardless of whether they are on University property at the time or not.

Visitors to campus who violate this policy will be denied access or removed from the premises. Employees violating this policy will be subject to disciplinary action up to and including immediate termination or dismissal. Students violating this policy will be subject to sanctions outlined in the Student Code.

3.24 Reasonable Search

The University reserves the right to conduct searches of any person or vehicle that enters University property. This provision includes searches of clothing, lockers, purses, bags, backpacks or briefcases, and vehicles on the property.

3.25 Job Descriptions – Staff

A current job description shall be written for all existing staff jobs at the University. A standard format shall be used as provided and directed by the assistant vice president, human resources. Directors and administrators shall be responsible for developing and maintaining current, accurate job descriptions for jobs in their respective departments. All job descriptions for University staff will be maintained and kept on file in the Office of Human Resources.

To ensure that job descriptions remain current, staff will review them on an annual basis. During the review process staff will notify their supervisors of suggested changes. Supervisors will review the job descriptions and make changes as necessary to positions.

3.26 Performance Evaluation Program - Staff

3.26.1 Staff Performance/Annual Review

During the months of May and June preceding fiscal year start on July 1, employees will be evaluated on performance. Employees will be measured on the extent to which regular duties and responsibilities and previously established goals and objectives have been met as well as on knowledge, skills and abilities necessary for the position. Also, goals and objectives for the next year will be established.

Employees may reflect on their performance and self-evaluate. Supervisors will evaluate each employee and get their supervisor's signature on the performance review prior to giving the review. Performance evaluations should be recorded on the appropriate evaluation form. Supervisors will rate employees with an overall rating. The employee and supervisor then meet and discuss performance over the past fiscal year. Should an evaluation need to be changed after the meeting the supervisor and second level supervisor must sign off on the change.

Performance reviewed as clearly unsatisfactory falls below outlined standards. That employee must improve significantly to remain in the position. Often a performance improvement plan will be initiated immediately. An employee with a clearly unsatisfactory rating will be re-evaluated in no more than 90 days and will not receive any merit pay adjustment. In circumstances where there are documented policy violations or significant history of subpar performance the employee may be terminated.

3.26.2 Staff Performance Review Appeal

Employees who would like to appeal their review based on inaccurate fact or unreasonable bias may submit an appeal in writing to the assistant vice president, human resources within five business days. The assistant vice president, human resources will consult with the appropriate President's Staff person, and if necessary the president, to ensure that the review and final overall evaluation was conducted fairly and according to policies and procedures.

3.26.3 Staff Orientation Period - 90 Day Review

New staff employees are subject to a three-month orientation period from the date of hire. This will allow both the employee and employer to determine the suitability of the employment relationship. It shall be characterized by close and frequent coaching, and may be both formal and informal. Managers will review a new employee's performance 90 days into the job using a similar process and format at the annual performance evaluation. A record will be kept by Human Resources. The supervisor can recommend an extension of the orientation period based on documented evidence that the normal orientation period provided insufficient time for the employee's job suitability to be determined. Alternatively, if work is judged to be clearly unsatisfactory, employees may be dismissed at any time during the orientation period.

3.27 Consulting or Outside/Additional Employment - Staff

Employees are expected to be able to perform their work as efficiently and effectively as possible at all times. While work outside a person's primary position at the University is not prohibited, hours worked in outside employment must not coincide or conflict with hours of work for the University unless approved by the employee's supervisor. Additional employment opportunities may be available at the University for some employees (for example an exempt staff employee teaching an evening class). Outside or additional employment must not detract from the primary position's work responsibilities at the University nor create a conflict of interest. Outside work should not use the University's name or imply that the employee is operating in an official capacity. Additionally, the work should not use University resources, facilities or equipment without written permission. Questions about whether an outside activity or other employment would constitute a conflict of interest should be directed to supervisors or the assistant vice president, human resources.

See Base Salary and Supplemental Pay Policy in the Policy Library for more details.

3.28 Transfer and Promotion – Staff

Occasionally opportunities may arise for a staff member to transfer to another open position at the University. Employees wishing to transfer should discuss the opportunity with their supervisor prior to applying for the open position. Application is not a guarantee of transfer. Qualifications and all relevant application and employment records will be reviewed. Should a current employee and best outside candidate be equal the employee will be given preferential treatment.

Employees who wish to apply for a staff position that would be considered a promotion should discuss this with their supervisor. Employees wishing to apply for a new position considered a promotion should complete an application. Qualifications and all relevant application and employment records will be reviewed. Promotions will not be approved for employees with less than 12 months of service and/or who do not meet expectations in their current job with a preference for exceeding expectations. Exceptions require the president's approval. Should a current employee and best outside candidate be equal the employee will be given preferential treatment. Positions (with incumbent employees) that are being redefined or reclassified as a different position or a higher grade do not require application if the current employee in that position represents the ideal candidate for the position.

4 Compensation Policies

4.1 Business Hours, work schedules, work week

University of Health Sciences and Pharmacy in St. Louis's normal business hours are 8:30 a.m. to 5 p.m. with one hour for lunch. Specific work schedules may differ by position and are established to meet operational and service objectives.

The work week for employees runs from Sunday to Saturday.

4.2 Meal Periods

Employees working greater than seven hours per day will be granted a meal break to renew attention and energy after working for an extensive period so they can remain productive and efficient in performing assigned tasks.

Exempt employees will coordinate meal breaks with their supervisor. Typically, this meal break should not exceed an hour per workday. Exempt employees are encouraged to take time away from work to eat for at least a thirty-minute break, however some positions, schedules or staffing may necessitate a working lunch at times.

Non-exempt, hourly employees must coordinate their meal breaks with their supervisor to ensure service levels are maintained. Meal breaks are unpaid, considered personal time, and employees are encouraged to leave the immediate work area in order to eat and relax. Meal breaks must be at least thirty-minutes but may be up to one hour. Hourly, non-exempt employees must clock out for meal breaks using timekeeping system. Occasionally, due to operating requirements, supervisors may need to temporarily modify meal breaks. This may include situations where an employee will be paid during their meal break due to anticipated interruptions, staffing and/or operational needs.

The University relies on all employees to accurately report working time, non-working time, and leave time so employees are properly paid under the minimum wage and overtime or exemption requirements of the Fair Labor Standards Act. It is the employee's responsibility to review timecards and records in advance of submission to payroll. The Human Resources Department and the Business Office assume the payroll time cards and time reporting records accurately leave time, and meal breaks for the applicable payroll period. Employees are obligated to promptly notify their immediate supervisor or the Human Resources Department of any discrepancy or error in a timecard or payroll record, including interruptions requiring non-exempt employees to work during an unpaid meal break. This will allow the supervisor and Human Resources the opportunity to review the issue and make pay adjustments in a timely manner.

For more details please see the Meal Break Policy in the Policy Library.

4.3 Payroll Procedures

Payments to University employees must be made through the payroll system. This includes remuneration for additional services rendered for which pay over and above the base rate is due. All wages are required by federal law to be reported to the Internal Revenue Service. This includes, but is not limited to, base wages, honorariums, lecturer fees, consultant fees and salary replacement dollars from grants and contracts.

Requests for additional pay must be timely and submitted to Human Resources on a "Personnel Action Request" form 15 days prior to pay date. Unless extenuating

circumstances dictate otherwise, and if approved by vice president finance/CFO, no off-cycle pay checks will be generated.

