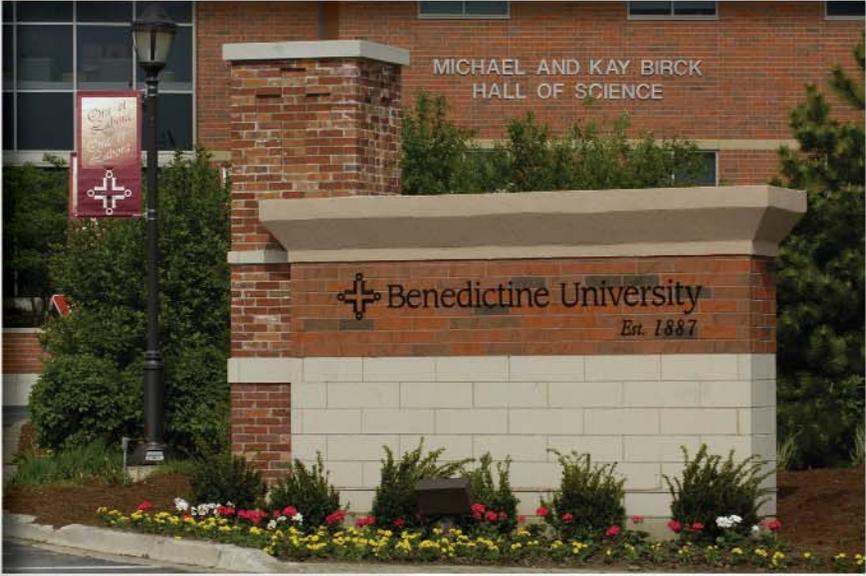


BENEDICTINE UNIVERSITY

Employee Handbook



2008



About This Handbook...

Benedictine University developed this handbook to promote a challenging and professional work environment for you and all employees. This employee handbook is provided as a guide and is not to be considered a contract, either expressed or implied.

This handbook is only a set of guidelines and is not all inclusive. Benedictine University reserves the right at any time to make unilateral changes to the policies, procedures and other statements made in this employee handbook. Institutional needs, along with federal and state law, are constantly in flux and may require that portions of the handbook be rewritten. This is necessary to help us continue to grow, develop and excel in our service to the Benedictine community.

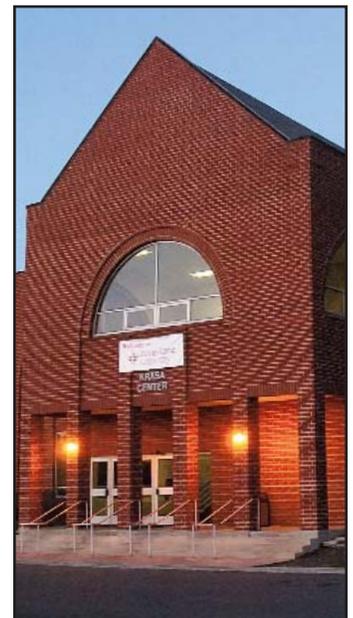


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Welcome to Benedictine University

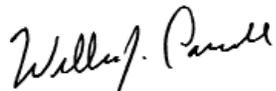
I am happy to welcome you to Benedictine University.

This University began more than 100 years ago when some very strong, dedicated Benedictine monks bought a cornfield and began to build St. Procopius College, which became Illinois Benedictine College, and then grew into Benedictine University.

You are now part of a dedicated group of employees who work hard to guard and maintain the goals of those early monks and carry the light for future generations. Over the years, monks could not do all of the work, so lay people were invited to become part of the family-oriented campus. The number of employees has grown as the University has grown, and we need you to help us continue with your dedication and zeal and set a shining example for our entire campus community.

As you walk the Benedictine campus you will immediately notice its uniqueness. Benedictine students are from all walks of life, cultures, races and religious affiliations. Our Benedictine heritage teaches us that God comes to us in the stranger. In welcoming all, we welcome God into our presence. We are a diverse, and thereby a rich, campus. I invite you to help us grow and nurture this diversity by becoming a welcoming member of the community.

I look forward to working with you as we make Benedictine University the best it can be.



William J. Carroll,
President



Mission, Character and Commitment

Benedictine University Mission

Benedictine University dedicates itself to the education of undergraduate and graduate students from diverse ethnic, racial and religious backgrounds. As an academic community committed to liberal arts and professional education, distinguished and guided by its Roman Catholic tradition and Benedictine heritage, the University prepares its students for a lifetime as active, informed and responsible citizens and leaders in the world community.

