

# EMPLOYEE HANDBOOK

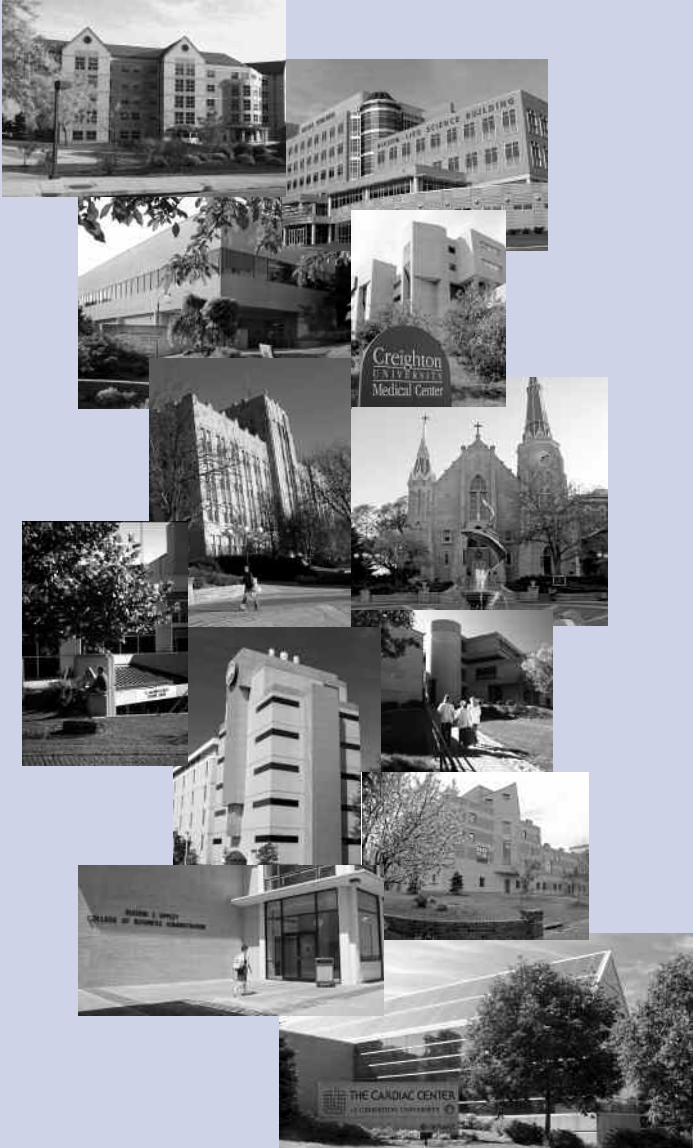


**Creighton University**

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# WELCOME TO THE

## CREIGHTON UNIVERSITY EMPLOYEE HANDBOOK

This handbook provides employees with an overview of pertinent University policies, procedures and benefits. We believe that understanding the University is an important step in developing and maintaining a productive working relationship.

This document is not a contract of employment and supersedes all previous editions. Either an employee or the University can terminate the employment relationship at any time with or without cause or notice. The University reserves the right to modify, add, delete, revise or terminate any University policy, procedure, benefit or any information contained in this handbook at any time.

A current copy of the handbook will be maintained on the Internet at [www.creighton.edu/HR](http://www.creighton.edu/HR). As policies, procedures and benefits change, a separate announcement known as an *HR Bulletin* will be sent to employees through intra-campus mail.

Supervisors are available to offer guidance and assistance, as well as to encourage an employee's career growth and development. It is important to maintain open communication between employee and supervisor. If the employee has concerns/suggestions about his/her work or any University policy, the employee is encouraged to discuss them with his/her supervisor initially. The employee's supervisor is not authorized to modify or amend a policy, procedure or benefit, nor is his/her interpretation final and binding. If an employee has questions after speaking with his/her supervisor, please contact the Human Resources Department for more information.

The Human Resources Department will provide the employee with current information on policies, procedures, benefits and employment opportunities. Representatives are also available to discuss any issues or concerns that may arise during an employee's employment.

The Human Resources Department maintains the employee's official personnel file. Please notify the Human Resources Department of any changes that would affect personal or benefit records such as a name change, marital status, number of dependents, home address, home telephone number, etc.

This handbook is not meant to be a complete description of Creighton's policies, procedures and benefits, but is intended only as a guide.

If there is any conflict between the information contained in this handbook and the University's policies, procedures or any benefit plan documents, the University policies, procedures and the benefit plan documents will prevail.

# CAMPUS EMERGENCY PROCEDURES

## Public Safety Telephone Numbers:

Emergency 280-2911 • Non-Emergency 280-2104

### BOMB THREATS

If an employee receives a bomb threat, call Public Safety immediately at 280-2911. Public Safety Officers will respond, assess the situation and take appropriate action.

### CHEMICAL SPILLS

If an employee encounters chemical spills, evacuate the immediate area and contact Public Safety at x2911. Report the chemical(s) involved, if known. While waiting for Public Safety Officers to arrive, ensure that no one enters the contaminated area.

### CRIME IN PROGRESS

If an employee observes a suspicious person, suspicious activity, or crime in progress, contact Public Safety immediately at x2911 and describe the action taking place. If possible, give a complete physical description of the individual(s) involved. Do not attempt to apprehend someone or put an employee at risk. Public Safety Officers will respond immediately.

### FIRE

- If smoke or flame is detected, activate fire alarm pull station. Evacuate building.
- Contact Public Safety at x2911 and provide all information requested.

#### *During evacuation:*

- Go to the nearest exit.
- DO NOT use the elevator.
- Keep low to the floor if smoke is present
- Once outside, keep away from the building.

#### *When evacuation is impossible:*

- As an employee leaves the room to enter a hallway, feel the doorknob.
- If the knob is hot, do not open the door. Remain in the room.
- If heat or heavy smoke prevents evacuation, close the door and remain in the room.
- Seal the door with wet towels.
- Hang a white object (towel/sheet) out the window to attract attention.

