



DILLARD UNIVERSITY

Employee Handbook

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PURPOSE OF THE HANDBOOK

The Dillard University Employee Handbook is an informational employee resource and does not create a contractual guarantee or promise of employment for any specific duration.

This handbook is a personal guide to some of our important policies, programs, and benefits. This handbook is for the non-faculty employees of Dillard University. All employees are expected to read and keep this document for future reference. This handbook may be revised at any time.

UNIVERSITY MISSION AND HISTORY

Mission Statement

Dillard University is a private, historically black, church-related, liberal arts institution.

True to its heritage, Dillard University's mission is to produce graduates who excel, become world leaders and are broadly educated, culturally aware, and concerned with improving the human condition.

Through a highly personalized and learning-centered approach Dillard's students are able to meet the competitive demands of a diverse, global and technologically advanced society.

History

Dillard University's history dates back to 1869 when the American Missionary Association of the Congregational Church founded Straight University. That same year the Freedman's Aid Society of the Methodist Episcopal Church established Union Normal School. Straight University and Union Normal School were subsequently renamed Straight College and New Orleans University. Initially both institutions offered instruction on the elementary level, and eventually expanded to the secondary, collegiate and professional levels. In 1930 these two institutions merged to form Dillard University, named in honor of James Hardy Dillard, who was noted for his distinguished serve in the education of African-Americans in the South.

I. GENERAL POLICIES

A. Non-Discrimination Policy Statement

Dillard University is an Equal Opportunity/Affirmative Action Employer. Dillard University strictly prohibits discrimination on the basis of sex, sexual orientation, race, creed, national origin, age, disability, veteran status, or any other status protected by applicable federal, state, or local laws in recruitment and admissions; educational programs and extra-curricular activities; employment; tenure and promotion; scholarships and awards; and all other areas not specifically covered by the foregoing. Any member of the Dillard University community – faculty, staff or student body – who experiences discrimination in violation of Dillard University policy either as a witness or victim must immediately report the incident to the Director of Human Resources or the General Counsel and Vice President for Legal Affairs. Any such reports of discrimination should be made in writing. Employees or students who present a complaint or participate in an investigation or other proceedings pursuant to Dillard University’s discrimination policy will not suffer any retaliation. Each report will be investigated by the University to determine whether discrimination occurred.

B. Anti-Harassment Policy

It is the policy of Dillard University that all decisions regarding educational and employment opportunities at this University shall be made without unlawful discrimination because of race, sex, sexual orientation, color, creed, age, national origin, disability, veteran status, or any other classification protected by law.

Sexual harassment is a form of sex discrimination and is therefore in violation of University policy as well as federal and state statutes. Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic status; or
- Submission to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting him or her; or
- Such conduct, whether verbal or physical, has the purpose or effect of interfering with the individual’s work or academic performance or of creating an intimidating, hostile, or offensive environment in which to work or learn

Likewise, harassment based on other protected classifications is prohibited. Although it is impractical to describe all conduct that may constitute unlawful harassment, when jokes, derogatory remarks, slurs, physical contact or gestures, the display of pictures or other graphic matters, requests for favors, and employment decisions or actions are directed to any individual because of that person’s sex, race, color, religion, national origin, age, disability, protected activity, and/or sexual orientation, such conduct may constitute unlawful harassment.

Any member of the Dillard University community, faculty, staff or student, who believes that he or she is a victim of harassment should immediately report the incident to the Director of Human Resources or the General Counsel and Vice President of Legal Affairs. Any such reports should be made in writing. Employees or students who present a complaint or participate in an investigation or other proceedings pursuant to the Dillard University's anti-sexual harassment policy will not suffer any retaliation.

The University shall strive to keep all complaints of discrimination on harassment as confidential as is practicable under the circumstances. The University cannot guarantee complete confidentiality since the University cannot conduct an effective, comprehensive investigation without revealing certain information, including the identities of the complainant and witnesses to the alleged discrimination or harassment.

Upon receipt of a complaint, the University will conduct an appropriate investigation as quickly as practical under the circumstances. The University will take appropriate corrective action if its policy has been violated, which may include disciplinary measures such as termination of employment.

If you are in doubt as to whether you are a victim of or a witness to discrimination or harassment, you should report.

C. Drug-Free Workplace

Dillard University adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution or dispensing, possession, sale, processing or use of any controlled substance or alcohol by faculty or staff is prohibited while on school property or while on University business. Any employee or student who violates this policy will be subject to disciplinary action up to and including termination.

Adherence to this policy is a condition for continued employment as an employee. Any employee convicted of violation of a criminal drug statute, when the violation occurs in the workplace, must inform the University in writing within five calendar days after such conviction.

Any employee convicted of a violation of a criminal drug statute or involved in illegal use or abuse of any controlled substance may, as a condition of continued employment or student enrollment, be required to satisfactorily complete a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

Undiagnosed and untreated substance abuse problems, including addictions, do not excuse any employee's substandard performance. An employee's refusal to seek treatment after a violation of the Drug-Free Policy will not be tolerated and may be grounds for dismissal.

D. Employees with Disabilities Act (ADA)

Dillard University is committed to providing accommodations for eligible individuals with documented disabilities as defined by federal and state laws in the most timely and effective manner possible under applicable laws and regulations. The University's intent is to ensure that every employee (faculty, staff, and student employees) and/or applicant for employment who makes a request for accommodations is promptly and properly advised of the accommodation process. The University is committed to following the requirements of the Americans with Disabilities Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), and all other applicable federal and/or state laws, rules and regulations.

All requests for accommodations must be submitted to the Office of Disability Services. Requests for accommodations must be in writing on the appropriate form(s) and with the appropriate supporting documentation for consideration and/or review (documentation must be dated within three years of request). The review of the request may, at the discretion of the University, include an evaluation and determination of the scope of the disability and, if appropriate, request for additional medical documentation, examinations and/or opinions in accordance with applicable law and regulations. In order to request program services, please feel free to contact Dr. Kevin J. Bastian, Dean of Student Success for Support Services and TRiO programs, Henson Hall, 504-816-4714, kbastian@dillard.edu.

E. Employee Personnel Files

Employee Personnel Files are established and maintained by the Office of Human Resources. All such files are the property of the University. Each employee has a file that holds your application for employment and/or resume. During your employment, other documents will be added, such as performance evaluations, documentation of employment transactions and other business-related information.