Direct deposit is available for all faculty, staff and student workers to the payee's bank of choice. Multiple accounts may be set up for deposit. If a pay date falls on a weekend or holiday it will be moved to the last working day before the weekend/holiday.

The University operates separate payroll cycles for faculty, staff and students. Payroll services are managed through the Business Office.

4.3.1 Staff Payroll

Staff employees will be paid on a biweekly basis. The pay period consists of two work weeks which run Sunday through Saturday. Employee payday is the Friday following the last the day of the pay period.

4.3.2 Student Payroll

It is the responsibility of faculty and staff who employ student workers to manage student worker timecards. Time is collected from the 16th to 15th of each month and paid on the 28th. Payroll will provide instruction on timecard approval, and send reminders when approval is due. Failure to approve student worker timecards may result in a delay of pay. Special checks will not be written merely for failure to timely approve hours worked by students. Student pay must be at University established rates unless an exception has been approved.

4.4 Merit Salary Increases

Salary increases will be determined by the University's budget, and budgeted salary changes are established as a merit pool. Merit increases will be awarded to employees who satisfy the performance standards established by their supervisors each year at the beginning of the fiscal year, July 1 or beginning of the next academic year period (August 1 or September 1). Employees will not receive more than one increase per twelve-month period except in extenuating circumstances approved by the president.

For consistency across the University, the president will establish guidelines for employees who meet expectations or are fully successful based on the merit pool approved.

Each member of the President's Staff reviews the overall performance of his/her employees and determines the merit increase of each employee based on the guidelines for the year. He/she is responsible for ensuring that his/her budget does not exceed the merit pool established for his/her area(s) of responsibility and that the average annual increase does not exceed the approved percentage. Any pool associated with vacant or new positions cannot be used without permission from the President. Market adjustments and promotions/position upgrades should be budgeted separately from merit increases.

Merit increases must be submitted on a Personnel Action Request (PAR) and must be approved by the appropriate President's Staff person, Human Resources and resident **prior** to communication to the employee.

Exceptions to this policy are subject to approval by assistant vice president, human resources and the president.

4.4.1 Merit Increase Eligibility

Employees at maximum salary for a given position may receive a lump sum payment in lieu of an increase.

New employees with less than four months of service by the time a merit increase would be effective are ineligible. For example, an employee hired March 3 would not be eligible for increase July 1. An exception may be made when specific terms have been agreed to as a condition of employment. Employees with less than one year of service in the review period may be subject to a pro-rata adjustment based on service at time of evaluation.

4.5 Supplemental pay

4.5.1 Supplemental pay - staff

Circumstances may arise where supplemental or additional pay for staff employees is appropriate. For exempt employees additional pay is not appropriate when required to work additional hours to complete work or special assignments, only for extraordinary work requirements over an extended period of time above and beyond the employee's job description. Additional compensation must be paid to non-exempt employees for any hours worked over 40 hours a week. Examples include an employee doing work unrelated to their primary position (such as an employee teaching a course as an adjunct) or filling in on interim basis for a supervisor or administrator for more than one month. Supplemental pay must be requested by a supervisor on a Personnel Action Form prior to the start of the work for the additional pay to be authorized and approved by Human Resources.

4.6 Separation of Employment

An employee's last actual day of work shall represent the official termination day or separation from employment in instances of resignation or dismissal (voluntary or involuntary). If an employee is on an approved leave of absence, such as FMLA, the final day of leave shall be the termination/separation day.

4.6.1 Final payment and recovery of assets

Payroll will process a final paycheck as soon as administratively possible no later than the next payday when an employee terminates. The employee is responsible for ensuring that all University assets/property (computers, equipment, keys, ID, etc.) are returned prior to issuance of a final paycheck. University assets or property that is not returned will be withheld from the final check.

4.7 Flextime

Flextime refers to a range of flexible hours that permit employees to choose the times they will start and end work (start/leave early or start/leave late relative to normal business hours). An employee's supervisor, appropriate President's Staff person and assistant vice president, human resources must agree to the flextime schedule. While employees may request consideration of a flextime schedule allowing for a specific arrival and departure time, approval of the request will be granted only when specific conditions are met.

- Flextime scheduling must not interfere with office productivity, adversely affect other departments or diminish services
- Flextime must not increase staffing costs or force overtime
- Flextime schedules must be established in advance to be set for one pay period at minimum. It cannot change from day to day or week to week
- Flexible schedules are permitted at the supervisor's discretion
- Employees are required to work the core hours of their shift, typically 10 a.m. to 3:30 p.m. for an 8:30 a.m. to 5 p.m. position
- Flextime doesn't reduce or change the total hours/work load for a given position
- Flextime schedules will be reviewed regularly and may be changed or revoked by the supervisor at any time

4.8 Time Cards/Records – Staff

The Fair Labor Standards Act (FLSA) requires that employers maintain basic payroll and times of work records for each non-exempt staff employee. Non-exempt means those employees who are subject to, and not exempt from, the FLSA's minimum wage and overtime requirements; sometimes referred to as hourly employees, e.g. clerical, custodian, and maintenance.

University of Health Sciences and Pharmacy in St. Louis has an electronic timekeeping system to be utilized by non-exempt staff members and student workers who are paid through payroll. All hourly and student workers are required to clock in/out on a computer workstation.

The filling out of another employee's time record, or clocking in or out for another employee or falsifying a time record is prohibited and may be grounds for disciplinary action up to and including termination of employment. If the employee is not available to complete the time record, the supervisor will complete it for the employee.

The payroll administrator will send timely reminders via email to supervisors in advance of each pay date.

4.8.1 Employee responsibility:

- Clock in and out within appropriate department
- Take scheduled breaks and lunch periods
- Refrain from reading email and working on breaks or outside of established work hours on personal electronic devices or computers without the supervisor's approval
- Review time worked on daily or weekly basis
- Notify supervisor of errors and exception time (i.e., vacation, sick)
- Obtain approval for overtime
- Accuracy of record

Failure to complete these responsibilities may result in an employee not getting paid.

4.8.2 Supervisor responsibility:

- Exception edits to time record
- Approval of employee time records on daily or weekly basis
- Accuracy of record
- Overtime approval

4.9 Overtime – Staff

Non-exempt staff employees as defined in the Fair Labor Standards Act will be compensated for overtime in accordance with the following procedure:

1. Overtime is defined as all hours **WORKED** in excess of 40 hours in the work week.
2. Overtime must be scheduled and approved **before** it is worked.

4.10 Compensatory time – Staff

Exempt staff employees, as defined in the Fair Labor Standards Act, may be granted time off in lieu of pay. A President's Staff member may approve compensatory time off if given in the same work week. Since exempt employees are not paid overtime and hours are not tracked, compensatory time is not a tracked time off.

4.11 Pay Practices for Campus Emergencies, Inclement Weather, Events

4.11.1 Definitions

<u>Term</u>	<u>Definition</u>
Campus emergency	A serious event that occurs on campus that seriously inhibits safety, security or normal operations. Examples include flooding, fires, extended power outages, property damage due to inclement weather, shooter on campus, reputational crisis, etc. Emergency levels are defined in the Emergency Operations Plan.
Critical personnel	This term is fully defined in the University's <i>Critical Personnel and Continuity of Operations COOP Planning Policy</i> and generally means employees who are required to work to maintain essential operations (power, HVAC, campus safety, IT infrastructure, security and safety, etc.) Who is deemed critical personnel may vary by type of situation. Employees will be notified if they are in a position that is considered critical.
Event	An event is a specific University function designed as a gathering of a group of individuals. Examples include, but are not limited to, White Coat, Commencement, Reunion Weekend, Preview Day, etc. Events must be approved through the Institutional Events Manager and be University sponsored.