- Do not leave the window open all the way.
- Call Public Safety at x2911 to report your status. Wait for help to arrive.

## **INJURY OR ILLNESS:**

### ***Non-life Threatening Situations:***

Contact Public Safety at 280-2104 and provide all information requested. Public Safety will notify a health aide, provide transportation to Student Health or Creighton University Medical Center, summon a rescue squad or provide necessary assistance.

### ***Life Threatening Situations:***

- Do not attempt to move victim unless absolutely necessary.
- If victim is not breathing, administer CPR if you are trained.
- Contact Public Safety at x2911 and provide all information requested.
- Public Safety will immediately summon a rescue squad and guide it to your location.
- An officer will also respond directly to your location to render assistance.

## **TORNADO**

### ***Watch:***

A watch is in effect when the National Weather Service reports that conditions are such that a tornado could develop. Turn on a radio or television to monitor further developments. Public Safety will not provide additional information.

### ***Warning:***

Civil Defense sirens will sound when a tornado has been sighted or detected by radar. Direct people in the area to seek shelter immediately in the designated area of the building. Remain in the shelter area until an all-clear has been issued on the radio or television. Public Safety will not provide additional information.

## **UNIVERSITY CLOSINGS**

- 1) The decision to close the University because of snow storms or other events rests with the President who will notify the Vice Presidents of an emergency closing.
- 2) These administrators, in turn, will notify the departments under their supervision.
- 3) In the event of a morning or all-day closing, this announcement will be broadcast over local radio stations, or an employee may call the Weather Hotline at 280-5800 to receive a recorded message regarding the status of a University closing.

**When a decision is made to close the University, information is posted immediately on the Weather Hotline. There is no need to call the President, Human Resources, or Public Safety under this procedure.**

# UNIVERSITY HISTORY

Creighton University is one of 28 colleges and universities in the United States operated by or with the special assistance and supervision of the Society of Jesus, a men's religious order in the Catholic Church. Mary Lucretia Creighton, who died in 1876, directed the executors of her will to establish and maintain a tuition-free Creighton College for young men as a memorial to her late husband, Edward. After the original college was built, near 24th and California Streets in Omaha, it was turned over to Bishop James O'Connor, along with the remainder of Creighton's bequest. Invited by Bishop O'Connor to conduct the college, the Jesuits began classes on September 2, 1878.



To ensure its continuity, the institution was incorporated under Nebraska law as The Creighton University on August 14, 1879, and assets of the Creighton trust were conveyed to the new corporation. Gifts from John A. Creighton, honored as a Papal Count in recognition of his benefactions and civic leadership, and from his wife, Sara Emily Creighton, sustained the University's early growth and enlarged its endowment.

With his brother Edward, John Creighton had been a leader in completing North America's first transcontinental telegraph line. The Creightons found the Great Plains well-suited to cattle raising. As pioneer Nebraska cattlemen, bankers, and merchants, they built the fortune that made their later gifts possible.

Because of rising costs and dwindling trust funds, the University was forced to begin charging its students tuition in the early 1900's. In the 1920's, the University began admitting women to its college divisions. Women were enrolled as early as the 1890's in the professional schools that Creighton acquired.

In the 1960's, in recognition of the major gifts which she made to the University, Mrs. Mabel L. Criss, the late widow of Dr. C.C. Criss, a Creighton alumnus and founder of Mutual of Omaha, was named a founder of the University along with the Creightons. During its centennial year in 1978, Mr. Peter Kiewit was named a founder of Creighton University in recognition of outstanding concern and support of the University.

In 1968, the University's all-Jesuit Board of Directors was expanded to a board of 25 members, ten of whom had to be members of the Society of Jesus. The revised Articles

of Incorporation specifically provided, however, that the University President be a member of the Society of Jesus. The Board was expanded to 29 members in 1983.

In 1988, the by-laws were amended to state that at least seven members of the University Board of Directors should be members of the Society of Jesus, one of whom shall be the President of the University as an ex-officio voting member. The President of the Creighton National Alumni Board was also added to the University Board as an ex-officio voting member. Today, the Board is composed of 36 members, including eight Jesuits.

The Jesuit community at Creighton subsequently was incorporated separately. Its members continue to sustain the institution through an annual gift, which is an important source of University income.

## EMPLOYMENT

### *What an employee can expect from Creighton University...*

Creighton University will:

- Be a responsive employer and adhere to the principles of diversity and equal employment opportunity in its employment practices.
- Offer opportunities and encouragement for personal growth and career development.

### *What Creighton University expects from an employee...*

In order to achieve our goal of providing comprehensive excellence in education and service, the University expects an employee to:

- Exercise best effort to complete all assigned responsibilities.
- Be regular and punctual in attendance.
- Cooperate with co-workers in a spirit of teamwork.
- Comply with all established University policies and procedures.
- Ask questions when unclear or unsure of work responsibilities and offer suggestions to enhance the work environment.
- Take initiative for career development through available education and training programs.

If an employee has questions or concerns about working conditions or compensation, he/she is encouraged to talk with his/her supervisor.

Our experience has shown that when employees deal openly with their supervisor the work environment can be rewarding, communications can be clear, and attitudes can be positive.

## EMPLOYEE RELATIONS

The University is committed to promoting positive working relationships and effective communication among employees. The Employee Relations Administrator serves as a resource to employees in addressing the concerns encountered in the workplace. In addition, the Employee Relations Administrator provides guidance to supervisors and employees on human resource issues and suggestions on programs to enhance the working environment.

Employees are encouraged to contact the Employee Relations Administrator to discuss workplace issues and concerns. The Employee Relations Administrator may be reached at 280-2462.



## UNIVERSITY POLICIES

It is important that employees are aware of University policies and procedures. The University's Guide to Policies is located at <http://www.creighton.edu/President/PresOfc/GuideToPolicies/Guide.pdf>.