It is very important to keep your personnel file up to date. Accurate information prevents errors and ensures that your benefits coverage is current.

Please give your supervisor and the Office of Human Resources written notification of any of the following changes:

- Legal name
- Marital status
- Address
- Telephone number
- Educational Achievements

- Emergency contact information

The Office of Human Resources must be immediately notified of any changes in family status that might affect your benefits coverage, beneficiary designation or tax status. These changes include:

- Birth or adoption of a child
- Death of a spouse or child
- Marriage
- Divorce
- Address change
- Marriage of a dependent or dependent reaching majority age
- Employment status

II. BEGINNING YOUR EMPLOYMENT WITH DILLARD UNIVERSITY

A. New Hire Orientation

All new employees must report to the Office of Human Resources on or before the first day of employment. You are required to bring your signed offer of employment letter to the new hire orientation if you have not mailed it in previously. You will be issued an information packet, which includes an overview of the institution's history and mission as well as benefit enrollment forms, tax forms and required immigration/naturalization forms to complete. Employees are responsible for returning all forms to the Office of Human Resources within the specified time frame. At this time, you will receive your copy of the Employee Handbook.

The Office of Human Resources will coordinate a comprehensive orientation session, which provides a formal introduction to key staff, policies, work rules, procedures and facilities.

B. Campus Parking

All employees who wish to park on campus must register with Department of Public Safety and purchase a parking decal. The annual expiration date is August 1st. The University reserves the right, at its discretion, to change parking fees, policies, regulations and procedures that affect parking on University property.

All employees are required to observe the driving and parking privileges outlined in the Safety, Parking and Traffic Regulations brochure. Citations will be issued for parking violations.

Accessible parking privileges are available to employees who are temporarily or permanently disabled.

C. New Employee Probationary Period

The first ninety (90) days of employment for regular employees is considered a mutual evaluation period. This is a trial period, which provides both you and your supervisor the opportunity to evaluate your progress on the job. This policy does not guarantee any employee any specific period of employment. During this time, attendance, attitude, ability to learn and perform the duties of the job for which you were hired and your ability to work as a team member will be evaluated by you and your supervisor.

Supervisors must complete a performance evaluation on all new regular staff employees by the end of the initial mutual evaluation period. The mutual evaluation period also designated as the probationary period, may be extended if the supervisor needs more time to thoroughly evaluate your performance. If at any time during the probationary period the supervisor decides that you are not performing satisfactorily or that you are not meeting the needs, requirements, and/or expectations of the University, you will receive written notification and your employment will be terminated. Successful completion of the probationary period does not imply a contract or guarantee employment for any specific duration.

D. Employment Reference Checks

To ensure that individuals who join Dillard University are well qualified and have a strong potential to be productive and successful, it is the policy of Dillard University to check the employment references of all applicants.

The Office of Human Resources will respond to all reference check inquiries from other employers or requests. Responses to such inquiries will be neutral and limited to factual information such as the dates of employment and position(s) held. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry, or in response to a legally issued subpoena.

III. MONEY MATTERS

A. Pay Dates

Employees will be paid the fifteenth and last workday of each month. If the fifteenth falls on a Saturday or Sunday, employees will be paid on the preceding Friday.

B. Payroll Deduction

Dillard University is required by law to deduct the following from your paycheck: Federal Income Tax, Louisiana State Tax, and Social Security Tax. You may arrange through the Payroll Office to have additional deductions withheld from your paycheck. Voluntary deductions may include, but are not limited to, group insurance, charitable donations and your retirement plan. All authorized deductions are recorded on the check stub of each paycheck.

C. Overtime Pay

In accordance with the Fair Labor Standards Act, employees classified as non-exempt who are required to work in excess of 40 hours in a given work week will be paid overtime at the rate of not less than one and one-half times the employee's regular rate of pay.

- Overtime must be approved in advance by your department head.
- Discipline may be imposed for working unauthorized overtime.
- Overtime worked on holidays will be compensated at time and half the base rate
- Exempt employees are not eligible for overtime pay.
- Full-time, non-exempt employees who work in excess of forty (40) hours per week and work a holiday during a pay period will receive overtime pay for all hours worked over (40) hours and a paid holiday at the regular hourly rate.

D. Wage and Salary Administration

Dillard University's salary administration program is based on a systematic approach to classifying positions and establishing pay ranges.

Position classification is the assignment of positions to a specific job title and pay grade in relation to other positions both internal and external to Dillard University. Each pay grade has a salary range based on an evaluation of labor market information obtained from current salary surveys.

Dillard University reserves the right to delay or forego annual salary increases at its discretion.

E. Direct Deposit

Direct deposit of employment checks is available to all employees, however, effective July 1, 2003, all new hires are required to utilize the Direct Deposit System.

IV. PROMOTIONS AND TRANSFERS

Dillard University is committed to the professional advancement of its employees and makes every effort to fill vacant positions with qualified Dillard University employees.

The Office of Human Resources posts vacancies for non-instructional positions. All employees are encouraged to explore position vacancies and career opportunities both within and outside of their current department. Showing interest in or applying for a position vacancy will not affect your current position status.

You are eligible to apply for other positions with the University after completing six months of consecutive service.

Job vacancies are posted by Office of Human Resources.

WORKING AT DILLARD UNIVERSITY

A. Confidentiality

Dillard University safeguards the security and confidentiality of employee and student records in accordance with state and federal law. Employees who disclose information observed or heard without proper authorization may be subject to disciplinary action.

B. At-Will Employment

All staff employees of Dillard University are subject to at-will employment. You will serve at the pleasure of the administration and accordingly, either you or Dillard University may terminate the employment relationship at any time with or without cause.

C. Work Schedules

Regular work hours at Dillard University are Monday through Friday from 8 a.m. to 5 p.m. for the majority of regular full-time employees. It is the responsibility of supervisors to establish and inform employees of specific work schedules, including normal start time, lunch break, and ending time. Supervisors have the authority to rearrange work schedules to meet departmental needs.

D. Lunch Breaks

The lunch break is one hour in length and must be taken between the hours of noon – 2 p.m. Supervisors are required to schedule lunch breaks that will facilitate continuous operation of each department. Lunch hours are not flexible and may not be changed on a daily basis. Employees may not forfeit the lunch hour break for an early departure.