Inclement weather	Naturally occurring weather that seriously disrupts operations or presents a situation that compromises safety and security of the campus, faculty, staff and/or students. This includes tornadoes, severe thunderstorms, flash flooding, snow, ice, sleet, etc.
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4.11.2 Pay practices for campus emergencies and inclement weather

4.11.3 Campus Closure

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a) Full-day campus closure for emergencies and/or inclement weather

- i) Full-time staff and faculty will be paid a regular day's pay (7.5 hours) when the University is closed for either an emergency on campus or inclement weather.
- ii) Part-time regular (non-temp, non-student, non-intern) staff will be paid their scheduled shift pay if they are scheduled to work on a day the campus closes for a campus emergency or inclement weather.

b) Partial-day campus closure for emergencies and/or inclement weather

- i) Closing early - Exempt employees will be paid a full day's pay if the University closes early for an emergency or inclement weather. Non-exempt employees will receive hours added to actual work time to total no more than 7.5 hours (or no more than their normal shift scheduled hours) if the closure occurs during their shift. This additional time does not count as work time towards calculating a non-exempt employee's overtime.
- ii) Late start – In the event the University starts late due to inclement weather or a campus emergency, exempt employees will be paid a full day's pay. Non-exempt employees will receive pay for actual hours worked. All employees are expected to arrive at work at a reasonable time considering conditions. Employees may make up missed work time during the day or make up missed time during the remainder of the work week with supervisor approval. Critical personnel cannot start their shift late.

c) Extended campus closure for emergencies and/or inclement weather

- i) Should the campus be closed for an extended period of time (other than a few days) due to a campus emergency or inclement weather it will be determined by the president what the duration of pay will be for faculty and staff. It is possible that alternate work sites, remote work, or different work hours will be established and work will be required for payment.

d) Consideration for paid time off

- i) Employees who have already requested or used paid time off (sick, personal holiday or vacation) on a day with either a full closure or partial closure will not be allowed to change or rescind that request and will be charged their requested paid time off.

- ii) Closure pay for emergencies or inclement weather does not count as work time towards calculating a non-exempt employee's overtime.
- e) Employees designated as critical personnel required to work when campus is closed due to emergency and/or inclement weather
 - i) Exempt staff or faculty who are critical personnel or those employees required to come on campus due to extraordinary circumstances may be given an equivalent amount of time off at a later date, preferably in the same pay period, at their supervisor's discretion.
 - ii) Non-exempt critical personnel required to work their entire shift during a campus closure will be paid for actual hours worked in the work week and will receive an alternate day off in lieu of the closure day to be used at a later date. This day must be scheduled and approved by their supervisor. Non-exempt critical personnel already at work when a closure is in effect who are required to finish a shift will receive closure hours plus their regular hourly pay. Closure hours do not apply toward overtime.
 - iii) Critical personnel cannot start their shift late, so snow schedules or late starts do not apply to them.

4.11.4 Pay practices for staff supporting University events

Hourly, non-exempt staff will be paid time and a half (1 ½) for a minimum of four hours if directed to work (for example, working sign-up, set up, or other similar work) an event that starts and ends outside their position's regular scheduled shift and/or outside department/position normal hours. Employees working an event will not receive both event pay (1 ½ times) and overtime pay for the same hours. Salaried, non-exempt staff would be eligible for overtime for working an event.

Staff whose schedule is changed to come in early or stay late to work an event, but still work a regular shift, will not be entitled to a four hour minimum or event pay. The time worked early or late will be added to hours for the day. The supervisor may allow for the person to leave early or late from his/her normal shift to keep the length of the workday normal. For example, staff coming on campus an hour early to set up an event on Friday would get regular pay for the time worked. Regular overtime rules apply.

4.11.5 Shift premium for non-event work outside of regular work hours

- f) Call Back: Hourly, non-exempt staff deemed to be critical personal will be paid time and a half (1 ½) for a minimum of four hours if they are called back to campus to work outside of regular work hours for their position. Only actual work hours for employees called back to work can be considered in calculating overtime. Salaried, non-exempt staff would be eligible for overtime.
- g) Shift Change: Staff whose schedule is changed to come in early or stay late but still work a regular shift resembling regular University business hours or position hours, will not be entitled to a four hour minimum or shift premium. The time worked early or late will be added to hours for the day. For example, staff required to come on campus an hour early to remove snow when the University is open will get regular pay for the day. Regular overtime rules apply.

- h) Weekend work:
 - i) Hourly, non-exempt, non-critical personnel required to work on weekend will be paid a shift premium of 1 ½ times regular pay for time worked if the work is not part of the position's regular schedule. Salaried, non-exempt staff would be eligible for overtime for work on a weekend. Employees will not receive weekend premium pay (1 ½ times) and overtime pay for the same hours.
 - ii) The weekend rate does not apply to scheduled work shifts to accommodate regular work schedules for a position or scheduled work that can only take place during off-peak hours such as maintenance, cleaning or construction that are scheduled and must be done outside normal business hours. These are paid at straight time; regular overtime rules apply. For example, public safety or maintenance staff who work weekends as part of their position's regular hours are not eligible for a weekend premium.
- i) Holiday Premium:
 - i) Exempt Staff required to work on a University holiday may be given an equivalent amount of time off at their supervisor's discretion.
 - ii) Non-exempt staff (full-time, benefits eligible and part-time, non-benefits eligible) scheduled to work on a University holiday that is also a federal holiday will be paid holiday hours plus straight pay for actual hours worked. Non-exempt staff who are scheduled and work on a day the University has deemed a holiday that is not a federal holiday (year-end holiday, day before or after Thanksgiving), will receive an alternate day off for use at a later date. This day must be scheduled and approved by their supervisor.
 - iii) Holiday hours do not count toward overtime pay. Call backs or events that occur on holidays are paid at the call back or event premium rate and subject to the call back or event minimum.

4.11.6 On call time

- j) Some employees may be put on call as part of their job responsibilities. Exempt faculty and staff may have job requirements to respond to calls outside of normal work hours. This is considered part of the regular work for those positions.
- k) Non-exempt staff may also be placed on call. Generally, time on call is not work time if UHSP is not requiring the employee to be close to campus or prevent the employee from engaging in personal activities. Most on call situations will not require multiple or frequent responses while on call.

Non-exempt staff must track and report their actual hours worked in response to work arising from calls. There is no shift premium for being on call. However, hours worked are subject to call back, weekend, holiday or closure premiums. Only actual work hours contributing to hours worked each week count toward overtime.

In the event that an employee is remotely working as a result of responding to a call, actual hours should be recorded but the employee will be tracked as a minimum of one hour for the day.

Supervisors are required to notify employees if there are restrictions on the employee being far from campus or from engaging in personal activities. An employee who is told the use of their time is significantly restricted will be paid regular hourly wages for the on-

call time. Regular overtime rules apply. For example, if an employee is told to be near campus from 6:00pm to 10:00pm to quickly respond to the needs of a University event he or she will be paid four hours pay. If they are not restricted, then they will only be paid if there is a need to respond.

Employees on call are expected to respond to their supervisor or the department who called within 15 minutes. Should an employee on call have situations that may limit their ability to respond they should communicate with their supervisor.

While on call, it is expected that all employees refrain from activities that would inhibit their ability to do their job in a safe and effective manner and/or respond when called. Please see the Drug and Alcohol Handbook for more details.