The Educational Program

The University fulfills its commitment to the liberal arts, teacher education and professional programs through excellence in teaching and interaction between students, staff and faculty members. A liberal arts core prepares all undergraduate students to participate fully in a diverse and dynamic society, balancing their rights and duties as individuals with the demands of the common good. Professional education at the undergraduate, graduate and adult certificate levels builds on the liberal arts background of students, is multidisciplinary in nature and prepares graduates for roles of leadership and social responsibility.

The Catholic Tradition

The University is guided by the Roman Catholic tradition that fosters a dialogue between religious and secular cultures, while promoting ecumenical and multicultural understanding. This type of education is designed to broaden and deepen a person's vision of reality, to help all understand the dignity and uniqueness of each person, and at the same time to place an emphasis upon the demands of freedom and social responsibility. In this environment religious faith and science are both directed toward the pursuit of truth and are strengthened through research and study. Central to the University's educational tradition is the rigorous investigation of questions that deal with the ultimate purpose of life.

The Benedictine Heritage

The University is grounded in the spirit of the founders who based their lives and work on St. Benedict's Rule for Monks, written in the early sixth century. The University builds its educational life and efforts on the same values that Benedictine men and women espouse:

- A search for God by oneself and with others
- A tradition of hospitality
- An appreciation for living and working in community
- A concern for the development of each person
- An emphasis on a life lived in balance
- A dedication to responsible stewardship of the earth
- A commitment to academic excellence

Mission, Character and Commitment

Central to the Benedictine tradition is the celebration of community as a gathering of people who share a commitment to a common mission. The University strives to develop an academic community that supports each person in the pursuit of knowledge and personal development. This undertaking will be achieved through a life enriched by the collegiate community in which the individual's interest is tempered by concern for the common good.

The University community assists students in becoming responsible persons who will make positive contributions to society. The University community provides instruction, counsel and life experiences that facilitate the acquisition of knowledge and cultivation of skills to:

- Communicate effectively, within and across cultural boundaries
- Reason and make informed judgments
- Identify and solve problems independently and cooperatively
- Develop a sense of intellectual curiosity and a desire for lifelong learning
- Understand the content, methodology and interrelationships of specific areas of study
- Pursue and communicate the truth
- Confront and resolve ethical issues and contribute to the work of social justice
- Benefit from diversity of opinion, abilities and cultures
- Value the interdependence of cultures and nations
- Exhibit stewardship of self and environment
- Strive for life lived in balance
- Foster appreciation and individual development of creative expression

Members of the University community are encouraged to achieve a balance in their social and professional lives. Through this, the University community comes to understand the self as an integrated physical, intellectual and spiritual being. While the University values the dignity of work, it recognizes that balance with leisure and prayer is equally important. The commitment of the University to its mission and goals provides the University community with a sense of continuity with the past and a direction for the future. Employees daily carry the light of Benedictine University for the benefit of future generations.



Benedictine University Culture

History of the University

The Benedictine monks of St. Procopius Abbey founded the University in 1887 as St. Procopius College. The Benedictine Order bears the name of St. Benedict, born in 480, who is acknowledged as the father of western monasticism. In 528 he established the famed monastery of Monte Casino. Standing in that long tradition of learning, the Benedictines of St. Procopius Abbey founded the college in Chicago, securing its charter from the State of Illinois in 1890. The first building in Lisle was dedicated in September 1901. The campus was gradually extended, and new buildings began to be added in the 1920's. The College was originally founded for men of Czechoslovakian descent, and in the early years most of the students were from that national group. The College became fully coeducational in 1968, and in 1971 changed its name to Illinois Benedictine College. In 1996, the College was renamed Benedictine University.

Open-Door Policy

Our students rely on us to communicate effectively with them. Benedictine University relies on faculty and staff to work together to deliver quality services to our customers and to make Benedictine University the best it can be. It is the commitment of its employees working together that give Benedictine University its advantage in an increasingly competitive marketplace.

Some of the best ideas for improving services to our students and enhancing the growth and development of Benedictine University come from you and your co-workers. We want to know about your ideas and recommendations for making Benedictine University the best it can be – both for students and for employees.

We also understand that from time to time problems will occur in your job, your work or your relationships at work. A buildup of unspoken or unanswered complaints can result in disappointment and interfere with our success. When you cannot resolve an issue on your own, we encourage you to talk with your supervisor or the Director of Personnel Resources.

In most situations your supervisor will be the most appropriate source of assistance; however, for some issues, someone else may be more appropriate. Please contact the Director of Personnel Resources for assistance.

We all share responsibility for building a cooperative team.

Our Pledge to Employees

We pledge to:

- Value employees through Workforce Initiative efforts
- Treat employees with dignity, respect and fairness
- Provide qualified individuals equal opportunities for advancement

Benedictine University Culture

- Compensate employees fairly
- Encourage personal involvement and growth within the institution and the community
- Maintain a clean and safe work environment

Our Expectations Of Employees

If we are to succeed in this competitive marketplace, we must constantly strive to be the best we can be.