If an employee has questions regarding any University policy, the employee may contact his/her supervisor or Human Resources. The following policies are some of the most pertinent to employees.

**Absenteeism and Tardiness Policy** – Policy 2.2.19  
**Advertising Policy** – Policy 2.1.18  
**Affirmative Action and EEO Policy** – Policy 2.2.1  
**Affirmative Action for Individuals with Disabilities** – Policy 2.2.2  
**Alcohol** – Policy 2.2.18  
**Computer Software** – Policy 2.1.8  
**Computer Practices and Software Licenses** – Policy 2.2.15  
**Conflict of Interest Policy for All Employees** – Policy 3.1.11  
**Control of Infectious Diseases** – Policy 2.2.16  
**Credo of Creighton** – Policy 1.1.1  
**Drug and Alcohol Use** – Policy 2.2.15  
**Drug Free Workplace** – Policy 2.2.15  
**Employee Performance and Conduct Policy** – Policy 2.2.20  
**Employee Use of a Personal Vehicle** – Policy 2.2.12  
**Energy Conservation** – Policy 2.3.2  
**Extra Salary Payments for Exempt Employees** – Policy 2.2.8  
**Family and Medical Leave** – Policy 2.2.14  
**Financial Conflict of Interest** – Policy 3.1.10  
**Fraud and Embezzlement Policy** – Policy 3.1.9  
**Harrasment and Discrimination** – Policy 2.2.3  
**Mail** – Policy 2.1.9  
**Mission Statement of Creighton University** – Policy 1.1.2  
**Nepotism Policy** – Policy 2.2.4  
**Noncommercial Aircraft** – Policy 2.1.13  
**Personnel Files - Access** – Policy 2.2.7  
**Pre-Employment Background Investigation** – Policy 2.2.21  
**Reduction In Force** – Policy 2.2.10  
**Relationships between Employees and Students** – Policy 2.2.5  
**Solicitation of Private Gifts** – Policy 3.1.5  
**Sharing of Financial Information** – Policy 3.1.8  
**Smoking Policy** – 2.2.17  
**Tuition Reciprocal Reduction** – Policy 2.2.11  
**Tuition Remission** – Policy 2.2.12  
**Vehicle Safety** – Policy 2.1.14  
**Weather or Emergency Related Absence** – Policy 2.2.9

# COMMITTEES AND COUNCILS

## UNIVERSITY STAFF ADVISORY COUNCIL

The University Staff Advisory Council advises the President in matters affecting the general welfare and working conditions of all staff members. Representatives are elected by the staff in the appropriate Vice Presidential areas to serve a three-year term. Staff members may contact the Chair or any member of the Committee. Additional information regarding the members, activities and meeting minutes may be accessed at [creighton.edu/SAC](http://creighton.edu/SAC).

## UNIVERSITY GRIEVANCE COMMITTEE

The University Grievance Committee reviews grievances from non-faculty employees concerning matters involving the interpretation or application of existing university policies. However, the grievance procedure does not address compensation issues. This committee presents recommendations to the President who then makes the final determination.

Membership includes five staff members:

- Three members are elected by the Staff Advisory Council from classification levels E through M (1 – Health Sciences; 1 – Academic Affairs; 1 – Support Service areas (Administration and Finance, Student Services, Information Technology, University Ministry, University Relations, Institutional Relations, General Counsel and President’s Office).
- Two members from classification levels B through D, appointed by the President (excluding employees from Human Resources).
- Membership shall be for a term of three years. Members may be reelected one time, for a total of six years.

Employees may contact the Chair on a formal or informal basis. Additional information regarding procedures and contact information may be accessed at [www.puffin.creighton.edu/grievance](http://www.puffin.creighton.edu/grievance).

## UNIVERSITY COMMITTEE ON BENEFITS

The University Committee on Benefits acts as an advisory committee to the President regarding the benefits offered by the University.

The Committee is comprised of eleven members. Five faculty members are elected by the Academic Council. The Staff Advisory Council recommends four non-exempt staff members to the President for appointment. In addition, a faculty member with academic

expertise in matters covered by the committee and an exempt staff member are appointed by the President. The University Human Resources Director or a delegate serves as ex-officio member. Each member is appointed for a three-year term at staggered intervals. To bring a concern to the Committee, contact a Committee member.

## UNIVERSITY COMMITTEE ON THE STATUS OF WOMEN

The University Committee on the Status of Women ensures that equal consideration is given to women in all aspects of University operations, and creates an environment equally supportive of achievements by both men and women.

*Membership includes:*

- Six members appointed by the President (administration);
- Six members elected by the faculty;
- Six members determined by the Staff Advisory Council;
- Six members appointed by the Creighton Student Union; and
- Two representatives designated by Alumni Relations.

*Ex-officio memberships includes:*

- Associate Vice President for Student Services;
- Director of Center for Women;
- Director of Human Resources;
- Director of Affirmative Action;
- Director of the James R. Russell Child Development Center;
- Media Relations Coordinator;
- Representative from the Staff Mentoring program; and
- Representative from Public Safety.

Members of the Committee, except for those who serve as ex-officio and students, shall be for a term of three years with the election or appointment at staggered intervals.

The Committee meets monthly during the academic year and upon call of the chair. Staff members may contact any committee member. Additional information may be accessed at [creighton.edu/CSW](http://creighton.edu/CSW).



## WELLNESS COUNCIL

The goal of the Wellness Council is to promote wellness at the University through the facilitation of wellness programs and services. The Council membership includes faculty and staff members who promote a healthy workplace by fostering an environment conducive to healthy lifestyle choices. Staff members may contact the Chair or any Council member.

# EMPLOYEE SERVICES

## CREIGHTON FEDERAL CREDIT UNION

- Creighton Federal Credit Union provides savings accounts, loans, ATM cards, VISA credit cards, checking accounts, direct deposit, and personalized financial planning.
- For more information, call or visit the Credit Union at 2575 Dodge Street, 341-2121, or at its Skutt Student Center Office, 280-1709.