5 Time Off

5.1 Absence Requests/Report

All full-time regular employees who are entitled to paid leave benefits must request leave from their supervisor in advance and record absences taken using Paycom system. Individual departments may require employees to request vacation, personal holidays or scheduled sick days a specific time period in advance.

Excessive absences, particularly those without notice, may affect an employee's annual performance review.

Exempt employees may request and take off in half-day increments. Payroll will monitor exempt staff to ensure salary and pay is appropriately tracked and exempt staff are not being paid less than their salary's compensation.

Non-exempt staff may request and take vacation or personal holiday time off in half-day increments. Sick time may be applied in hour long increments.

5.2 Status Changes and Credit for Work History for Time off Benefits

Employees who change status from full-time to part-time are allowed to retain all of their sick and vacation balances for use while part-time. However, once in a non-benefit eligible status they do not accrue time.

Employees who change from part-time to full-time or are rehired into a full-time position will be granted valid service years for each full year of full-time service. Service as a student worker is not eligible. Part-time service will be prorated to a full-time service equivalent. For example, a person working part-time as a 0.25 FTE for four years who goes full-time would receive one year service credit. Service years will apply toward staff vacation levels allowing these employees to benefit from their prior service to the University. This policy does not apply toward promotion or tenure for faculty.

5.3 Family and Medical Leave Act (FMLA)

5.3.1 Basic FMLA Leave and Active Duty Leave

Provided certain requirements are met, those employees who have been employed for at least 12 months **and** for at least 1,250 hours during the previous 12 month period may be entitled to up to 12 weeks of leave **during a rolling twelve month period measured backward from the date leave first begins**, under the following circumstances:

- The birth of a child and to care for such child or placement for adoption or foster care of a child
- To care for an immediate family member (spouse (as determined by FMLA), child under 18 years old or 18 or over that is incapable of self-care, or parent) with a serious health condition
- Because of a serious health condition which renders the employee unable to work
- Because of any qualifying exigency arising out of the fact that your spouse (as determined by FMLA), son (of any age), daughter (of any age) or parent, defined as a covered military member, is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves or is a retired member of Armed Forces or Reserves and has been notified of an impending call or order to active duty in support of a contingency operation (Please note certain exigencies are limited to a certain number of days of leave.)

5.3.2 Military Caregiver Leave

An employee also may take Military Caregiver Leave to care for a spouse (as determined by FMLA), son (of any age), daughter (of any age), parent or next of kin (as defined) who is a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A covered service member incurs a serious illness or injury for purposes of this paragraph when he or she is medically unfit to perform the duties of his or her office, grade, rank or rating.

Eligible employees are entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12 months after that date.

The leave entitlement described in this Section applies on a per-covered service member, per injury basis. However, no more than 26 weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the federal FMLA under numbers 1-4 in the Basic FMLA Leave and Active Duty Leave section above, the combined leave shall not exceed 26 weeks during that 12-month period.

5.3.3 FMLA Definitions

5.3.4 Serious Health Condition

A “serious health condition” referenced in numbers (2) and (3) of the Basic FMLA Leave and Active Duty Leave section above means an illness, injury, impairment, or physical or mental condition that involves:

- In-patient care (i.e., an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care)
- Period of incapacity of more than 3 consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (i) treatment 2 or more times by a health care provider or under the supervision of a health care provider within 30 days of the start of the incapacity, or (ii) treatment by a health care provider on at least one (1) occasion within 7 days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider
- Any period of incapacity due to pregnancy, or for prenatal care
- Any period of incapacity due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider
- Any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than 3 consecutive calendar days in the absence of medical intervention or treatment

5.3.5 Qualifying Exigency

A “qualifying exigency” referenced in number (4) of the Basic FMLA and Active Duty Leave section above refers to the following circumstances:

- Short-term deployment: to address issues arising when the notification of a call or order to active duty is seven (7) days or fewer
- Military events and related activities: to attend official military events or family assistance programs or briefings
- Childcare and School activities: for qualifying childcare and school related reasons for a child, legal ward or stepchild of a covered military member
- Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member
- Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member
- Rest and recuperation: to spend up to five (5) days for each period in which a covered military member is on a short-term rest leave period during a period of deployment
- Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90 days after a covered military member’s active duty terminates

or to address issues arising from the death of a covered military member while on active duty

- Additional activities: for other events where the University and the employee agree on the time and duration of the leave

5.3.6 FMLA limits when spouses work together

Eligible employees who are spouses are limited to a combined total of 12 weeks of leave during any 12-month period, if the leave is taken (1) for birth of a child; (2) for placement and care of a child; or (3) to care for a parent (but not “parent-in-law”) with a serious health condition. Where the spouses both have used a portion of the 12-week entitlement for one of the above purposes, each are entitled to the difference between the amount he or she has taken individually and 12 weeks to care for a child with a serious health condition or to treat their own serious health condition.

5.3.7 Notice of need for FMLA Leave

If the leave is foreseeable (e.g., birth or placement, planned medical care, leave due to active duty of immediate family member), the employee must provide at least 30 days advance notice to their immediate supervisor, who will advise the Office of Human Resources. If circumstances prevent providing the 30 days advance notice, then the employee should provide as much notice as possible (ordinarily the same or next business day). If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of the need for the leave. Employees must make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.

5.3.8 Intermittent FMLA Leave

Intermittent leave also may be available depending upon an employee's serious health condition or an employee's immediate family member's serious health condition. Intermittent or reduced schedule leave for the birth or placement of a child for adoption or foster care may only be taken with approval from Human Resources. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees taking intermittent leave must follow the University's standard call-in procedures absent unusual circumstance. Employees must specify if the reason for the call-in is related to an FMLA intermittent leave as opposed to a non-FMLA illness. The employee must, however, make a reasonable effort to schedule medical treatment so as not to disrupt unduly University operations. Further, if the need for leave is foreseeable based on planned medical treatment, the employer reserves the right to transfer the affected employee temporarily to an alternate position with equivalent pay and benefits for which the employee is qualified, if the transfer better accommodates the requested leave.

5.3.9 Documentation supporting FMLA leave

Your reason for the leave must be covered under FMLA and you must provide a completed FMLA Certification Form supporting the need for the leave for any event other than birth of a child. Human Resources will provide employees with the appropriate form to certify a serious health condition. A request for reasonable documentation of family relationship verifying the legitimacy of FMLA Leave may also be required. The employee will have 15 days in which to return a completed Certification form following receipt of the form from the University. If the employee fails to provide timely certification after being required to do so, the employee may be denied the taking of the leave under FMLA. If the Certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven days after receiving such written notice to provide the necessary information. If the form is complete but unclear the University reserves the right to have Human Resources contact the health care provider with the employee's permission and release. If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of the University, related to the health condition may be required. If the original certification and second opinion differ, a third opinion, at the expense of the University, may be required. The opinion of the third health care provider, which the University and employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders. A request for military Caregiver leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form as well as any necessary supporting documentation.

5.3.10 Recertification

Under certain circumstances as provided by the law, including (but not limited to) situations in which the need or nature of the approved leave changes, the University may, in its sole discretion, require recertification of your serious health condition. The Company may also request recertification every year in which FMLA Leave is taken for any serious health condition that lasts longer than one year. In these situations you will have 15 days in which to provide, at your expense, a completed recertification form.