- Display respect for yourself and others
- Promote a positive image of yourself and Benedictine University
- Take responsibility for knowing your top job priorities
- Consider how you, personally, can exceed your institutional expectations
- Concentrate on the results that count the most
- Make a difference – so that something very important would be missing if you left
- Manage your own morale
- Practice continuous improvement (the relentless quest for a better way)
- Assume ownership of problems
- Embrace change

We share the responsibility for our success. Meet the challenge!



Benedictine University and Job Ethics

Your Relationship with Benedictine University

We hope you will find the challenge and rewards you are seeking in your employment with Benedictine University. However, we understand that from time to time employees will choose to look outside Benedictine University to satisfy their goals. You are not employed with Benedictine University under the limitations of a contract or for a specific period of time. If you decide to leave our team, you can do so at any time, for any reason. This is a choice we all have under the employment-at-will doctrine. It also means Benedictine University has the same option and may end the employment relationship at any time, for any reason.

Equal Employment Opportunity

It is the University's policy to provide equal employment opportunity to all persons without discrimination on the basis of race, color, religion, sex, national origin, age, disability, handicap, veteran status, marital status, sexual orientation or any basis protected by law.

This policy of equal employment opportunity applies to all employment and personnel practices including, but not limited to, recruiting, hiring, promotion, training and compensation.

The University complies with the Americans with Disabilities Act (ADA). No applicant or employee may be discriminated against with respect to any employment or benefits decision because of a disability as defined by the law.

An applicant or employee must be able to perform the essential functions of the job with or without reasonable accommodation. Reasonable accommodation is defined as a suggested change or adjustment to a job or work environment that permits a qualified job applicant or employee with a disability to perform the essential functions of a job or to enjoy benefits and privileges of employment equal to employees without disabilities.

Employees or applicants who wish to request a reasonable accommodation must contact Personnel Resources.

Benedictine University Police Department

In order to maintain an educational environment that is safe and secure, Benedictine University has established a high visibility campus police department. This department provides assistance and security appropriate for an academic setting. Officers are available on a 24 hour/seven day a week schedule. The staff is experienced in working with students, staff and visitors on a university campus.

Our Stand on Harassment

We are all responsible for creating an environment where we are treated with respect and dignity. Sometimes behavior which seems acceptable to you may be offensive to

Benedictine University and Job Ethics

others. Any harassment or false accusations of harassment, of or by employees is not acceptable. Benedictine University prohibits harassment of a sexual, racial, ethnic or religious nature, including the following behaviors:

- Unsolicited remarks, gestures or physical contact; display or circulation of written material or pictures negative or offensive to gender or to racial, ethnic or religious groups
- Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment or the basis for employment-related decisions affecting the employee
- Conduct which has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment

If you ever believe you have been the subject of sexual or other harassment, report the alleged conduct immediately to your supervisor or the Director of Personnel Resources for prompt investigation.

Benedictine University prohibits any form of retaliation against any employee for filing a complaint or for assisting in a complaint investigation.

Any employee who violates Benedictine University's harassment policy is subject to corrective action which may include termination of employment. Corrective action may also be taken against employees who make false or frivolous accusations.

The University prohibits the use of its telecommunication equipment to make or send fraudulent, unlawful or abusive calls or messages.

Drug-Free Workplace

Benedictine University is committed to providing its employees with a safe, healthy and productive environment by maintaining a drug and alcohol-free workplace. Our students depend on us to be alert and attentive to their needs. Therefore, Benedictine University does not tolerate substance abuse. If we feel the safety or well-being of any person is jeopardized, we reserve the right to take whatever action is necessary.

When there is reasonable cause to believe that an employee is under the influence of drugs or alcohol, medical testing will be required. Testing will also be done following a work-related accident involving injuries and/or significant property damage and on a random basis. Test results, or refusal to participate in testing, may lead to corrective action up to and including termination of employment.

Employees are encouraged to seek confidential referral and assistance in dealing with substance abuse issues. The Student Health Office has information on local agencies and organizations to contact for the assessment and treatment of substance abuse. There is an employee assistance program through the University's employee health insurance. For information contact Human Resource Management Systems, LLC.

Benedictine University and Job Ethics

Workplace Violence

Because safety in the workplace is very important, threats, implied threats, threatening behavior, acts of violence, possession of a dangerous or deadly weapon or any related conduct that is disruptive will not be tolerated. Contact the Benedictine University Police at extension 6666 or 911 in an emergency.

Complaint Resolution

Benedictine University recognizes that problems and complaints may arise from time to time in the workplace. It is our intention to attempt to resolve these differences internally.