## CULTURAL OPPORTUNITIES

- The University sponsors lectures, films, and concerts throughout the academic year. The Department of Fine and Performing Arts maintains an art gallery on campus and presents theater and dance performances.
- Located near the campus, Omaha's Joslyn Art Museum houses outstanding art acquisitions and allows staff members general admittance to the museum free of charge with the presentation of a valid Creighton ID. The museum offers touring exhibits and sponsors a number of cultural films, lectures, and concerts throughout the year, which are subject to individual membership or event fees.

## JAMES R. RUSSELL CHILD DEVELOPMENT CENTER

- The James R. Russell Child Development Center, located at the Wareham Building (23rd and Burt Street), is open to children six weeks to six years of age whose parent is employed or currently enrolled as a student at Creighton University. Priority is given first to full-time, then to part-time employees and students.
- The Center is open from 6:30 a.m. to 6:00 p.m., Monday through Friday, except for University holidays. A fee is charged for children enrolled in the program.
- Application forms may be obtained from the James R. Russell Child Development Center.

## KIEWIT FITNESS CENTER

- Memberships to the Kiewit Fitness Center facilities are available to staff members and their families on a summer, semester, or annual basis.
- Payroll deduction is available for membership payment.
- Lockers may be rented on an annual or semester basis.
- The Center offers various intramural programs, special events, swim lessons, and fitness programs. For further information, contact the Kiewit Fitness Center.

# GENERAL INFORMATION

## ADMINISTRATIVE PAY DEDUCTIONS AND CORRECTIONS

- Federal and state laws require that federal, state, and local income taxes be deducted from an employee's compensation. Social Security taxes must also be deducted up to a specified limit referred to as the Social Security "wage base." The University matches the amount of Social Security taxes paid by an employee.
- In addition, the University offers programs and benefits beyond those required by law, e.g. Kiewit Fitness Center memberships, U.S. Savings Bonds, United Way, etc. Eligible employees may voluntarily authorize deductions from employee's pay to cover the costs of participation in these programs
- The University makes every effort to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in employee's pay, the employee should promptly bring the discrepancy to the attention of his/her supervisor, and/or Payroll to ensure that corrections can be made as quickly as possible.

## APPROPRIATE WORKPLACE ATTIRE

Employees are expected to maintain a neat, clean, and professional appearance. An employee should either:

- exercise appropriate judgement in selecting workplace attire; or
- consult with supervisor regarding appropriate attire based on position duties and responsibilities.

## BRIDGE OF SERVICE

If a former employee is re-employed at the University and completes six months of employment, the employee's previous service will be bridged to determine eligibility for some benefits and vacation accrual rates.

Former employees are responsible for identifying themselves as having prior service at the University.

## BUSINESS TRAVEL ACCIDENT INSURANCE

The University has a Business Travel Accident Insurance policy providing 24-hour coverage for injuries received by benefit-eligible employees while on an authorized University business trip.

## CHANGE OF STATUS

Employees should promptly notify Human Resources regarding any of the following changes:

- Name change
- Address or telephone number change
- Emergency contact change
- \*\*Family status change (birth, adoption, or death of a child)
- \*\*Marital status (marriage, divorce, or death of a spouse)
- \*\*Employment status change for spouse (beginning or ending a job or approved, unpaid leave of absence; or change in status to full- or part-time employment)
- \*\*Employment status change for employee (beginning or ending an approved, unpaid leave of absence; or change in status to full- or part-time)

**\*\*Asterisks denote life event changes that may permit modifications in the employee's benefit coverages before the next enrollment period.**

It is important to note that employees:

- Have 31 days, from the date of a life event to make changes to insurance coverages and/or adjust dollars contributed to flexible dependent care and/or medical reimbursement accounts, and
- Must provide appropriate documentation that qualifies for the requested change.

## COMPUTER PRACTICES AND SOFTWARE LICENSES

Employees have no personal privacy right in anything created, received, or sent on or from Creighton's e-mail or voicemail systems, and by accessing the systems, employees expressly waive any right of privacy in anything they create, store, send, or receive on the systems. By accessing the systems, employees further consent to allowing Creighton management to access all material created, sent, or received on the systems.

- Unauthorized copying and/or the unauthorized use of computer software programs is strictly prohibited. It is each employee's responsibility to become familiar with and understand the license rules for each software program used.
- See Guide to Policies of Creighton University: Policy 2.2.15

## CONFIDENTIALITY OF RECORDS

### *Employee Records*

- The employee file includes the application/resume, records of training, performance appraisals, disciplinary records, salary history, and other pertinent information. Employees may view their personnel file by contacting the Human Resources Department to schedule an appointment.

### ***Student Records***

- See Guide to Policies of Creighton University: Policy 4.3.1

### ***Release of Information***

- Absent a valid subpoena or court order, the University does not release confidential or personal information about employees, students, or patients to anyone outside the University. Information is disseminated internally on a strict “need to know” basis, except for information published in University directories.
- Requests for salary/employment verifications for loan purposes must be directed to Payroll at 280-2769.
- Requests for employment verifications or references must be directed to the Human Resources Department.

### ***Patient Health Records***

See: Policies and Procedures – Health Science Schools

## **CREIGHTON EMPLOYEES AND BILLING COMPLIANCE**

Creighton University, through its Health Sciences Schools, is involved in the delivery of health care services and items, some of which are paid for by Medicare and Medicaid. The federal government and the State of Nebraska have enacted laws to protect government programs, including Medicare and Medicaid, from waste, fraud and abuse. These laws include the Federal False Claims Act (the “FCA”), the Program Fraud Civil Remedies Act, and the Nebraska False Medicaid Claims Act. The FCA permits employees to bring actions against organizations that violate the FCA. The FCA also protects employees who bring such actions. The University through its Compliance Plan for Health Sciences Billing and Patient Services (the “Billing Compliance Plan”) seeks to prevent, detect and correct any fraud, waste and abuse in its delivery of health care services and items. The University will not tolerate retaliation against any employee who detects and reports fraud, waste or abuse through the Billing Compliance Plan or the FCA. Please see the Billing Compliance Plan and the Policy on False Claims Laws and Employee Reporting of Noncompliance for detailed information.