5.3.11 Substitution of paid leave

Employees are required to substitute and exhaust sick pay and vacation pay for leave requested. Such substituted paid time will run concurrently with, and be applied against, the 12 week maximum. Use of sick and vacation time will follow the established rules for each benefit. For birth of a child sick leave may only be used for the period of disability associated with the birth with the remainder of FMLA using other types of paid time off. Employees do not continue to accrue time off while off leave. Holidays falling during an entire week of FMLA leave will be counted towards FMLA leave. For a partial week of

leave the holiday will not count as FMLA leave. After paid leave finishes running the remainder of the leave will be unpaid. If an employee takes paid sick leave for a condition that progresses into a serious health condition the University may designate all or some portion of related leave taken under this policy as FMLA, to the extent that the earlier leave meets the necessary qualifications.

5.3.12 Benefits under FMLA leave

During the 12 week maximum leave period, coverage under group health, dental, and voluntary life insurance plans, if any, will be maintained at the level and under the conditions coverage would have been provided had leave not been taken. Employees will be required to continue to pay their portion of any applicable premiums as if they had not taken leave and failure to do so may result in loss of coverage pursuant to the law. See Human Resources to make payment arrangements. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the University will require the employee to reimburse the University the amount it paid for the employee's health insurance premium during the leave period.

5.3.13 Return to Work

As a condition of returning to work from a leave granted pursuant to (3) above, the employee must timely present a certification from his/her health care provider that the employee is able to perform the essential functions of his or her position. Restoration will be denied until the certification is presented. An employee returning from leave under this Policy, who has complied with its terms, generally will be restored to the same (or equivalent) position the employee held prior to leave. A returning employee does not, however, have a greater right to restoration or other benefits than if the employee had been continuously employed during the leave period. Employees are to notify their supervisor and/or Human Resources of their intent to return to work at least two weeks prior to the anticipated date of return.

5.4 Holidays

Full time staff may observe all holidays designated for the University by the President. The University observes the following holidays:

New Year's Day	July 4
Martin Luther King Day	Labor Day
Memorial Day	Thanksgiving Day (3)
Juneteenth	Christmas Eve & Week following

Holidays are paid to full time benefits eligible employees who have paid time off before and after the holiday and who are regularly scheduled to work on that holiday.

5.4.1 Floating Holidays

Full-time benefits eligible employees (1.0 FTE) receive five floating holidays per year. Benefits eligible employees working less than 1.0 FTE will be eligible for two floating holidays per year. For employees commencing employment mid-year, the number of days will be awarded as follows. Benefits eligible employees working less than 1.0 FTE will receive the amount listed below reduced by one.

Before April 1 st	---	5 days
Before July 1 st	---	3 days
Before October 1 st	---	1 day

No pay for unused floating holidays will be granted and unused days are forfeited at year end. Floating holidays scheduled in lieu of notice will be unpaid.

5.5 Absences Due to Illness and Family Emergencies/Sick Time

The University's sick leave benefit is intended to offer employees paid time off to deal with minor, short-term illnesses as well as allow employees to bank enough leave to cover a short-term disability. The University will not discriminate or retaliate against employees for taking Family and Medical Leave or having a protected disability. However, attendance is a factor in job performance.

For more detail, review the Absences Due to Illness-Sick Time Policy in the Policy Library.

5.5.1 Reporting an Absence due to Illness and/or Family Emergencies

It is each employee's responsibility to report the circumstances of his/her absence including probable duration of sick leave. Some absences due to illness or family emergency may fall outside the scope of this policy. Some absences may also be covered under the provisions of the Family and Medical Leave Act (see FMLA). Employees may always consult Human Resources for a private discussion of the need or use of sick leave under this policy.

5.5.2 Staff

If a staff employee must be absent from work, he/she must notify his/her supervisor or designated representative, as soon as possible prior to the time scheduled to start work. The employee must make a reasonable effort to speak with the department supervisor even if a voicemail message is left.

5.5.3 Accrual of Sick Leave

Full-time, benefits eligible employees accrue one day of possible sick leave for each month of employment at the University (nine days per year for academic-year employees; 12 days per year for calendar-year). Employees who are full-time benefits eligible but work less than 1.0 FTE will have sick accruals prorated. These days will continue to accrue up to a maximum of three months (66 working days) Maximum accrual will be prorated for less than 1.0 FTE.

Sick days accrue only while actively at work and do not accrue during any leave of absence period (except in circumstances of intermittent FMLA), paid or unpaid. Unused, accrued sick leave is not paid on separation from the University.

5.5.4 Appropriate uses of Sick Leave

Since one of the purposes of the leave policy is to ensure employees bank time in order to have protection against loss of income due to a prolonged illness there are limitations on when sick leave may be used.

- Employees should make every effort to schedule medical appointments to limit work disruption.
- An eligible employee may use sick leave in the event of a short-term, less serious or common illness. Examples of events include seasonal colds and other minor ailments where an employee does not need care beyond a single office visit and/or treatment such as a prescription. This type of event would typically only prohibit an employee from working one or two days and are likely not FMLA events. Employees with a condition that is contagious should stay home.
- Sick leave may also be used for employee illnesses or injuries that are more serious, longer-term. These events may involve hospital stays, multiple treatments, etc. and often exceed three days. In this way, the University's sick leave policy acts as short-term disability coverage. The type of illness or injury may qualify for FMLA leave. Should an employee exhaust his/her sick leave he/she must use vacation time to cover the absence.
- To respect each employee's own commitment to family responsibilities, a maximum of three (3) accrued sick days per calendar year may be used for the care of an immediate family member who is ill. Immediate family member is defined as child, spouse, domestic partner, or parent. Time used for this purpose is deducted from the employee's sick leave bank. Care for family may qualify as FMLA leave.

Employees may never use more sick leave than they have earned. Questions regarding events eligible for sick time may be directed to the assistant vice president, human resources.

5.5.5 Tracking Sick Leave

Official records are maintained by payroll and may also be maintained by each division/department/office. The amount of sick leave remaining, equals days accrued minus sick days taken.

For staff non-exempt employees, sick time taken shall be entered in the timekeeping system and will be recorded in the minimum amount tracked by payroll. Supervisors are encouraged to work with employees who schedule medical appointments toward the beginning or end of their shift. If an employee misses only an hour or two due to an appointment they may, with supervisor's permission, make that time up during their regular workweek. In no circumstances will this cause unapproved overtime. Sick time plus an employee's hours worked during the week cannot exceed their regularly scheduled number of hours.

Exempt employees shall complete submit absences using the proper system, only for full or half day absences, as soon as possible but no later than the third day after their return to work.

If an employee is not available to complete the time record, the supervisor will submit the sick time for the employee (See policy on time cards/records).

5.5.6 Medical Certification

A physician's statement verifying the illness or injury may be required after three consecutive day's absence and/or for any absence occurrences in excess of five per year. It may also be required at the discretion of the department chair or supervisor. Some events covered under this policy also qualify for FMLA leave and are subject to the policy on medication certification for FMLA.

5.5.7 Integration with Worker's Compensation

The sick leave benefit may be authorized to pay a portion of time off due to illness or injury that is or will be covered by the University's Worker's Compensation benefit provided the injured party was not under the influence of alcohol or drugs at the time of injury and/or did not violate safety policy or procedures.

5.6 Other Leave Policies

5.6.1 Bereavement and Funeral Leave

In the event of death of a spouse, domestic partner, child, parent or sibling, three working days up to and including the day of the funeral may be allowed. The day of the funeral may be granted in the case of the death of other close relatives. Funeral leave does not extend beyond the date of the funeral except when used to attend a memorial service.