E. Attendance and Absences

It is critical to the success of Dillard University that employees report to work promptly every scheduled day to perform their assigned tasks. By accepting employment with Dillard University, you are indicating that you will take appropriate action to manage your personal affairs, maintain good health standards and take precautions against accidents both on and off the job.

Supervisors have the responsibility for approving both scheduled and unscheduled time off. You must adhere to your department's specific policies and procedures regarding notification for planned leave and unscheduled absences.

Unexcused absences of three (3) consecutive workdays will be interpreted as job abandonment and will result in termination effective the last day worked. Excessive absenteeism is grounds for disciplinary action up to and including termination.

F. Performance Appraisal

All regular employees will receive periodic performance appraisals. Your immediate supervisor is responsible for conducting at least one annual appraisal. The appraisal is based upon specific documented expectations discussed with you prior to the period the appraisal will cover. The appraisal program provides a planned opportunity for you and your supervisor to meet, discuss and document accomplishments, expectations and overall job performance.

G. Code of Conduct and Ethics

On April 18, 2008, the Dillard University Board of Trustees adopted the Employee Code of Conduct Handbook, which addresses issues of ethics, conflict of interest, fraud and the whistleblower protection. All individuals are encouraged to report any violations of University policies, codes, or laws through the independent hotline system located at www.ethicspoint.com or by phone at 1-888-373-8882. Individuals may also link to the independent site through the University's webpage. Dillard University has adopted this Code of Conduct to:

- Deter wrongdoing;
- Promote honest & ethical conduct, as well as accountability;
- Promote compliance with applicable laws, rules, & regulations;
- Promote accurate & timely reporting & disclosures; &
- Promote prompt internal reporting of violations of the Code and/or the law.

Employee Code of Conduct Handbook covers the policy on Ethics. You will be expected to follow the guidelines as they relate to the following areas:

Integrity: All employees must perform their work with honesty, objectivity, diligence, and responsibility.

Gratuities and “Kickbacks”: Employees shall not give, offer, or promise anything of value to anyone to enhance relations with that individual or the individual’s firm, regardless of whether that individual is in a position to influence any decisions with respect to the University or its activities.

Conflict of Interest: It is Dillard University policy that University trustees, officers, faculty and other employees carry out their respective duties in a manner that avoids actual, potential, or perceived conflicts of interest.

Conflict of Commitment: A conflict of commitment occurs when an employee’s involvement in external activities adversely affects his or her capacity to meet that employee’s primary obligation to the University due to a perceptible reduction of the individual’s time and energy devoted to Dillard activities.

Nepotism: Close relatives may not be employed where one is in a position of influence over another. Close relatives include spouse, parent or child, son-in-law or daughter-in-law, brothers and/or sisters. A position of influence exists in instances where selection for employment, judgments concerning performance, compensation, promotion, or discipline requires the action of one person with respect to the other.

Confidentiality: Each person working with University information holds a position of trust and must recognize the responsibility for preserving the security and confidentiality of the information. Dillard University safeguards the security and confidentiality of employee records. Employees who disclose information observed or heard without proper authorization may be subject to disciplinary action

Competency: All employees have an obligation to execute their duties and responsibilities with professional care and skill to the best of their knowledge and abilities.

Financial Reporting: All University accounts, financial reports, tax returns, expense reimbursements, timesheets, and other documents, including those submitted to outside agencies, must be accurate, clear, timely, and complete. All entries in University books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

Dillard University separately distributes a handbook detailing this policy. All employees are responsible for reading and following all policies set forth in that separate publication.

H. No Solicitation – No Distribution

Work time is for work. Accordingly, unauthorized solicitation is prohibited during the working time of the employee doing the soliciting and the employee(s) being solicited; distribution of literature is prohibited in working areas, and, in non-working areas (such as break rooms) during the working time of the employee engaging in distribution from entering the University's premises or property to solicit employees or distribute literature at all times.

Finally, the University bulletin boards are for the use of the University; employees may not use University bulletin boards without prior approval.

I. Dress Code

Presenting a professional image to the public while representing Dillard University is of utmost importance. Appropriate clothing, good grooming, neatness and cleanliness are essential. Your appearance on the job should be business-like and appropriate for your position and work area. If your position permits you to wear casual business attire, note that the following are not permitted:

- Faded, torn or dirty clothing
- Shorts
- Tee shirts with graphic/writing
- Revealing/tight fitting clothing
- Jeans
- Spandex wear/exercise clothing
- Untucked shirts
- Leggings
- Flip-Flops

Employees who arrive at work inappropriately dressed will be sent home and directed to return to work in proper attire. The time away from work can be charged to vacation, leave without pay, or at the supervisor's discretion, made up at the end of the same day. Employees who repeatedly report to work inappropriately dressed will be subject to disciplinary action.

If you work in an area where uniforms are required, you must wear full uniform at all times. Also, be sure that accessories such as scarves, belts and jewelry do not present a safety hazard around University equipment and office machinery.

J. Personal Mail

Employees may not use the University's internal mail service for sending or receiving personal mail. Employees are not permitted to use the University's address for receiving personal bills, correspondence, or packages.

K. Smoking

Dillard University is a Smoke-Free Work Place. Smoking is prohibited in all University facilities. The University makes available, through the Employee Assistance Program, smoking cessation programs to promote a safe and healthy environment.

L. Fire and Safety Precautions

The University needs your help in its efforts to ensure the safety of all employees and visitors. Please follow all precautions and use all safety devices when handling tools, machines and flammable materials. Incense burning is prohibited. Candle burning, other than for emergencies, is prohibited. If you should have any questions or concerns regarding workplace safety, contact your supervisor.

If you should suspect a fire, go to the nearest alarm box and pull the lever according to the directions on the box. Contact the Office of Public Safety immediately.

Be alert to any conditions or potential dangers and report them to your supervisor.

M. Telephone Usage

Prompt, courteous answers to telephone calls are expected from all employees. Remember, you represent the University whenever you talk on the telephone.

The University's telephone lines are for business use. Employees are expected to limit their personal calls to emergencies and necessary brief messages. Local, personal telephone calls must be kept to a minimum. Unauthorized toll calls are prohibited.

N. University Property

All furniture, equipment (i.e., computers, software, peripherals, etc.) and office supplies utilized by employees in the performance of their duties belong to Dillard University. Employees are not to rearrange or remove these items without the approval of the department head.

Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

O. Possession of Weapons

Possession of firearms or other weapon(s) on Dillard University premises is strictly prohibited. Employees are not allowed to store, carry, transport, or possess any weapon anywhere on University property, in a university owned or leased vehicle, or at anytime while on campus. Violators of this policy will be subject to appropriate disciplinary action or immediate discharge.

P. Prohibited Activity

As an employee of Dillard University, you are expected to follow rules and regulations governing employee conduct. The rules and regulations are part of the Human Resources Policies and are summarized briefly in this handbook. It is expected that all employees will follow the instructions of their supervisors and other University officials. In addition, it is expected that employees will use common sense and good judgment in carrying out their assigned duties.

Listed below are some prohibited activities. This list is not all-inclusive. Employees who engage in prohibited activities will be disciplined, up to and including termination of employment. Types of prohibited behavior include, but are not limited to the following:

- Sexual or other forms of harassment
- Falsification of employment application or other Dillard University records
- Signing in or reporting time of arrival or time of departure for another employee
- Frequent tardiness or absenteeism; unauthorized absence from work station during work hours
- Loafing or sleeping on the job during work hours
- Refusal to follow the instructions of supervisors, including refusal to accept job assignments
- Using vile or abusive language
- Gambling on Dillard University premises
- Unlawful manufacture, distribution, dispensation, possession, sale, processing, use, or being under the influence of a controlled substance or intoxicating beverage in the workplace or while engaged in University business on or off the premises
- Threatening, intimidating, coercing or fighting with another employee by word or deed

- Unauthorized possession or use of firearms or other types of weapons while on Dillard University property
- Immoral, indecent or disorderly conduct of any nature while in the workplace, or while representing Dillard University on or off the premises
- Creating or contributing to unsafe or unsanitary conditions by act or omission
- Theft, fraud, or misrepresentation of information or other property belonging to Dillard University to another Dillard University employee, or to a visitor at any Dillard University facility
- Soliciting tips or gratuities from visitors while in the workplace
- Unauthorized possession, use, copying, or reading of Dillard University records or disclosure of information contained in such records to unauthorized persons or entities
- Violation of any published rules, regulation or practice of Dillard University or of any division or department of Dillard University
- Unauthorized overtime

Q. Reporting Incidents/Accidents

All incidents resulting in actual or potential injury to individuals and/or damage to Dillard University property must be reported to the department supervisor, Business Services or Public Safety Departments. It is also the responsibility of all employees to report hazardous conditions to their supervisors and the Public Safety Department. All theft, broken locks and other suspicious incidents must be reported to the Public Safety and to the employee's department. **Remember that security is everyone's business.**

R. Outside Employment

Employees shall not engage in outside employment or activities which interfere with the efficient performance of their responsibilities. Full-time employees shall not accept a position with any other organization, institution, or agency during the academic year without the approval of the University President.

S. Nepotism

To foster an environment in which integrity and objectivity can be maintained, Dillard University does not permit the employment of members of the same family in the same department without the written approval by the President.

For purposes of this policy, the term family applies to the following relationships, based on blood, marriage, or other definitions: parent-child, sibling, grandparent-grandchild, aunt/uncle-niece/nephew, stepmother/father-stepchild, cousin, or spouse-spouse or spousal equivalent.

Dillard University does not permit employees to work under the immediate supervision of a member of the same family. If such situations now exist or if they develop in the future because of promotions, marriage, transfer, or any other reasons, the President reserves the right to transfer or terminate either or both employees, if necessary.

T. Corrective Discipline

The corrective discipline process is designed to be positive. It gives employees the information necessary to understand what aspect of his/her work performance and conduct is unacceptable, identifies the improvements that are expected and provides an opportunity for the employees to demonstrate the expected improvements. Corrective discipline may include, but is not limited to, oral discussion, written warning, final warning, suspension and discharge. Not all aforementioned steps will be taken in every instance, the severity of the offense determines the appropriate disciplinary step to be taken.

U. Procedure for Handling Complaints and Grievances

Dillard University encourages each employee to freely discuss with his/her supervisor any problems, concerns or questions you may have about work-related issues. University policy assures that individuals may seek answers to questions and resolution to complaints without fear of restraints, interference, coercion or reprisal. Many problems can be resolved informally; however, if attempts at informal resolution are not satisfactory, these can be addressed through the Grievance Procedure.

This step-by-step process provides a framework that allows employees and management to work together in the resolution of employee concerns in a timely, fair and equitable manner.

The formal grievance procedure consists of three steps:

Step 1:

If an employee has a work-related problem or sufficient grounds to express a grievance, the employee has five (5) workdays from the time of the incident to submit his/her grievance in writing via the Dillard University grievance form to your immediate supervisor. If the problem involves the employee's immediate supervisor directly, the employee may submit the grievance to the person at the next higher level of management.

Step 2:

The supervisor is allowed up to five (5) workdays to submit a written response to the employee's grievance. If the employee is not satisfied with the decision at the first step, the employee has five (5) workdays after receipt of the first step response to submit a written statement of the problem to the Vice President of the appropriate division. The employee must also submit a signed copy of the grievance and the supervisor's response to the Director of Human Resources. A written response will be provided by the respective Vice President to the employee as expeditiously as possible within 10 workdays.

Step 3:

If the employee did not receive satisfactory resolution at the second step, the employee has five (5) workdays after receipt of the second step response to appeal the decision to the President's Office. The President, or her designee, will issue a written final decision on the matter within 10 working days.

V. Workplace Violence Policy

Dillard University has a long-standing commitment to providing a campus environment and workplace free of violence, and acts of violence against any member of the Dillard community are strictly prohibited.

The University is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behaviors.

All reports of violence, threats, harassment, intimidation, and other disruptive behavior are taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action (up to and including termination), criminal penalties, or both.

All employees are responsible for helping maintain a workplace free of violence, and to act reasonably, based on all the facts and circumstances involved. The University has a variety of services and procedures in place to respond to and help prevent acts of physical violence, harassment, intimidation, and other disruptive behavior. Those services and procedures include:

- Services provided by the Dillard University Campus Police
- Services available through the Employee Assistance Program
- Grievance and Discipline Procedures

Employees who are concerned about workplace situations that may involve violence should take prompt and appropriate action without fear of retaliation by:

- Calling the Dillard University Campus Police in the Department of Public Safety at 816-4911 (available on a 24 hour basis)

- Speaking to a supervisor
- Contacting the Office of Human Resources at 816-4591

Following an immediate evaluation of the situation, the University will take appropriate action to reduce the threat of violence in the workplace. This action may involve consultation among the police, human resources, legal counsel, mental health providers, and others as necessary. Follow-up actions will be crafted to respond to individual situations. The range of actions may include removal of dangerous persons from the premises, discipline of employees or students, legal action including restraining orders, provision of added security measures, disciplinary referrals, mental health referrals, and others as necessary.