## **DISABILITY LEAVE**

- In the event an employee needs to take a leave of absence for an illness, and the employee is ineligible for the Family Medical Leave Act (FMLA), it is within the discretion of the employee’s supervisor, administrator, or dean to grant an unpaid disability leave of absence. If the employee participates in the group disability insurance plan and his/her illness extends beyond 30 calendar days, the employee may be eligible to receive paid disability benefits during the leave.
- While on a disability leave:
  - employee’s position is **not** protected by law.
  - employee must coordinate application for disability benefits with Human Resources, if applicable.
  - employee may use accrued sick leave and vacation hours as appropriate.
- Request forms for Disability Leave may be obtained from the Human Resources Department, 280-2709.

## **EMPLOYEE DEVELOPMENT PROGRAM**

The Employee Development Program is co-sponsored by the Human Resources Department and University College. The program features half-day seminars that focus on topics designed to enhance employee work and personal skills. Sessions are normally offered during work hours and are treated as paid release time for participants in conjunction with prior supervisor approval. This important benefit is free to all Creighton employees. Program schedules are mailed to employees in the fall and spring of each year.

## **EVALUATION PERIOD**

The University observes an annual evaluation period of January 1 to December 31. It is expected that supervisors and employees meet periodically throughout the year to discuss the employee's progress and, if necessary, identify and correct areas of concern. The Employee Performance Evaluation form is available in Human Resources for this purpose.

- At any time during the evaluation period, a supervisor may determine that a Performance Improvement Plan be developed for the employee.
- Employees are encouraged to discuss with their supervisor or the Employee Relations Administrator any concerns regarding their employment.
- Prior to implementing a Performance Improvement Plan, supervisors are required to contact the Employee Relations Administrator. The Employee Relations Administrator will consult with the supervisor to determine appropriate action.
- An evaluation period of 90 days applies to all newly-hired and transferring employees. The evaluation period allows employees and supervisors time to determine if the employee is satisfactorily performing the duties of the position.

## **EVENTS CALENDAR**

The Public Relations Department will maintain an all-University events calendar. To avoid scheduling conflicts, consult the calendar prior to scheduling an all-University event. If an employee has questions or concerns, contact the Public Relations Department at extension 2738 for assistance.

## **EXCUSED TIME AWAY FROM WORK**

### ***Election Duty/Jury Duty***

Employees who receive a summons for election and/or jury duty must notify his/her supervisor as soon as possible. The employee needs to present satisfactory evidence of the amount of time served on election and/or jury duty. The supervisor must contact Payroll for instructions on completion of the timesheet.

Employees must submit a copy of the check and/or any other court related documents to their supervisor for submission to Payroll.

The University will pay the difference between regular wages and the amount received for election and/or jury duty.

## ***Military Leave***

The Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”) is a federal law which:

1. makes it unlawful for an employer to refuse an employee’s military leave of absence; or
2. to discriminate in employment or re-employment based on military service.



Any employee who is or may be called up for active duty; active or inactive duty training; full-time National Guard duty; absence from work for an exam to determine a person’s fitness for any form of duty; or to perform funeral honors duty by National Guard or reserve members should consult with the Human Resources staff for a complete explanation of the employee’s rights under USERRA. An employee must provide **advance** written or verbal notice to Creighton of all expected military duty, unless giving notice is impossible, unreasonable, or precluded by military necessity. For purposes of this law, the term “service” means performing military duty on a commission or non-commission status, and on a voluntary or involuntary basis, in a uniformed service.

Commitments for temporary active duty with the military reserve or National Guard should be scheduled for non-work periods. If temporary active duty cannot be completed using vacation, the University will make up the difference between any lost University pay and the military pay earned while on active duty.

## ***Funeral Leave***

Necessary time off up to three working days may be allowed without loss of pay for attending the funeral of an immediate family member. Members of the immediate family are defined as father, mother, spouse, son, daughter, brother, sister, grandparents, grandchildren, or in-laws of the same degree. Funeral leave is reported on the timesheet under the Other Reportable Time category titled Bereavement. Bi-weekly paid employees should indicate the relationship to the deceased family member in the daily total area on the timesheet.

## **FEDERAL WAGE AND HOUR REGULATIONS**

- Non-exempt employees (those who are paid on a bi-weekly basis) shall be paid at the rate of one and one-half times pay for pre-approved hours worked in excess of 40 hours in a workweek.
- The University defines a workweek as Saturday through Friday.
- Non-working time paid by the University for sick leave, holidays, vacation, funeral, or personal time off is not included when determining overtime pay.

## HOLIDAYS

- The University observes an established holiday schedule operating on the University's fiscal year (July 1-June 30). The established holidays are:
  - Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas holiday break (the University will close during the period from Christmas Eve through New Year's Day), Good Friday and Memorial Day.
- Holiday time may not be taken in advance.
- The University recognizes that some departments must remain open on University holidays, therefore, employees required to work a designated holiday will be given equivalent time off at a later date within the current fiscal year. When equivalent time off is not practical, straight time plus holiday pay will be given.
- Benefit-eligible, full- and part-time employees working less than 12-months receive holiday pay when the holiday occurs during their 9, 10 or 11-month schedule.
- Benefit-eligible employees working full-time (2080 hours) in a year receive eight hours of holiday pay. Benefit-eligible employees working 3/4 time (1560 to 2079 hours) in a year receive six hours of holiday pay. Benefit-eligible employees working 1/2 time (1040 to 1559 hours) in a year receive four hours of holiday pay.
- Employees will be eligible for University holidays provided they are in a pay status on both the workday immediately preceding the holiday and the workday immediately following the holiday.
- When a holiday falls on an employee's regularly scheduled day off, equivalent time off will be given.
- Holiday hours not used by the end of the fiscal year (bi-weekly pay period 26) are forfeited and do not carry over to the next fiscal year.
- Holiday hours are expressed in hours on the employee's deposit advice.
- Unused holiday hours are not paid at the time of separation of service or retirement.