If a concern arises in the workplace, discuss it with your supervisor in an attempt to resolve the issue. If you believe it would be inappropriate to talk with your supervisor, please contact the Director of Personnel Resources for assistance.

Confidentiality

During the course of employment at the University, employees will have access to information about the University, students and other employees. In the wrong hands, this information could harm Benedictine University and our students. It is essential that you maintain the highest possible degree of confidentiality at all time regarding your work.

As a condition of employment, you will be required to sign an acknowledgment of your understanding of this policy. If you ever have any doubt about appropriate actions in regard to confidentiality, please consult with your supervisor or Personnel Resources.

Employment of Relatives

The employment of relatives at certain levels, or in certain positions where one could have influence over the other, could lead to accusations of favoritism in employment or compensation related decisions.

In order to avoid situations where an actual or perceived conflict of interest may occur, we do not assign or hire an employee to a job where direct supervision relationships with a relative would exist. Indirect supervision relationships may occur only by approval of the President.

Employment of relatives is not encouraged. "Relative" in this situation is defined as a spouse, child, parent, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew or corresponding in-law or step-relative.

Media Contact

If you receive a request for information from the media, remember you are not authorized to make any statements. Any official information to the public about the University must be coordinated through the Marketing and Communications Office.

Benedictine University and Job Ethics

All University communication is prepared and released by the Media Relations Manager or the Executive Director of Marketing and Communications. All brochures, special interest publications and Web pages must follow copy and layout guidelines available from Marketing and Communications and must be approved by the Executive Director of Marketing and Communications or designee. Other services offered by this office include promotional items, signage, graphics, design and dissemination of the University's logo and some non-media photography.

Business Equipment and Communication Systems

All communications and information transmitted, received or stored in Benedictine University's information systems are the property of Benedictine University and should be used for job-related purposes. To ensure proper use of communications systems and business equipment, Benedictine University may monitor and access these systems and equipment at its discretion. This includes, but is not limited to, electronic mail, Internet, voice mail, faxes, computers, telephones, cell phones, copiers and printers.

Benedictine University business systems and equipment shall not be used to create any offensive messages, including but not limited to those of a sexual or racial nature, nor shall these systems be used to solicit for personal gain.

As a condition of employment, you will be required to sign an acknowledgment of your understanding of this policy.

Equipment and Supplies

Benedictine University's equipment and supplies are available to help you and support business operations. Please help control expenses and waste by using supplies and equipment efficiently.

Compliance Statement

Benedictine University has an obligation and commitment to conduct business legally and ethically. It is our policy to prevent violations of the law or other improper business conduct and detect and remedy violations should they nonetheless occur. In keeping with this obligation, employees are expected to conduct themselves ethically and honestly. Furthermore, it is the responsibility of every employee to report any illegal, unethical or improper activities. Should you need to report any situation that may conflict with this statement, you are encouraged to speak with your supervisor, an appropriate management representative or Personnel Resources.

You and Your Job

Code of Conduct

We believe our employees are responsible, mature and capable of conducting themselves in a manner that reflects credit to them and to Benedictine University as well.

Anytime expected standards of conduct are not met, corrective action could range from coaching to termination of employment.

Job Openings

Employees are the University's most valuable asset. We are pleased when we can promote within our current staff. We support opportunities for personal growth and goal attainment.

Job openings are posted on the University Web site. You may apply for a position by contacting Personnel Resources.

In order to assure compliance with federal and state laws, Personnel Resources is responsible for overseeing the hiring process. Hiring supervisors must contact the Personnel Resources Liaison when there is a position to be filled. A position is not considered officially open until the Personnel Resources Liaison receives a completed Personnel Requisition with appropriate signatures of approval. If a University employee applies for an open position in another department, part of the interview process includes a discussion between the current supervisor and the hiring supervisor prior to an offer.

Introductory Period

We hope starting a new job will be a rewarding experience. During the introductory period you will receive information, training and feedback to assist you to become acclimated to your new job. The introductory period allows time for assessing the employee's performance and suitability for the job. A formal assessment may be conducted at anytime during the introductory period.

For new employees, the introductory period is 12 weeks and begins on the date the employee reports to work. For employees changing job classification, a transition period may occur based on the new job description.

Job Descriptions

The written job description is the foundation of any organization. It summarizes the essential functions of a specific job. Because your job is an integral part of the University's mission, it is important that you understand the standards of performance for your position.

You and Your Job

Employees are evaluated based on their job performance as it relates to the duties and responsibilities of the job description.

The University's success and yours depends on you performing your job duties in a manner that meets or exceeds expectations.

Performance Evaluations

A formal review of your performance is normally completed on an annual basis. Evaluations are conducted to document your job performance, provide feedback about your work, highlight your achievements or deficiencies in performance, identify training needs and provide a basis for compensation and employment recommendations.