V. BENEFITS

A. General Information

Dillard University offers a variety of employee benefits, which include: Group Health Insurance, Long and Short-term Disability, Retirement Plan, Credit Union membership, Tuition Remission and Employee Assistance Program.

A complete updated summary of benefits may be obtained from the Office of Human Resources.

B. Workers' Compensation

All Dillard University employees are covered by the provisions of the State of Louisiana's Workers' Compensation statute. You should immediately report any work-related injury to your supervisor.

Lost time due an injury covered by the Louisiana Workers' Compensation statute will be handled as follows:

1. Day 1-7 will be charged to sick leave, vacation leave or leave without pay. This includes the day of injury.
2. Day 8 and greater – compensation will be provided through the University's workers' compensation insurance at a rate determined under the Louisiana Workers' Compensation law.

VI. TIME AWAY FROM WORK

A. Holidays

Regular full-time and part-time employees are eligible for the following holidays:

- New Year's Day

- Martin Luther King Jr. Day
- Mardi Gras (Lundi Gras, Mardi Gras and Ash Wednesday)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day/Day After
- Christmas Eve
- Christmas Day

Any other holidays may be given to employees at the discretion of the President.

When a holiday falls on Saturday, it will be observed on the preceding Friday; if the holiday falls on Sunday, it will be observed on the following Monday.

Full-time, non-exempt hourly employees who are not scheduled to work on a holiday shall receive holiday pay at the regular rate of pay. Full time hourly employees who work on a holiday shall receive the following, at the Supervisor's discretion:

- The employee's scheduled workday immediately preceding or following the holiday shall be designated as that employee's holiday and the employee shall be given the designated holiday off; or
- The employee will be paid holiday pay at the regular rate of pay, in addition to pay at the regular rate for all hours worked on the holiday. If the employee works more than forty (40) hours in a workweek, see provisions for Overtime Pay.

Part-time or temporary employees are not eligible for paid holidays.

B. Vacation

Dillard University recognizes that vacations contribute to the health and job effectiveness of its employees. We believe that employees benefit from scheduled time off to enjoy relaxation and recreation, and return to work in a revitalized condition.

All regular, full-time twelve (12) month, employees are eligible for paid vacation time. Accrued vacation time may be used after satisfactory completion of the probationary employment period, subject to supervisor approval. All employees will accrue vacation leave according to the schedule set forth below.

Years of Service	Vacation Time	Accrual Rate
1-6 years	10 days	6.67 hours per month
7.0 years	11 days	7.33 hours per month
8.0 years	12 days	8.00 hours per month
9.0 years	13 days	8.67 hours per month
10 years	14 days	9.33 hours per month
11 years	15 days	10.0 hours per month
12 years+	15 days	10.0 hours per month

Vacation time may be taken at a time mutually acceptable to you and your supervisor. Each senior administrator is responsible for approving vacation schedules and submitting copies of vacation and absenteeism to the Payroll Office.

A maximum of five (5) unused vacation days may be carried over from one fiscal year to the next.

Upon separation of employment, employees are eligible to be paid for unused vacation days.

C. Sick Leave

Full time regular employees will accrue sick leave at the rate of one (1) day per month. An employee may carry over thirty (30) days from one fiscal year (July 1 – June 30) to the next. The maximum accumulation of sick days is thirty (30) days. Appointments for medical or dental examinations and/or treatment will be charged to accrued sick leave.

In certain cases, you may be required to present certification from your physician to support any illness. However, certification is always required for any illness of three (3) consecutive days or longer.

Upon exhaustion of accrued sick leave, time taken may be charged first against vacation accrual at the employee’s request. If both accrued sick and vacation leave are exhausted, time absent from work will be charged as leave without pay.

Upon separation of employment, employees will not be paid for any unused sick days.

D. Family and Medical Leave Act (FMLA) of 1993

It is the policy of the University to encourage employees to be on the job every workday. However, it is realized that situations exist that may make it necessary for an employee to request a leave of absence. There are two types of Leaves of Absence recognized by the University in order to deal with such situations. Approved leave types are (1) leaves under the Family and Medical Leave Act (FMLA Leave, which includes Employee Leave, Family Care Leave and two types of FMLA Military Leave — Injured Service member Leave and Military Exigency Leave) and (2) all other leaves of absence (Non-FMLA Leave).

A FMLA Leave or Non-FMLA Leave must be approved by the Human Resources Department.

Definitions

Child: Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years old or a dependent adult.

Eligible Employee: For purposes of this policy, an Eligible Employee is a U.S. citizen wherever employed or a U.S. resident employee.

Employee Medical Leave: An approved FMLA Leave or Non-FMLA Leave taken when the Eligible Employee is unable to perform the functions of his or her job because of the employee's serious health condition.

Employee Personal Leave: A discretionary and approved Non-FMLA Leave available to Eligible Employees for personal reasons or leaves requested by the Employer in the Employer's interest. Personal leave does not apply to leaves due to disability (whether occupational or non-occupational). Granting of personal leaves is discretionary to the Employer and shall not exceed a period of six (6) months in any Twelve Month Period.

Employer: Dillard University

Family and Medical Leave of Absence (FMLA Leave): An approved unpaid leave available to Eligible Employees for up to twelve (12) weeks in any "twelve-month period" under circumstances that are critical to the employee's health or the health of a member of the employee's family, FMLA Leave can be in the form of an Employee Medical Leave or Family Care Leave.

Family Care Leave: A FMLA Leave for reason of (a) pregnancy, prenatal medical care, or the birth of a child of the employee; (b) to care for the employee's child after birth or the placement of a child with an employee in connection with the adoption or state approved foster care of the child by the employee; or (c) the serious health condition of a child, parent, or spouse.

FMLA Military Leave: Injured Service member Military Leave and Military Exigency Leave.

Intermittent Leave: Leave that is not taken all at one time.