## HUMAN RESOURCES DEPARTMENT

The Human Resources Department is located in the Wareham Building, extension 2709. Employees are encouraged to schedule appointments with representatives to discuss benefits or other matters. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

## IMMIGRATION LAW COMPLIANCE

Creighton is committed to employing only United States citizens and aliens authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship and/or national origin. The Immigration and Reform Act of 1986 requires all United States employers to verify identity and work eligibility of persons hired or rehired after November 6, 1986. All newly hired or rehired staff members and student employees must establish their identity and work eligibility within the first three days of employment or the employee will be terminated.

## INSURANCE

- The University offers a wide selection of insurance programs that include, but are not limited to, health/vision, dental, life, and long-term disability, etc.

- The University has a Business Travel Accident Insurance policy for benefit-eligible employees while on an authorized, University business trip providing worldwide 24-hour coverage for death or dismemberment.
- Any mention of insurance programs in this document is provided for informational purposes only. In all cases, insurance benefits and eligibility requirements, etc., are subject to the terms of the insurance contracts currently in effect.
- Upon separation of employment from Creighton University for any reason other than gross misconduct, an employee may elect to continue group medical and/or dental coverage for eighteen (18) months at group rates as long as the employee pays the required monthly premiums.
- To obtain further details about the insurance programs, contact the Human Resources Department at 280-2709.

## IOWA INCOME TAX

Employees may have Iowa income tax deducted from their paychecks. Contact Payroll at extension 2769 for the necessary form or if you have questions.



## LEAVE OF ABSENCE

- Creighton recognizes that situations may occur requiring an individual to take a leave of absence. Generally, if the duration of the employee's absence is beyond two weeks, a Leave of Absence Request form must be completed prior to employee's leave. All leaves of absence must be coordinated through the employee's department head or administrator and Human Resources.
- Employee must request an extension of employee's leave of absence, two weeks prior (if possible) to the expiration of the leave. If employee's leave extends beyond 90-calendar days, or if employee does not receive a Creighton paycheck, employee does not accrue sick leave or vacation hours.
- The Human Resources Department will review each case on an individual basis to determine if a position should be held open during a leave of absence. If approval is given to hold a position open, it cannot be held open longer than six months without additional approval from the Director of Human Resources.
- Employee must return to work on the first working day following the expiration of employee's leave of absence; otherwise the University will consider employee as having voluntarily terminated his/her employment.

## LUNCH PERIODS

- Employees who work six or more hours a day are permitted a 30-minute lunch period approximately halfway through the work day and are encouraged to leave the department.

- The lunch period is without pay.
- Supervisors may schedule staggered lunch periods to maintain uninterrupted departmental service. A non-exempt employee may not work through a lunch period without prior approval of the supervisor. The supervisor will not permit or require employees to work during the lunch period, unless the needs of University business deem it necessary.
- If a non-exempt employee is permitted or required to work through the day without a lunch period, time worked during the lunch period will be recorded as hours worked and will be handled in one of two methods:
  1. Paid as overtime, if hours worked in the work week exceed 40 hours; or
  2. Compensatory time off to be taken during the same work week.
- Employees should not be allowed to forego a lunch period during the day in order to take time off at the beginning or end of the day.

## **MEDICAL MALPRACTICE**

The University maintains medical professional liability insurance. Employees and students are protected against covered claims while acting within the scope of their duties as employees and students of Creighton University. Employees and students are not protected while acting in a non-medical capacity.

The malpractice statement is not a contract of insurance coverage nor is it intended to provide insurance coverage. In all cases, insurance benefits, coverage and eligibility requirements, etc., are subject to the terms of the insurance policies.

## **MISUSE OF EMPLOYEE STATUS**

An employee should not use the University's name nor his/her employment status in any opinion or certificate concerning the following:

- The merit or credit of any business undertaking;
- The value of any scientific and practical invention;
- The sponsorship of an organization;
- The support of a political candidate;
- Any commercial venture or enterprise, and/or;
- Any endeavor which may bring discredit to the University.

## **ORIENTATION PERIOD**

A 90-day orientation period applies to all new, re-hired and transferring employees. The orientation period allows employees and supervisors time to determine if the employee is satisfactorily performing the duties of the position.

It is expected that supervisors and employees meet periodically throughout the orientation period to discuss the employee's progress and, if necessary, identify and correct areas of concern. The Employee Performance Evaluation form is available in Human Resources for this purpose. Employees are encouraged to discuss performance issues or any other concerns with their supervisors or the Employee Relations Administrator.

At any time during the orientation period, a supervisor may determine that the orientation period should be extended or the employee should be terminated. Prior to extending the orientation period or taking any disciplinary action, supervisors must contact the Employee Relations Administrator to determine the appropriate action.

The employee will receive written notification of an extension of the orientation period. The notification will contain the reasons for the extension, the length of the extension and the specific improvement necessary for the employee to maintain employment.

The employee will receive written notification of a termination of employment. The notification will contain the date of termination and the reason(s) for termination.



## **PARKING**

Requests for parking permits should be made to Public Safety, extension 2104. A fee is charged and may be automatically deducted from your paycheck.

## **PAYCHECK DIRECT DEPOSIT**

Direct deposit of your paycheck is mandatory for all employees. Checks are directly deposited in your specified account on the actual payday. An Authorization Agreement for Automatic Deposit must be completed.

## **PAYDAY**

Payday for bi-weekly/hourly employees is every other Friday.

Payday for salaried/exempt employees is the first day of every month. If the payday falls on a weekend or University holiday, the payday is the first workday after the weekend or holiday.