Coaching and Counseling

Coaching takes place between you and your supervisor to address issues, exchange information and collaborate on a plan to correct or improve issues of performance, attitude or behavior. Coaching is a preventative measure used to head off potential problems or to correct situations before they become serious and threaten continued employment.

Counseling is a formal session to address serious issues that could lead to termination of employment. Employees are expected to meet conditions outlined for continued employment.

Records of counseling sessions will be kept in an employee's personnel file. The accumulation of counseling instances, for the same or different issues, reflects on your overall performance and will lead to suspension or termination of employment.

Where serious misconduct occurs, immediate termination may result without prior warning of any kind.

Attendance and Absence

Being at work is very important to your department and to the University. We need you to be at work to meet the commitments of your job and your co-workers. Absences from work must be scheduled and approved in advance with your supervisor.

Unscheduled absences are disruptive and place an unfair burden on others. Whenever you are unable to be at work you must notify your supervisor or other designated person.

Work Schedules

Your work schedule depends on your job and the type of work to be done. Due to the nature of our work, employees may have varying schedules. Your schedule will be discussed with you by your supervisor.

You and Your Job

You may be required to work beyond your normal schedule. If a change becomes necessary, your supervisor will give you as much notice as possible.

Hourly Staff Time Reporting

In order to ensure accurate and prompt processing of your payroll check, it is essential that an accurate and complete statement of your time is noted on your timesheet.

Holiday Closings

The holidays observed by the University are:

New Year's Day	Independence Day
Good Friday	Labor Day
Easter Monday (observance of St. Benedict Day)	Thanksgiving and the Friday following
Memorial Day	Christmas Eve
	Christmas Day

If a holiday occurs during your vacation, that day will not be counted as vacation. Employees are permitted time off in observance of religious holidays by using a "Floating Holiday."

Emergency Closings

Generally you should assume that the University will be open. However, the University recognizes that safety is a serious consideration and that employees must decide for themselves whether or not to report for work during severe weather or other emergency conditions.

Scheduled University closing information will be announced through the Emergency Information Line at (630) 829-6622 and online at www.ben.edu/emergencyinformation. Employees will be notified of early morning decisions to close through the Emergency Closing Call procedure kept in each department.

If it becomes necessary to close the University due to severe weather conditions, the following procedures will be initiated:

- Campus Services or the University Police will notify the Executive Vice President.
- The Executive Vice President will communicate the situation to the President.
- When the decision to close the University is reached, the Benedictine University Emergency Notification Phone Tree will go into effect.
- A decision to cancel morning classes only or all morning/afternoon/evening classes will be made by 6:00 a.m. All cancellations apply to Benedictine University's Lisle campus, the Moser Center in Naperville, the Bellwood Learning Center and all off-site locations. This does not include Benedictine classes at Springfield College in Illinois.
- A decision to have a delayed opening will be made by 6:00 a.m. All delayed openings apply to Benedictine University's Lisle campus, the Moser Center in

You and Your Job

Naperville, the Bellwood Learning Center and all off-site locations.

This does not include Benedictine classes at Springfield College in Illinois.

- A decision to cancel afternoon classes only or afternoon/evening classes will be made by 10:00 a.m. This applies to classes beginning at 12:15 p.m. or later. All cancellations apply to Benedictine University's Lisle campus, the Moser Center in Naperville, the Bellwood Learning Center and all off-site locations. This does not include Benedictine classes at Springfield College in Illinois.
- A decision to cancel evening classes only will be made by 2:00 p.m. This applies to classes beginning at 6:00 p.m. or later at Benedictine University's Lisle campus and all cohort classes beginning at 4:00 p.m. or later at all off-site locations, including the Moser Center in Naperville and the Bellwood Learning Center. This does not include Benedictine classes at Springfield College in Illinois.

Three individuals have codes required to publicize closings on radio/TV: the President, the Executive Vice President and the Executive Director of Marketing and Communications.

For school closing announcements:

- Listen to radio stations WBBM Newsradio 780 AM or WGN Radio 720 AM.
- Call the Benedictine University Emergency Information Line at (630) 829-6622.
- Watch CBS 2 Chicago, NBC 5 Chicago, ABC 7 Chicago, WGN Channel 9, Fox 32 and CLTV news.
- Go online to www.emergencyclosings.com, www.cancellations.com or www.ben.edu/emergencyinformation.

Training and Development

The University fosters opportunities to improve the ability of employees to meet or exceed expectations in their jobs. Each job contributes to the quality and image of the department and ultimately the University. Training helps prepare employees to meet performance expectations.

It is important for you to communicate with your supervisor about your career goals. At minimum, this should be discussed during your annual Performance Evaluation.

Personnel Records

Personnel Resources maintains a personnel file for every employee.