Injured Service member: A member of the Armed Forces who is the employee's spouse, parent, child or "next of kin" and who has suffered a serious injury or illness while on active duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.

Injured Service member Military Leave: An approved FMLA leave of up to 26 work weeks in a single 12 month period taken by an Eligible Employee who is the spouse, parent or next of kin of an injured service member in the National Guard or Reserves to care for the injured service member.

Military Exigency Leave: A FMLA leave by an Eligible Employee for up to 12 weeks to address a qualifying exigency involving the Eligible Employee's spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves.

Next of Kin: The service member's nearest blood relative (other than his/her spouse, parent, and child).

Non-Family and Medical Leave of Absence (Non-FMLA Leave): An approved paid or unpaid (depending upon eligibility) leave available to Eligible Employees for reasons other than a FMLA Leave. Types of Non-FMLA Leave include Employee Personal Leave and Non-FMLA Employee Medical Leave.

Parent: Parent means a biological, foster, or adoptive parent, a stepparent, or a legal guardian. Parent does not include a parent-in-law or grandparent.

Qualifying Exigencies: A qualifying exigency includes: (1) short notice deployment, defined as a call/order to active duty seven days prior to date of deployment (limited to seven calendar days of leave beginning on the date the military member is notified of deployment); (2) military and activities related to call to active duty; (3) childcare and school activities (e.g. arrange for alternative childcare, provide childcare on urgent or immediate need basis, enroll child in new school or day care, attend meetings with school or day care staff); (4) make or update financial and legal arrangements; (5) counseling; (6) rest and recuperation (limited to five days per leave, up to 12 weeks in a 12-month period, to spend with military member on short-term leave); post-deployment activities, defined as up to 90 days following termination of active duty status; and (8) additional activities agreed to by Employer and Employee.

Reduced Leave: Leave of reduced work hours in a day, or workdays in a week.

Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Spouse: is defined as a legal husband or wife.

Twelve-Month Period: For purposes of this policy, except as regards Injured Service member Military FMLA Leave, a "twelve-month period" is measured backward from each day of a FMLA or non-FMLA Leave.

1. Leave that Will Be Counted as FMLA Leave and Medical Certification

Any leave of absence which would qualify as FMLA Leave will be considered as FMLA Leave taken and counted toward the Eligible Employee's FMLA Leave, whether or not requested by the Eligible Employee, provided the Eligible Employee has been provided a Designation Notice (Form WH-382).

At the discretion of the Employer or as required by applicable State law, a FMLA Leave may be extended beyond twelve (12) weeks or 26 weeks in the case of Injured Service member Military Leave. If an extension is granted, such leave will be considered as Non-FMLA Leave. The maximum leave, inclusive of FMLA Leave, Injured Service member Military Leave, Military Exigency Leave and Non-FMLA Leave, when combined cannot exceed two (2) years.

Medical Certification: The Employer will require medical certification from the health care provider to support a request for FMLA Employee Medical Leave and Family Care Leave.

For Employee Medical Leave, the certification must state that the employee is unable to perform the functions of his or her position due to the serious health condition. The health care provider must complete Form WH 380-E.

For Family Care Leave, the certificate must state that the employee is needed to care for a spouse, child or parent that has a "serious health condition". The health care provider must complete Form WH 380-F. Certification is not required for the care of a newborn child or the adoption of a child. In the event Family Care Leave is requested to care for a newborn child or adoption, leave will be considered provided such leave is requested and begins within twelve (12) months of the birth of the child.

At its discretion, the Employer may require a second medical opinion at its own expense. If the first and second medical opinions differ, the Employer, at its own expense, may require the opinion of a third health care provider, approved by both the Employer and the employee. This third opinion is binding.

2. FMLA Employee Medical Leave and Family Care Leave

a. Eligibility

To be eligible for FMLA Employee Medical Leave and Family Care Leave, an Eligible Employee must have at least twelve (12) months of service (continuous or non-continuous), and must have worked at least 1,250 hours during the twelve-month period prior to the start of the requested leave. Employees meeting this criterion will be eligible for FMLA Leave for one or more of the following reasons:

Incapacity due to pregnancy, prenatal medical care or child birth; to care for the employee's child after birth, or placement for adoption or foster care; or where the employee is needed to care for a child, spouse, or parent of the employee who has a "serious health condition"; or inability of the employee to perform the functions of his or her position due to a "serious health condition" of the employee.

b. Basic Conditions of Leave

FMLA Employee Medical Leave will begin for an Eligible Employee who is absent from work in excess of three (3) consecutive full working days due to an accident, sickness or pregnancy.

1. FMLA Employee Medical Leave will begin as of the first workday following the last day worked in which the Eligible Employee was capable of performing his or her job. Such FMLA Employee Medical Leave shall continue for a period in accordance with a physician's written recommendation up to a maximum period of not more than twelve (12) weeks or until the employee returns to work or is otherwise terminated, whichever occurs first.
2. If paid leave is substituted for unpaid leave, as provided for in subparagraph (C) below of this Section IV, the Employer's Sick Pay/Salary Continuation Policy for exempt (salaried) and hourly administrative employees, and Sick Pay Policy for all shore-based non exempt (hourly) personnel will determine the compensation, if any, to which an Eligible Employee is entitled for FMLA Employee Medical Leave. [Note: Sick Pay and Salary Continuation do not apply to hourly employees.]

If both spouses are employed by the Employer, they are entitled together to a total of twelve (12) weeks of leave (rather than 12 weeks each) for the birth or placement of a child, or to care for a sick child or parent, except that both spouses may take up to 12 weeks of leave to care for a new born child with a serious health condition.

Intermittent or Reduced Leave - In general Intermittent or Reduced Leave is permitted only if "medically necessary", as defined by the Family and Medical Leave Act, for a serious health condition of the Eligible Employee or his or her spouse, child, or parent, for a period not to exceed twelve (12) weeks in a Twelve Month Period. If leave is required on this basis and where such leave is foreseeable based on planned medical treatment, the Employer may require the employee to transfer temporarily to an alternative position that better accommodates recurring periods of absence or to a part-time schedule, provided the position has equivalent pay and benefits.

Notwithstanding the above paragraph, Intermittent or Reduced Leave may be allowed for the birth or because of placement for adoption or foster care of a child only with the approval of the Employer prior to the beginning of such Intermittent or Reduced Leave.