For more detail, review the Bereavement and Funeral Leave Policy in the Policy Library.

5.6.2 Jury Duty

Employees called for jury duty are to notify the department/division or office supervisor. Employees who serve on juries will receive their regular salary for days spent as a juror if they endorse the jury-service voucher to the University.

5.6.3 Court Appearances

If court appearances are required for personal reasons or for a violation of the law, absence from the University will be deducted for such days missed as accrued vacation or unpaid leave of absence. In a case where an employee is subpoenaed to appear as a witness in a case involving the University, the absence will not be counted against vacation time nor will salary be reduced.

5.6.4 Paid Caregiver/Parental Leave Policy

University of Health Sciences and Pharmacy in St. Louis (UHSP) recognizes that employees must balance work obligations with providing care for their families. The intent of this Paid Caregiver/Parental Leave policy provides eligible faculty and staff members with paid leave to support them while meeting family obligations outside the workplace. The leave benefit that will provide up to four weeks of paid leave to employees on FMLA leave for the following FMLA reasons:

- Bond with the newborn child within one year of birth
- The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement
- Care of spouse/child/parent with a serious health condition
- Care for spouse/child/parent who is a member of the armed services undergoing treatment, recuperation or therapy or a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty

Applies to regular, full-time, benefits eligible faculty and staff who qualify for FMLA. Spouses and/or domestic partners who are both eligible employees may each take

leave under this policy for the same qualifying event; managerial approval is required for both employees to be on leave at the same time.

For more detail, please see the Paid Caregiver Parental Leave Policy in the Policy Library.

5.6.5 Military Leave

University of Health Sciences and Pharmacy in St. Louis provides a leave of absence for its employees to serve in the Armed Forces in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA), and applicable state law. University of Health Sciences and Pharmacy in St. Louis will not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment to an individual on the basis of his or her membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

University of Health Sciences and Pharmacy in St. Louis will offer re-employment opportunities to employees who voluntarily or involuntarily leave employment positions to undertake military service. The employee will be provided the opportunity to be re-employed in the same position previously held or, in some instances, a similar position, and will re-instate the employee's benefits following qualified military leave if the following conditions are met:

- The employee provides acceptable written or verbal notice of pending military service to the employee's supervisor or the Human Resources, unless military necessity prevents the giving of notice or notice is otherwise impossible or unreasonable.
- The employee returns to work or applies for reemployment in a timely manner after conclusion of service and provides adequate documentation showing eligibility to return to work:
 - For Military Service of 30 days or fewer - the employee must report back to work within 48 hours after the employee returns home from the place of military service. If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible.
 - For Military service of more than 30 up to 180 days - the employee must contact Human Resources within 14 days after military service is completed. If the former position is no longer available, the University will provide assistance with re-employment opportunities.
 - For Military service of more than 180 days - the employee must contact Human Resources for assistance with re-employment opportunities no later than 90 days after Military Service is completed.
- Failure to follow these guidelines for reporting to duty in a timely manner following military service may result in loss of eligibility for re-hire.
- The employee may perform military service for a cumulative period of up to five (5) years and retain reemployment rights with the employer. The five-year period includes only the time the employee spends actually performing military service.
- The employee's separation from military service was under honorable conditions.

- The University may not be able to reemploy a person if its circumstances have changed so as to make such reemployment impossible or unreasonable.
- The reporting or application deadlines will be extended up to two years for employees who are hospitalized or recovering from a service-connected illness or injury. This period can be extended to accommodate circumstances beyond an employee's control. The University will make reasonable efforts to accommodate an employee's disability so that the employee can be reemployed consistent with the requirements under the USERRA unless such accommodation will cause undue hardship.

5.6.5.1 Benefits Coordination

Employees may request to use accrued vacation during military leave, but are not required to do so.

Employees who qualify under this policy will accumulate seniority for the period of their military service and will retain previously accumulated benefits, subject to rules and regulations that might be imposed in those plans underwritten by insurance companies.

For the first 31 days of leave, the employee must pay the employee contribution cost of health care insurance premiums; employees performing military service of 31 days or more must pay the employee and employer contribution costs of health care insurance premiums (up to 102% of costs); and coverage under the University program will be available for up to 24 months from the date military leave began, or the day after the date on which the employee fails to apply for or return to a position of employment.

If the employee resumes employment with the University following military leave, the employee will be eligible for any general increases in pay, or any approved benefits that occur during their absence.

An employee who is performing military service may elect to make employee contributions or elective deferrals to the University's retirement plan, to the extent allowed by law, while on leave or upon reemployment. The employee is entitled to the same benefits as other employees while on leave, including any retirement match. A reemployed employee can make additional contributions to make up contributions missed during leave.

5.6.6 Leave without pay

An employee may apply for and be granted leave without pay for a prolonged period but may not exceed six months in any rolling backward 12-month period. Any unpaid leave taken as Family and Medical Leave shall be subtracted from the six months of leave without pay allowable in the period. Leave without pay is intended to be taken in full-day increments. Job availability upon return is dependent upon the position involved and the leave arrangements (subject to the requirements of the Family and Medical Leave Act). Leave without pay may be granted under the following conditions:

- When such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave. Family and Medical Leave will count toward the six-month leave without pay.
- When an employee will attend a college, university, or other school for the purpose of training in subjects relating to a job where there will be benefits to both the employee and the University.
- Because of seasonal fluctuations in the work schedules at the University.
- Under special circumstances, an employee may be granted leave without pay for a specific purpose other than those listed above with approval.

Leave without pay is not granted when the employee has paid vacation, sick leave, or other time off available to be used, except under those circumstances listed above.

Employees on leave without pay will not accrue sick time or vacation, will not be eligible for insurance coverage or University benefits, nor will they be paid for a holiday that occurs during the period that they are on leave without pay.

All leave without pay requires approval from the appropriate dean for faculty and the appropriate President's Staff person and Human Resources for staff.

5.6.7 Summer absences for academic year faculty and staff

Academic year employees will have their insurance coverage (employee medical and dental, vision, life/AD&D, long-term care and long-term disability coverage), continued during the summer months at regular contribution levels when they are otherwise not at work but are committed to return to work the next academic year (for example, faculty have a contract for the next academic year).

5.6.8 Voting leave

If an employee is eligible to vote in any local, state, or national election in the State of Missouri, the employee will normally be able to vote before or after work. If an employee does not have three successive hours when he/she is not scheduled to work between the opening and closing of the polls on Election Day, the employee will be excused from work with pay for up to three consecutive hours between the time of opening and the time of closing the polls for the purpose of voting. If the employee plans to take time off for voting, arrangements must be made with the supervisor prior to election day, and the University may specify any three hours between the time of opening and closing of the polls (such as the beginning or end of the workday) during which the employee may be absent to vote.

5.7 Vacation

- Full-time benefits eligible employees accrue vacation time while working at a rate determined by their status (faculty or staff).
- Vacation accruals may be banked but do have a carryover limit allowing a limited amount of time to carry over each fiscal year. Accrued time beyond the carryover maximum is lost.