Deposit advices are distributed to drop-off points on campus and will be disseminated to employees by the close of business on payday.

## PERSONAL LEAVE

If an employee needs to take a leave of absence for personal reasons that do not qualify under the FMLA, it is within the discretion of the employee's departmental supervisor, administrator or dean to grant an unpaid personal leave of absence. If the employee participates in any of the group insurance plans, the employee will be responsible for the total premium cost while on a personal leave of absence.

While on personal leave:

- The employee's position is **not** protected by law.
- The employee may request to be paid for earned vacation, however, employee will not be paid accrued sick leave.
- The employee is not covered under the group disability insurance program.
- The employee does not accrue sick leave or vacation hours if the leave is unpaid.

Request forms for Personal Leave may be obtained from the Human Resources Department, 280-2709.

## PROMOTIONS AND TRANSFERS

Employees are encouraged to explore opportunities for promotion or transfer within the University. Vacancies are published in the Creighton Today and at [creighton.edu/HR](http://creighton.edu/HR).

Employees who have completed six months of service in their present position may complete a Response to Job Posting form and submit it Human Resources. The form is available in Human Resources or may be obtained at [www.creighton.edu/HR](http://www.creighton.edu/HR).

## PUBLIC LIABILITY

All cases of accidental injury to the general public should be reported to the Risk Management Office. A Creighton University Incident Report may be obtained from your supervisor or the Risk Manager.

## REST PERIODS

- Employees who work six or more hours a day are allowed two rest periods of 15 minutes each - one in the morning and one in the afternoon. Rest periods are paid working time and must not be abused.
- Supervisors will schedule staggered rest periods to maintain uninterrupted service. When necessary, supervisors may alter or forego scheduled rest periods due to the demands of the department.
- If this occurs, employees may not independently decide to exchange rest periods for time off at other times throughout the day.
- If an employee works through a rest period for any reason, no additional compensation is due.

- Employees should not forego rest periods during the day in order to use time at the beginning or end of the day.

## **RETIREMENT PLAN**

Employees have an opportunity to save for their retirement through a 403(b) tax-deferred retirement plan. Contributions from your salary are made through payroll deduction on a tax-deferred basis. The University offers a wide range of investment options.

You may begin your contribution immediately upon employment. Completion of enrollment paperwork is required and available in the Human Resources Department. After two years of qualified employment, your contribution will be matched with University dollars according to the current matching schedule. Employees are notified when they become eligible for matching dollars as paperwork completion is required to receive University dollars. For plan details, refer to the booklets entitled “It’s Your Life It’s Your Retirement” and “A Summary of the Retirement Plan.”

## **RETURN OF UNIVERSITY PROPERTY**

Employees are responsible for University property, materials or written information in their possession or control. All University property must be returned in satisfactory condition immediately upon request or upon voluntary/involuntary separation of employment. Where permitted by law, the University may withhold from an employee’s wages the cost of any item that is not returned or is not in satisfactory condition. The University will take appropriate action to recover or protect its property.

## **SAFETY IN THE WORKPLACE**

The Occupational Safety and Health Act (OSHA) requires training for certain employees at the time of hire and/or transfer and annually thereafter. OSHA standards may also require specific actions such as the Bloodborne Pathogens Standard which is an immunization for Hepatitis B for all “at risk” employees. Other mandatory training includes Hazard Communications, Laboratory Safety Standards, Lockout/Tagout Programs, Electrical Safety and Chemical Hygiene.

## **SAVINGS BONDS**

Employees may purchase Savings Bonds through payroll deduction. An enrollment card may be obtained from Payroll.

## SICK LEAVE

Benefit-eligible, full- and part-time employees accrue sick leave from the first day of employment. Employees are not eligible to use sick leave until after completion of 90-days of employment or re-employment.

- A sick leave balance, expressed in hours, will appear on the deposit advice the pay period following the completion of 90-days of employment.
- The available sick leave hours are updated each pay period to reflect sick hours taken and additional hours earned.
- Unused sick leave will accrue up to a maximum of 240 hours (30 days).
- The employee will not receive any pay for hours missed if sick leave hours are not available.
- Unused sick leave hours are not payable at the time of retirement or separation of service.

Accrued sick leave may be used for the following reasons:

1. Personal illness. If an illness extends beyond three days or the employee is hospitalized, the employee should apply for protection under the Family Medical Leave Act (FMLA). It is the supervisor's responsibility to immediately report potential FMLA situations to Human Resources.
2. Illness of a member of the immediate family when the employee's presence and assistance is necessary in an emergency situation. Immediate family is defined as a spouse, dependent children, and parents (including parents-in-law). The employee should return to work when the crisis or emergency has passed. With coordination and approval from the employee's supervisor, accrued vacation time may be used after the emergency situation has subsided and the family member needs further care. The employee should apply for FMLA in a situation involving extended care.
3. Sick leave hours may be used for doctor or dental appointments and to accompany dependent children or spouse when the employee's presence is necessary. These appointments must be coordinated and approved by the supervisor in advance. Appointments need to be made at a time that presents the least amount of inconvenience or interruption to the office.



## SICK LEAVE ACCRUAL CHART

	<b>Level A - H and X Exempt</b>		<b>Level F - M Non-Exempt</b>	
<b>Work Status Benefit-eligible</b>	<b>Accrual Rate Per Pay Period</b>	<b>Total Hours Accrued per Year</b>	<b>Accrual Rate Per Pay Period</b>	<b>Total Hours Accrued per Year</b>
Full Time 12 MO	8.00	96	3.69	96
Full Time 11 MO	7.33	88	3.69	Determined by # of pay periods individual is paid
Full Time 10 MO	6.67	80	3.69	Determined by # of pay periods individual is paid
Full Time 9 MO	6.00	72	3.69	Determined by # of pay periods individual is paid
3/4 Time 12 MO	6.00	72	2.77	72
3/4 Time 11 MO	5.5	66	2.77	Determined by # of pay periods individual is paid
3/4 Time 10 MO	5.00	60	2.77	Determined by # of pay periods individual is paid
3/4 Time 9 MO	4.5	54	2.77	Determined by # of pay periods individual is paid
1/2 Time 12 MO	4.00	48	1.85	48
1/2 Time 11 MO	3.67	44	1.85	Determined by # of pay periods individual is paid
1/2 Time 10 MO	3.33	40	1.85	Determined by # of pay periods individual is paid
1/2 Time 9 MO	3.00	36	1.85	Determined by # of pay periods individual is paid
<b><i>Regardless of work status, level, or pay frequency, the maximum balance for sick leave is 240 hours.</i></b>				

## SOCIAL SECURITY

All employees are required to participate in the Social Security Program. Payroll deductions are made on every dollar you earn up to a maximum rate and salary base prescribed by law. The University contributes a like amount. The rate and base are subject to change.