Leave for the birth or placement of a child must take place within twelve (12) months after the event. Leave may begin prior to birth or adoption, as circumstances dictate. Employees with spouses employed by the Employer should complete the Combined Leave Form.

c. Substitution of Other Paid Leave

The Employer may require, or the Eligible Employee may elect, to substitute paid leave such as earned vacation, sick leave, salary continuation or other paid leave, for any part of the unpaid FMLA Leave to which the employee may be entitled under this policy. The Employer will notify the employee when such substitution is required. This means that paid and unpaid leave will run concurrently.

d. Return to Work — Employment Restoration

An Eligible Employee who receives FMLA Leave will be entitled to be restored to their same position upon completion of their FMLA Leave, or to be restored to a substantially equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

An exception to the employment restoration provision of this policy may be made if the employee on leave is a salaried Employee and is among the highest paid ten percent (10%) of the Employer's employees and resides within seventy-five (75) miles of the Employer's work location, and restoring his or her employment would result in substantial economic injury to the Employer. In this situation, however, the employee will be notified of the Employer's intent to deny restoration and will be given an opportunity to return to work.

3. Injured Servicemember Military Leave

a. Eligibility

To be eligible for Injured Service member Military Leave, an Eligible Employee must have at least twelve (12) months of service (continuous or non-continuous), and must have worked at least 1,250 hours during the twelve-month period prior to the start of the requested leave. Employees meeting this criterion will be eligible for Injured Service member Military Leave of up to twenty-six (26) work weeks in a single twelve (12) month period.

The eligible employee must complete and submit to the employer form WH-385.

b. Basic Conditions of Leave

Leave will begin on the first workday following the last day worked by the Eligible Employee prior to going on leave.

c. Substitution of Other Paid Leave

The Employer may require, or the Eligible Employee may elect, to substitute paid leave such as earned vacation, sick leave, salary continuation or other paid leave, for any part of the unpaid FMLA Leave to which the employee may be entitled under this policy. The Employer will notify the employee when such substitution is required. This means that paid and unpaid leave will run concurrently.

d. Return to Work — Employment Reactivation

An Eligible Employee who receives Injured Service member Military Leave will be entitled to be restored to their same position upon completion of their Leave, or to be restored to a substantially equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

An exception to the employment restoration provision of this policy may be made if the employee on leave is a salaried employee and is among the highest paid ten percent (10%) of the employer's employees and resides within seventy-five (75) miles of the Employer's work location, and restoring his or her employment would result in substantial economic injury to the Employer. In this situation, however, the employee will be notified of the Employer's intent to deny restoration and will be given an opportunity to return to work.

4. Military Exigency Leave

a. Eligibility

To be eligible for Military Exigency Leave, an Eligible Employee must have at least twelve (12) months of service (continuous or non-continuous), and must have worked at least 1,250 hours during the twelve-month period prior to the start of the requested leave. Employees meeting this criterion will be eligible for Military Exigency Leave of up to twelve (12) weeks.

The eligible employee must complete and submit to the employer form WH-385

b. Basic Conditions Of Leave

Leave will begin on the first workday following the last day worked by the Eligible Employee prior to going on leave.

c. Substitution Of Other Paid Leave

The Employer may require, or the Eligible Employee may elect, to substitute paid leave such as earned vacation, sick leave, salary continuation or other paid leave, for any part of the twelve (12) weeks of unpaid Military Exigency Leave to which the employee may be entitled under this policy. The Employer will notify the employee when such substitution is required.

d. Return to Work — Employment Reactivation

An Eligible Employee who receives Military Exigency Leave will be entitled to be restored to their same position upon completion of their Leave, or to be restored to a substantially equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

An exception to the employment restoration provision of this policy may be made if the employee on leave is a salaried Employee and is among the highest paid ten percent (10%) of the Employer's employees and resides within seventy-five (75) miles of the Employer's work location, and restoring his or her employment would result in substantial economic injury to the Employer. In this situation, however, the employee will be notified of the Employer's intent to deny restoration and will be given an opportunity to return to work.

5. Non-FMLA Leave

a. Eligibility

Full-time employees are eligible for Non-FMLA Leave as explained below.

b. Types Of Non-FMLA Leave

Non-FMLA Employee Medical Leave: In addition to FMLA Leave as explained above, an Eligible Employee may also receive Non-FMLA Employee Medical Leave due to employee illness or injury where:

The employee is not eligible for FMLA Leave;

The employee's illness or injury does not constitute a serious medical condition; or

The employee has used up all available FMLA Leave.

A Non-FMLA Employee Medical Leave will begin as of the first workday following the last day worked in which the Eligible Employee was capable of performing his or her job. Such Non-FMLA Employee Medical Leave shall continue for a period in accordance with a physician's written recommendation up to a maximum period of not more than one (1) year or until the employee returns to work or is otherwise terminated, whichever occurs first.

Employee Personal Leave: An Employee Personal Leave may be granted to an employee for a period of time not to exceed six (6) months. Such leave under this policy is taken as leave without pay. The employee must submit a written request that provides clear and concise reasons for the leave in order to arrive at a fair decision. No leave is to begin prior to obtaining the required approvals, unless due to an emergency.

c. Return to Work

Any employee returning from a Non-FMLA Leave will be allowed to return to his or her former position if there is an opening available. If there is no opening available, an effort will be made to place the employee in another available position for which he/she is qualified and capable of performing. In the event there is no position available, the employee will be placed on an Employee Personal Leave while awaiting a possible opening. An employee who refuses reinstatement or is not reinstated before the end of the Employee Personal Leave will be subject to termination.

6. Notification and Reporting Requirements

If the need for FMLA or Non-FMLA Employee Medical Leave, Injured Service member Military Leave, Military Exigency Leave, or FMLA Family Care Leave is foreseeable, the employee must provide the Employer with at least thirty (30) days' notice. If unforeseeable, as much notice as practicable must be given. Failure to provide required notice may result in denial or delay of the requested leave.

Employees will be required to report periodically on his or her leave status and intention to return to work. A doctor's release (Fitness for Duty Certification) may be required prior to return to work if the employee is returning from an Employee Medical Leave of three or more days. Such certification may be required prior to return to work.