- Accrued vacation time (to a limit) is paid out upon separation provided the employee provided sufficient notice.
- Vacation time does not accrue while an employee is on a leave of absence (except in circumstances of intermittent FMLA). Employees may not have a negative vacation balance.
- Vacation requests should be made on the appropriate form/system and must be approved by the employee's supervisor prior to being taken. Vacation time must be taken at times that do not conflict with critical work projects, peak times, class or clerkship activities and must be approved in advance by the division director or department chair.
- Should a holiday occur during a vacation period, it will be counted as a holiday, not a vacation day.
- Employees who leave at the end of the calendar year will be deemed terminated as of December 23th (or last day the University is open for the year), and no pay will be due for the holiday break to the separating employee.
- Employees may not use vacation time in lieu of proper notice of their intent to separate employment and may not use vacation beyond their last actual day of work.
- Vacation may be taken half-day increments.

5.7.1 Vacation Accrual– Staff

Unless otherwise authorized, all regular full-time, benefits eligible staff employees working 37.5 hours a week (1.0 FTE) accrue vacation as follows:

<u>Years of Service</u>	<u>Work Days of Vacation</u>	<u>Accrual rate</u>
0 years to 4 years	10	.84 days a month
5 years to 10 years	15	1.25 days a month
10 years and up	20	1.67 days a month

A benefits eligible staff-person working less than 1.0 FTE will have the number of vacation days reduced proportionately.

An employee who reaches the next level of accrual in a fiscal year will start accruing at that rate July 1 of that fiscal year.

Example 1:

Employee hired in August 1990 and reaches the five-year employment anniversary in August 1995. The employee begins vacation accrual at the 15-day rate July 1, 1995.

Example 2:

Employee hired in May 1990 and reaches the five-year employment anniversary in May 1995. Employee begins vacation accrual at the 15-day rate commencing July 1, 1994 for the full year--July 1, 1994 to June 30, 1995.

5.7.2 Vacation Limits – Staff

A full-time benefits eligible staff member may carryover up to a maximum of 20 days of vacation time July 1. This total is proportionately reduced for benefits eligible staff working less than 1.0 FTE.

Employees who resign, with at least two weeks of notice, and have at least one year of service, may receive accrued vacation pay for up to a maximum of 20 days. Employees who terminate without notice or involuntarily shall not be entitled to vacation pay.

Staff employees shall schedule their vacation with their supervisor. Vacation scheduled will be based on seniority, subject to restrictions based on individual department needs as approved by the supervisor---except, that it is not intended that senior employees monopolize preferred vacation time. Therefore, when a conflict for preferred vacation time requires a decision based on seniority, the senior person shall not be awarded the preferred time in two-consecutive years.

For hourly staff, vacation may not be used to fill in hours not worked to make a pay period whole. Vacation cannot cause an employee to be paid more than his or her regularly scheduled number of hours.

6 Employee Benefits

The following pages describe the various employee benefits available to eligible employees of University of Health Sciences and Pharmacy in St. Louis. These **summaries** are subject to the terms of the documents and contracts governing these benefits, they are subject to change. Therefore, the University reserves the right to effect such changes, at which time suitable announcements will be made. The best source of accurate information regarding current benefits is the Office of Human Resources. **All employee benefits apply to eligible staff and faculty.**

6.1 Employee Benefit Booklets

Information published in the benefit plan booklets and other plan documents supersedes the information in this handbook. Booklets describing benefits on all employee benefit programs in further detail may be obtained from human resources.

6.2 Group Health, Dental and Vision Insurance Plans

All active, non-temporary, full-time employees working at least 30 hours a week are eligible to participate in the University's health, dental and vision insurance programs on the first of the month following the hire date or immediately if hired on the first of the month. The University contribution and monthly employee premium for employees will vary from year to year and will be published at enrollment and annually at open enrollment.

6.3 Eligibility and Late Enrollment

Application to health and dental plans should be made on eligibility date or within 31 days of a "qualifying event" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Common examples of "Qualifying events" under HIPAA include:

- Loss of coverage due to lay-off, termination or reduction of hours of spouse/eligible domestic partner under the plan
- Divorce or legal separation
- Change in family status (birth, adoption)

A "Special Enrollee" requesting enrollment due to a qualifying event must have initially declined coverage because he/she had other coverage.

6.4 COBRA continuation coverage

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) the University offers continuation of group health and dental insurance coverage to certain employees and their dependents who upon occurrence of a "qualifying event" lose coverage.

"Qualifying events" under COBRA include:

- Termination of employment (other than for gross misconduct)
- Reduction of hours of employment
- Death of the employee
- Divorce or legal separation
- A dependent child reaching the maximum age for coverage
- Entitlement to Medicare by reason of retirement or disability

Detailed information is available in the Office of Human Resources.

6.5 Group Life Insurance Plan, Accidental Death and Dismemberment and Supplemental Life

All active, non-temporary, full-time employees working more than 30 hours a week are eligible to participate in the Group Life Insurance Plan on the first of the month following the hire date or immediately if hired on the first of the month.

Basic Life Insurance/Accidental Death and Dismemberment coverage on each participant is provided in an amount equal to one times annual base salary (to the nearest \$1,000) at no cost. The benefit is reduced over age 65.

In addition, there is voluntary Supplemental Life Insurance coverage available in increments of one to five times annual salary. The cost of this insurance is based on age. Supplemental Accidental Death and Dismemberment (individual and family coverage) can be purchased so that any supplemental life benefit may be doubled in the event that the participant dies in an accident and provides coverage for loss of a limb.

Application forms for enrollment are available from the Office of Human Resources. If an employee fails to enroll at the time he or she first becomes eligible to participate, the employee may be required to furnish evidence of insurability satisfactory to the insurance company in order to enroll at a later date.

6.6 Flexible Benefits Plan

The University has established a Cafeteria Plan/Flexible Spending Plan which will allow participants to pay certain expenses before federal, state, and social security taxes are deducted. New employees may elect to participate on the first of the month following hire date. Elections are made based on the plan year so an employee hired during the plan year must make elections according to the number of pay periods remaining in the plan year.

Using pre-tax dollars for these expenses vs. post-tax dollars may mean more take home pay for each participant. Section 125 of the Internal Revenue Code of 1986, as amended, allows this procedure, which is often referred to as a Flex-Plan. The University's plan allows the following expenses to be paid out of pre-tax dollars:

1. Group Medical, Dental, and Vision Insurance Premiums

2. Non-reimbursed medical expenses
3. Dependent care expenses

This is a voluntary plan established to provide tax savings. In order to take advantage of the University's cafeteria plan, an annual commitment is required by each participant. All contributions must be used by the participant during the plan year or they will be forfeited. Participants have 90 days after the plan year-end to submit reimbursable expenses to the plan administrator. A limited amount of funds may be rolled over from plan year to plan year. Please refer to the plan document for more specific information including plan year. Elections to participate may NOT be changed until the open enrollment period, unless a change in family status occurs. A "change in family status" is defined as marriage, divorce, death of spouse or child, birth or adoption of child.

Contact the assistant vice president, human resources for additional information concerning enrollment and participation.

6.7 Long Term Disability Benefits Insurance Plan

All active, non-temporary, full-time employees working at least 30 hours a week (except temporary employees) are eligible to participate in the Group Long-Term Disability Benefits Insurance Plan as of the first day of the month following completion of three months of service. This benefit is provided to all faculty and staff at no cost. LTD provides 60% of pay for disabilities which require absence from work of 90 days or longer. The benefit is reduced over age 65.

6.8 Travel Accident and Medical Insurance

A group travel accident policy paid for by the University covers all full-time, non-temporary, employees working at least 30 hours a week who are on the regular payroll while traveling off University property on the business of the University. A maximum benefit of \$300,000 is provided for loss of life. These benefits are in addition to any benefits provided under the University's Group Life Insurance. Employees are also eligible for a \$500,000 travel medical policy to pay for medical care when traveling internationally.