Your file contains your personal job-related information, job assignments, performance and pay.

Medical history information is not part of your personnel file and is maintained separately, according to HIPAA guidelines.

You and Your Job

Personnel files are confidential. Access to your file is restricted to you, your supervisor, the Executive Vice President and the President, or as provided by law.

It is your responsibility to notify Personnel Resources of changes to your marital status, name, address, telephone number or contact information. Inaccurate data may lead to errors in your taxes, benefits or emergency situations.

You may have access to your personnel file by contacting Personnel Resources.

Appearance

We expect you to be well groomed and appropriately dressed for work. Please use good judgment in your selection of work attire.

Your professional appearance reflects on you, your department and the University. A friendly smile and self-confidence are also part of your appearance and make a positive impression.

Parking

Parking is provided on a first-come first serve basis. Please be courteous and reserve spaces marked “handicapped parking” for those who need them. Likewise, please do not park in spaces designated “visitors” and other specific purposes.

Dining and Eating Areas

For your convenience, lunch/break areas are located in buildings on campus in addition to the dining area in the Krasa Student Center or the Coal Ben. Locations offer microwave ovens, refrigerators, coffee machines and food vending machines. Please be courteous and clean your area before leaving.

Lost and Found

If you find something that does not belong to you, please turn it in to the Benedictine University Police. If you have lost something, check with Benedictine University Police at extension 6122.

Smoking on Campus

Smoking or use of any form of tobacco is not permitted inside any academic or administrative building on campus. This policy is consistent with the Smoke Free Illinois Act, effective January 1, 2008.

Smoking is allowed in designated areas outside the buildings. Please keep outdoor smoking areas safe and attractive by placing cigarette ends in appropriate containers.

You and Your Job

Telephone Communication

Telephones are a very important link in communication with co-workers and business contacts. Please remember:

- It is important that our phone lines be available for work-related calls – please keep phone lines free for business calls by keeping personal phone calls to a minimum
- Please remember that you represent Benedictine University and your department every time you are on a call – always be pleasant and courteous
- Please change your voicemail greetings prior to vacation and extended absences
- Please return calls promptly – unanswered phone calls impact the work of co-workers as well as delay information for external callers

Separation from Employment

We hope that your relationship with Benedictine University will work out well for everyone. If separation from employment becomes necessary, our employment-at-will relationship makes it easier for us all.

If you decide to resign from your position at the University, please be considerate of the additional responsibilities that will be placed on your co-workers. We ask that you provide as much notice as possible by submitting your written notice to your supervisor at least two weeks prior to your departure.

Please contact Personnel Resources to schedule an “Exit Interview.” At that time you will receive information about COBRA, options for continuing your life insurance, and return your office/cubicle keys, University equipment and photo ID.

Workplace Safety and Security

Safety and Health

The safety and health of all employees is a constant priority at Benedictine University. A safe work environment is the result of team effort. It is important that we all develop an awareness of safety and take responsibility for keeping our work areas free of any potential safety hazards. If unsafe conditions exist in your work area, please work with your supervisor to resolve them.

Safety training is provided to comply with OSHA regulations and to maintain a safe work environment.

Some jobs may require you to wear personal protective clothing or equipment. Your supervisor will review these requirements with you.

It is the role of the employee to ensure that all offices not be left open or unattended. Personal belongings and valuable items should not be placed in areas where they can be easily taken. Windows and doors should be properly secured upon leaving an office, laboratory, computer room or materials room that is not under continuous supervision. Cubicles should be secured upon leaving the area.

Suspicious behavior should be immediately reported it to Benedictine University Police. The office is also available to escort anyone on campus to a vehicle.

The emergency telephone number for Benedictine University Police is extension 6666.

Vehicle Safety

When driving on campus, you must operate your vehicle safely and observe all posted traffic signs. Please remember to wear your seatbelt.

Emergency Services

Emergency situations call for prompt action and common sense. Where possible, Benedictine University Police should be notified immediately. In the event of fire or life-threatening conditions, employees are expected to report the need for help to the appropriate agencies through 911 and then to promptly notify the appropriate University officials. Employees should notify Benedictine University Police (extension 6666) who will then notify the University of a community problem (e.g. a tornado sighting).

In addition, we are proud to have a group of employees at Benedictine University who serve as the Emergency Response and Recovery Team (ERRT). Please refer to your multi-colored Emergency Response and Recovery Plan for information related to emergencies and disasters.

Workplace Safety and Security

Work-Related Injuries

We all try to avoid injuries on the job, but accidents do happen. If you have been injured at work, you must notify your supervisor and Personnel Resources immediately even if the injury seems minor. Personnel Resources will assist you in completing the required paperwork regarding work-related injuries and/or worker's compensation claims.