In the event an employee cannot return to work by the end of the approved leave period, it is the employee's responsibility to notify the Employer and to obtain an extension of leave of absence. An employee who does not return to work by the end of the approved leave period defined above will be subject to disciplinary action, including termination. Failure to return to work due to unforeseen circumstances beyond the control of the employee will be taken into account.

7. Status of Employee Benefits During Leave

a. Group Benefits

An Eligible Employee will be entitled to group welfare benefits during periods of an approved Employee Medical Leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the Employee Medical Leave. For purposes of an Employee Medical Leave, group welfare benefits include all group term life insurance and accidental death & dismemberment coverage, medical benefits, dental benefits, and disability (including accident & sickness and long term disability) benefits.

In order to maintain group welfare benefits, the employee is required to pay his or her share of the premium costs of the group welfare benefits in effect at the time the leave begins.

An employee who lost group health plan coverage due to non-payment of premium will, upon return to work, be restored to the coverage the employee enjoyed prior to the leave period, without having met the qualifications of the group health plan.

Premium payment instructions will be provided to the employee at the time the leave of absence begins or as soon as possible thereafter.

If an employee elects not to return to work upon completion of an approved FMLA Leave or Non-FMLA Leave, the Employer may recover from the employee the cost of any premiums paid during the absence to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the employee's control. Benefit entitlement based upon length of service will be calculated as of the last paid workday prior to the start of the approved leave of absence.

E. Employees with Disabilities

Dillard University is committed to providing 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 that every employee (faculty, staff, and student employees) and/or applicant for employment who makes a request for accommodation is promptly and properly advised of the accommodation process. The University is committed to following the requirements of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act and all other applicable federal and/or state laws, rules and regulations.

All requests from faculty and staff must be submitted to the Assistant Vice president of Human Resources. Requests for accommodation must be in writing on the appropriate form(s) and with the appropriate supporting documentation for consideration and/or review. The review of the request may, at the discretion of the University, include an evaluation and determination of the scope of the disability and, if appropriate, request for additional medical documentation, examinations and/or opinions in accordance with applicable law and regulations.

F. Bereavement

Regular full-time employees of Dillard University who experience death in their immediate family are entitled to three (3) days of paid leave. Immediate family as defined for this purpose shall include spouse, parents, grandparents, children/legal dependents, sisters, brothers, mother-in-law and father-in-law.

Employees who are not entitled to funeral attendance leave with pay, or who need additional time off for funeral related matters, may use vacation leave with pay or be granted leave without pay with the approval of the Department Head.

G. Jury Duty

Jury duty leave is provided to regular full-time and regular part-time employees who are summoned during regular work hours to serve on a jury or for witness service where the employee is subpoenaed and is not the defendant or the plaintiff. You must notify your supervisor and submit a copy of the summons or subpoena.

H. Tuition Waiver

The University will provide tuition-free scholarships for employees, spouses and dependent children of employees provided certain conditions are met. Additional information with regard to the tuition waiver program is available in the Office of Human Resources.

I. Military Leave

A military leave of absence of up to five years will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Louisiana's Military Service Relief Act ("MSRA"). Advance notice of military service is required unless military necessity prevents such notice.

Employees will receive full pay for up to 10 work days for each training assignment. Employees must present satisfactory pay verification data to be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

Military leave in excess of 10 work days will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as stipulated by USERRA and MSRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to thirty (30) days, unless impossible or unreasonable through no fault of their own, are required to return to work for the first regularly scheduled shift on the first full calendar day following the completion of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and MSRA.

Employees returning from military leave and timely requesting reemployment will be reemployed in accordance with USERRA and MSRA. They will be treated as though continuously employed for purposes of determining benefits based on length of service.

J. Public Office Leave

A regular employee who is seeking public office or wishes to engage in political campaign activities may submit a request for leave to his/her Department Head and the Assistant Vice President for Human Resources prior to the date candidacy is filed or otherwise declared for public office. Public Office Leave is leave without pay.

VII. SEPARATION FROM EMPLOYMENT

A. Resignation

If an employee plans to resign, Dillard University employees are required to submit an appropriate written notice of not less than ten (10) workdays for staff employees. Terminating employment by choice is defined as “Voluntary Separation”.

Upon separation of employment, all employees are required to secure documented clearance from their department via the Dillard University Exit Checklist form. The Human Resources Office conducts optional exit interviews with all employees separating from Dillard University. Your immediate supervisor is responsible for notifying the Human Resources Office of your separation. You are responsible for scheduling an exit interview and to return the Exit Checklist form.

B. Involuntary Separation

When the University terminates an employment relationship, it is called “Involuntary Separation” (discharge). Regular employees who are discharged have appeal rights in accordance with the University’s general grievance procedures. The appeal process for faculty members is outlined in the Dillard University Faculty Handbook.

Employees who separate from employment under involuntary separation must follow all separation procedures.

During the exit interview, you will be given the opportunity to discuss your work experience at Dillard University and reasons for separation. Your final check(s) will not be released without a completely executed separation form and exit interview with the Human Resources Office. The Payroll Office distributes final checks.

C. Reduction in Force

Sometimes it becomes necessary to eliminate positions to meet organizational needs. In addition, employment in some jobs is dependent on continued funding of the particular grant or project, in addition to any other factors, applicable to all employees. Employees whose positions are eliminated due to Reduction in Force are required to follow all separation procedures.

D. Death

Departments are responsible for notifying the Human Resources Office of the death of an employee. The estate of the employee should receive the final paycheck, which includes accrued unused vacation.

VIII. SERVICES

A. Dillard University Health Services

Dillard University maintains an infirmary that may be used by employees for accidents, emergencies or illnesses.

B. Library

The University's Library is available to all students and employees. All persons using the library must have a valid identification card.

C. Employee I.D. Card

All employees must secure an official picture identification badge from the Office of Business Services.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Dillard University Employee Handbook which includes a policy prohibiting harassment and a compliant procedure I am to use if I witness or become a victim of harassment. I understand that I am responsible for reviewing the Handbook and if I have any questions about the Handbook, I should contact my supervisor. I understand that the information contained in the Handbook represents guidelines only and that the University reserves the right to modify this Handbook, amend or terminate any policies, procedures, or employee benefit programs, whether or not described in this Handbook at any time, or to require and/or increase contributions toward these benefits.

I understand that this Handbook is not a contract of employment, expressed or implied, between Dillard University and me, and that I should not view it as such.

Employee Signature

Employment Name (Print)

Date