6.9 Worker's Compensation

All employees of the University (paid faculty, staff, and student workers) are covered by Worker's Compensation. Worker's Compensation provides medical coverage for work-related injuries and illnesses and in some instances lost time. Benefits may be reduced if an employee is injured while under the influence of alcohol or drugs. Medical care is coordinated to get an injured employee healed to allow them to return to work. Employees have a right to report a work-related injury or illness; UHSP can't discriminate or retaliate against a person for reporting an injury or illness. All accidental injuries or illnesses that arise in the course of employment must be reported immediately to your

supervisor and a report filed. The Office of Human Resources will coordinate and select medical treatment for injured employees.

6.10 Retirement Plan

The University Board of Trustees established the Defined Contribution Retirement Plan for employees of the University to provide a measure of income security for employees after retirement. Employees may make pre-tax retirement contributions and reduce taxes.

Contributions are invested in a variety of mutual funds or annuities offering diverse investment options in equities and non-equities across a spectrum of categories. Earnings are reinvested and credited to the employee's account. Management and administrative fees are taken automatically from the employee's account.

All eligible employees can participate in the Defined Contribution Retirement Plan on the first day of the month following employment. The University match will occur upon completion of one year of service at the University as defined in the plan document. Employees who are hired directly from another school of higher education are eligible for the match the first day of the month following the date of employment.

Vesting under the plan is immediate. Employee salary deferral money may be done after age 59 ½, termination, retirement or disability. Employees are allowed to take a loan or hardship withdrawal from salary deferrals. Employer match money may only be withdrawn after retirement, termination or disability. For more specific details, please refer to the Summary Plan Description (SPD) and enrollment materials available from Human Resources. The IRS discrimination requirements may require a periodic adjustment in the above contribution levels.

6.11 University Tuition Reimbursement

The following policy regarding the reimbursement of educational tuition expenses (excludes books and fees) for University personnel (faculty and staff) has been established by the University.

The University will reimburse full-time, benefits eligible personnel, employed at least 6 months, for educational expenses providing the following criteria are met:

1. Must be credit courses at an accredited college/university.
2. Courses taken must be job related and approved by the immediate supervisor, the division director or department chair/supervisor and the assistant vice president, human resources prior to enrollment.

3. Enrollment and course load must not conflict with an employee's ability to complete their work. Any schedule adjustments must be approved by the appropriate supervisor and President's Staff person.
4. Reimbursement is limited to six (6) credit hours per semester/trimester/session at a tuition rate up to and no greater than that of University of Missouri – St. Louis. The University will reimburse a total of 12 credit hours per fiscal year. Should calendar year reimbursement amounts exceed taxable limits the reimbursement will be recorded as taxable income. Employees are welcome to take more than 12 credit hours in a calendar or fiscal year, provided there is no enrollment or course load conflict and it is approved, but there will be no reimbursement beyond the 12-credit-hour limit.
5. Reimbursement may be requested after satisfactory completion of the course with at least a "C". Grades and a tuition receipt must be submitted along with the request for reimbursement. The University will reimburse the employee for research credit hours taken to complete a doctoral dissertation, up to the minimum number of hours required for that research by the doctoral-granting institution.

Personnel are also eligible to enroll at no tuition cost in courses taught at the University on a space available basis and with the instructor's approval. The limit of six (6) credit hours per semester and prior approval of the division director or department chair/supervisor also applies.

Employees receiving tuition reimbursement are expected to continue employment with the University for at least one year. Should an employee leave before completing a year of service following reimbursement, tuition received for the previous semester must be repaid to the University. The University may withhold any money due from final pay.

6.12 Tuition for Dependents at UHSP

The University has adopted a policy of full tuition remission benefit for dependent children of University staff and faculty. To be eligible the faculty or staff member must have at least five years of continuous full-time service. Similar privileges may be extended in the event of death or permanent disability of an eligible full-time faculty or staff member prior to the time their children are of college age.

The University will allow for up to three undergraduate academic years to be covered at full tuition per eligible child. Up to four academic years of graduate school may be covered at full cost as well, but this benefit is taxable. Tuition remission does not include room and board, book costs or any fees.

In order to be eligible, the following conditions apply. The child:

- Must meet the following definition of dependent:
 1. He/she is your biological child, adopted child or stepchild
 2. Lives with you for more than one-half of the year

3. Has not attained age 19 as of the close of the year or has not attained age 24 as of the close of the year if the child was a full-time student for at least five months of the year (Note: These age limits do not apply in the case of a child who is permanently and totally disabled)
4. Does not provide over one-half of *his or her own* support for the year
 - Must matriculate at the University prior to reaching his/her 23rd birthday
 - Must meet the admission requirements of the University
 - Must be claimed on the employee's current Federal Income Tax Return
 - Must be seeking his/her first degree
 - Must complete the course of study in the prescribed length of time

Dependent children receiving tuition remission may be eligible for institutional merit-based scholarships. Remission of tuition benefits and institutional scholarships are not available retroactively or for summer classes. This program is offered subject to space being available in each class.

This policy is not intended to imply or state the taxable status of benefits covered by the Policy. Benefits under this policy are taxable to the employee only to the extent directed by the Internal Revenue Code which may be amended from time to time.

6.13 Tuition Exchange Programs (CIC-TEP)

University of Health Sciences and Pharmacy in St. Louis participates in the Council of Independent Colleges Tuition Exchange Program ("CIC-TEP") tuition exchange program. Eligible dependents may apply for full-tuition remission at any number of eligible institutions; currently over 400 participate.

To be eligible to participate in the CIC-TEP you generally must be a full-time faculty or staff employee and a parent to a qualified dependent child. The employee must also meet three years of service eligibility.

CIC-TEP tuition remission awards are limited to a maximum of eight semesters of continuous undergraduate enrollment (or 4 semesters of graduate enrollment for some CIC schools) or until completion of the degree, whichever comes first. The importing institution selects the awardees.

CIC-TEP tuition remission may be awarded for full and part-time undergraduate and graduate programs. CIC host institutions determine whether part-time, graduate, and study abroad students are eligible. Human Resources serves as CIC-TEP liaison and maintains a full policy outlining details of the eligibility requirements and admissions process.

The CIC-TEP tuition remission covers full tuition. CIC-TEP award recipients are responsible for all other expenses such as room and board, books, fees, etc.

Eligible employees may submit the CIC-TEP application and supporting application form to HR by November 20 the year preceding the desired academic award date. The employee's dependents still must go through each institution's individual admissions process.

Awards may be renewable, but new forms must be completed each year.

This policy is not intended to imply or state the taxable status of benefits covered by the Policy. Benefits under this policy are taxable to the employee only to the extent directed by the Internal Revenue Code which may be amended from time to time.

For more details, review the Tuition Exchange Policy (CIC-TEP and The Tuition Exchange) in the policy library.

6.14 Employee Assistance Plan

UHSP offers a prepaid Employee Assistance Plan (EAP) that is available to all full-time, benefits eligible faculty, staff and their dependents at no charge. The EAP offers short-term counseling and assistance for a variety of problems. In instances where long-term counseling is needed, the EAP will work with the employee to identify sources covered under the medical plan, when applicable. At times, supervisors may refer employees who seem to be experiencing some performance issues to the EAP in an effort to help. For more information, contact H&H Health Associates at 314-845-8302 or Human Resources.