Security

The Benedictine University Police Department is located in the Krasa Center Room 035. The department is open 24 hours a day, seven days a week. An officer is available at all times.

The Benedictine University Police emergency telephone number is (630) 829-6666 (extension 6666 from on campus). The non-emergency number is (630) 829-6122 (extension 6122 from on campus).

An escort service is available to individuals wishing to be escorted from a building on campus to their car or another building. Contact Benedictine University Police at extension 6666 to utilize this service. Escort service is available 24 hours a day and can be requested in advance.

Benedictine University Police provides a service of jumpstarting cars and assisting people who lock themselves out of their vehicles while parked in one of the University parking lots. Contact Benedictine University Police at extension 6666 for help.

Vehicle Accidents

Employees who will operate University owned or rented vehicles must participate in a vehicle safety orientation conducted by the Benedictine University Police.

You must report all vehicle accidents occurring on campus or while you are on University business to your supervisor. It is important to gather as much information as possible at the scene of the accident.

Personal Property

Although Benedictine University cannot assume responsibility for replacement of lost/stolen personal items, we are very concerned about the security of your belongings. If you ever experience any loss, report it to your supervisor and Benedictine University Police.

Your Pay and Benefits

Workforce Initiative

Because Benedictine University values and respects its staff, a long-range Workforce Initiative project has been implemented. The primary purpose of this on-going project is to retain a workforce necessary for our continued success.

The primary objectives of the Workforce Initiative are to:

- Ensure fairness in duties and responsibilities within each job category
- Implement an annual performance appraisal process that directly relates to your job
- Designate appropriate job classifications
- Assign a pay scale within each job category

Your Paycheck

Paychecks are distributed through Payroll within the Business and Finance Office. Direct deposit service is available and encouraged for all employees. Please contact Payroll for information about this service.

Please contact Payroll promptly if you notice an error in your pay so that corrections can be made if required.

Overtime Pay

If you are classified as non-exempt (hourly), you will be paid overtime for hours actually worked in excess of 40 hours per week.

Hourly staff should have your supervisor's approval to work overtime. Overtime is paid at the rate of one and one-half times the regular hourly pay rate.

The University complies with federal and state wage and hour laws.

Pay for Holidays

For workplace holidays that occur on your regularly scheduled work day, compensation is paid as a University paid holiday.

Professional Development Paid Leave of Absence

As part of the "Workforce Initiative" a Professional Development Paid Leave of Absence is in development and will be made available through an application process to all staff members. This benefit will be for a specified time period and approved on a limited basis. Applications will be reviewed by supervisors and forwarded to the Executive Vice President for discussion and final approval.

Pay for Emergency Closings

If early dismissal occurs, employees present will be paid for their regular work schedule.

Your Pay and Benefits

About Your Benefits

In addition to your regular pay, Benedictine University is very proud to extend benefit opportunities to our eligible employees and their immediate families. These employer-sponsored benefit plans are a very important part of your total compensation package. They represent both a significant financial investment in our employees and a valuable asset to you and your family:

- Medical – Blue Cross/Blue Shield
- Dental – Delta Dental
- Vision – Vision Service Plan (VSP)
- Life Insurance – 2 times salary
- Accidental Death and Dismemberment
- Short-Term and Long-Term Disability
- Tuition Remission – one undergraduate and one graduate level degree
- Dependent Full-Time Tuition Remission (under 24 years of age) – undergraduate level degree at participating institutions within the exchange programs, and undergraduate and graduate level degrees at Benedictine University
- Spouse Tuition Remission – one undergraduate and one graduate level degree at Benedictine University
- Generous vacation, personal and sick time
- Ten University paid holidays
- Retirement Savings Plan and Matching Program through TIAA-CREF
- Flexible Spending Account
- Employee Assistance Program

Some benefits may require a waiting period for eligibility in order to participate. Also some benefits are optional and may require employee contributions. Benedictine University reserves the right to make unilateral changes at any time to these benefits.

Human Resource Management Systems LLC (HRMS), located in Naperville, is our outsourced benefits partner and our benefits connection. HRMS handles all enrollments, changes and questions for the following benefits: medical, dental, vision, long-term disability, short-term disability, life insurance, accidental death and dismemberment and flexible spending account. Please contact them at (866) 596-7228. Please contact Personnel Resources for the following benefits: TIAA-CREF, tuition remission application process and short-term or long-term disability claim submissions.

Additional University Benefits:

- ATMs on campus
- Coldwell Banker Real Estate Relocation Program, “Reap”
- National City Bank Workperks
- Direct deposit
- Plum Benefits (plumbenefits.com) a discounted program to purchase sport, theatre and concert tickets; hotel and airline reservations also included
- Use of the Rice Center fitness facility and pool

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- Preferred employee discounts: Barnes and Noble University Bookstore, Sodexo Food Service Meal Plans
- University Special Employee Discounts: children's summer camps, special events discounts/initiation fee waivers at local fitness centers (contact Personnel Resources for current list)
- Free parking
- Met Life employee reduced rate for home and auto insurance
- Liberty Mutual employee discounts on home, rental and auto insurance
- Seven Bridges Eye Care – family discounts on exams and eyewear
- Mac-Gray Academic Services – discounts on Maytag, Whirlpool and Amana appliances
- Employee discounts at local restaurants, and businesses in Lisle/Naperville
- Discounts at local child care centers

We continuously investigate auxiliary benefit opportunities for University employees.

Personal, Sick and Vacation Time

Time away from work is important to foster a balance between your work and your personal life.

Personal, sick and vacation time is an employee-managed benefit to cover absences from work. It is preferred that employees request supervisor approval in writing for time off of work at least five days in advance.

Medical and Personal Leaves

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) enacted by Congress in 1993 provides eligible employees up to 12 weeks of unpaid, job-protected leave per year for family and medical reasons. Please contact the Director of Personnel Resources for further information on the expanded benefits for eligible employees who care for a family member who was injured while serving in the military.

Family Care (Adoption and Paternity) Leave

The University is committed to supporting paternity and adoption leaves for all benefit eligible employees. This leave is intended to provide employees up to six weeks of continuous leave to provide paternal care immediately following the birth of a child or adoption of a child. Please contact the Director of Personnel Resources for further information.

Short-term Disability

Benedictine University offers short term disability to employees who have reached their one-year anniversary date of benefit eligible employment. Short-term disability is a

Your Pay and Benefits

supplement to sick leave for cases of extended time off for approved medical reasons of five or more consecutive days. Short-term disability provides salary benefits to an employee while they are on a leave approved by the insurance carrier.

Please contact the Director of Personnel Resources to facilitate your short-term disability request.

Long-term Disability

Long term disability is available to benefit eligible employees who have been disabled because of a serious medical condition for 90 consecutive days.

Please contact the Director of Personnel Resources for further information.

Leave Without Pay

Eligible employees may request up to 30 business days of an unpaid leave of absence for extreme personal situations not covered by FMLA or short-term disability. All available vacation and personal time must be used before an employee may request a leave without pay. Please contact your supervisor for your request. Supervisors please notify Personnel Resources.

Bereavement Leave

An employee may request a paid leave of three days for the funeral of an immediate family member (grandparent, parent, spouse, child, sister or brother). Out of state travel may extend the leave to five days. Please contact your supervisor for bereavement leave requests.

Jury Duty/Court Attendance

We believe that it is part of our civic duty to serve on a jury. If you are summoned to serve on a jury, you will be excused from work without loss of pay. Notify your supervisor as soon as you are summoned to serve jury duty. You are expected to report to work if your presence is not required in court.

A copy of the subpoena and a copy of the stipend received from the court must be provided to Personnel Resources.

If you are subpoenaed as a witness in matters unrelated to University business, you must use personal or vacation for time away from work.

Military Leave/Uniformed Services Employment and Re-employment Rights Act (USERRA)

The USERRA protects employee rights and benefits for military leave and returning to work. Military leave will be granted as provided by law for military services whether voluntary or involuntary. Whenever possible, request military leave at least two weeks

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in advance before the date the leave will begin. Your request should be accompanied by a copy of the order. Please contact Personnel Resources for further information.

Victim's Economic Security and Safety Act (VESSA)

The VESSA requires the University to provide up to 12 weeks of unpaid leave to employees who are victims of domestic or sexual violence or who have a family or household member who is a victim of domestic or sexual violence during any 12 month period. Please contact Personnel Resources for further information.

University Commitments

University Ministry

Benedictine University, through University Ministry, supports a variety of social awareness activities in the Chicago metro area as well as nationally sponsored volunteer programs. We encourage your involvement in projects that make our communities and world better places.

Although the University is a Roman Catholic institution, all religions are respected and accepted on campus. Through University Ministry, places of prayer and reflection are provided for students of other faiths.

For additional information, please contact University Ministry.

Benedictine University Annual Fund

Employees are asked to consider donating to the University's Annual Fund to financially carry the light of Benedictine University forward. Donations have a major impact toward helping our students in need and ensure the viability of the University for generations to come.

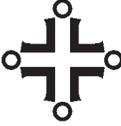
United Way

The University supports the United Way program. We encourage employees to donate to their local community through this program.

Environmental

To protect our environment, employees are encouraged to actively participate in the recycling program initiated by Sodexho Campus Services. They have provided recycling containers for each office and throughout the buildings on campus.



 **Benedictine University**
Informing today—Transforming tomorrow