## SOLICITATION

To avoid disruption of Creighton's operations, the following rules apply to solicitations and distribution of literature on Creighton property:

- Employees may not solicit other employees for membership, contributions, funds, or other purposes during the employee's working time.
- Employees may not distribute literature (other than information about Creighton) at any time for any purpose in working areas.
- Persons who are not employed by Creighton may not solicit or distribute literature on Creighton property at any time for any purpose.

Working time includes the working time of both the employee doing the soliciting and/or distributing and the employee to whom the soliciting and/or distributing is directed. Working time does not include break periods and/or meal periods.

In some instances, the collection of money for presents, flowers, parties, donations, or for cases of particular hardship may be considered appropriate. In these exceptional cases, such collections may be permitted with the approval of management. All such approved solicitations should be made during regularly scheduled rest and lunch periods.

The only exception to the above is that Creighton may authorize the solicitation of funds for recognized and established charities which benefit the general community.

## TERMINATION

The effective date of an employee's termination is the last day of actual work. In addition, Creighton University will ordinarily provide two weeks' notice, or pay in lieu of notice to any employee in the event of an involuntary termination (this includes grant funded positions). This notice does not apply during the original or extended orientation period, nor is it extended to an employee who is terminated for cause.

## TIME SHEETS

Non-exempt employees are issued a computer-generated time sheet to record actual hours worked and/or hours of absence from work during the pay period. The time sheets require the employee's and the supervisor's signature. Time sheets are due in Payroll every other Friday by 11:00 a.m. The weekly reporting period is Saturday through Friday.

## VACATION

Benefit-eligible, full- and part-time, 12-month employees accrue vacation hours from the first day of employment. Employees are not eligible to use vacation until after completion of six months of employment or re-employment. The employee will not receive any pay for hours missed if vacation hours are not available. Requests for vacation must be approved by the immediate supervisor.

A vacation balance expressed in hours will appear on the deposit advice the pay period following the completion of six months of employment. The available vacation hours are updated each pay period to reflect vacation time taken and additional hours earned.

Unused vacation time may be accrued up to a total of twice the annual rate. Vacation time does not accrue beyond the eligible number of hours. A maximum of one year of unused accrued vacation time will be paid at the time of retirement or separation of service.

## VACATION ACCRUAL CHART

### ***Vacation rates for grade levels A through C and X:***

	Full Time		3/4 Time		1/2 Time	
Length of Completed Service	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period
After 6 Months	160 hrs	13.34	120 hrs	10.00	80 hrs	6.67

### ***Vacation rates for exempt grade levels D and E:***

	Full Time		3/4 Time		1/2 Time	
Length of Completed Service	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period
After 6 Months	60 hrs	10.00	45 hrs	7.50	30 hrs	5.00
After 1 Year	120 hrs	10.00	90 hrs	7.50	60 hrs	5.00
After 5 Years	136 hrs	11.34	102 hrs	8.50	68 hrs	5.66
After 10 Years	160 hrs	13.34	120 hrs	10.00	80 hrs	6.67

### ***Vacation rates for non-exempt grade levels D and E:***

	Full Time		3/4 Time		1/2 Time	
Length of Completed Service	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period
After 6 Months	60 hrs	4.62	45 hrs	3.46	30 hrs	2.31
After 1 Year	120 hrs	4.62	90 hrs	3.46	60 hrs	2.31
After 5 Years	136 hrs	5.23	102 hrs	3.92	68 hrs	2.61
After 10 Years	160 hrs	6.15	120 hrs	4.62	80 hrs	3.08

### ***Vacation rates for exempt grade levels F through M:***

	Full Time		3/4 Time		1/2 Time	
Length of Completed Service	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period
After 6 Months	40 hrs	6.67	30 hrs	5.00	20 hrs	3.34
After 1 Year	80 hrs	6.67	60 hrs	5.00	40 hrs	3.34
After 5 Years	96 hrs	8.00	72 hrs	6.00	48 hrs	4.00
After 10 Years	120 hrs	10.00	90 hrs	7.50	60 hrs	5.00
After 15 Years	160 hrs	13.34	120 hrs	10.00	80 hrs	6.67

### ***Vacation rates for non-exempt grade levels F through M:***

	Full Time		3/4 Time		1/2 Time	
Length of Completed Service	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period	Annual Vacation	Accrual Rate per Pay Period
After 6 Months	40 hrs	3.08	30 hrs	2.31	20 hrs	1.54
After 1 Year	80 hrs	3.08	60 hrs	2.31	40 hrs	1.54
After 5 Years	96 hrs	3.69	72 hrs	2.77	48 hrs	1.85
After 10 Years	120 hrs	4.62	90 hrs	3.46	60 hrs	2.31
After 15 Years	160 hrs	6.15	120 hrs	4.62	80 hrs	3.08

## WORK SCHEDULES

Supervisors will advise employees of the individual work schedule. Staffing needs and operational demands may necessitate variations and/or changes in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The University will strive to give employees adequate advance notice of schedule changes.

## WORKERS' COMPENSATION INSURANCE

Safety on the job is everyone's responsibility. All cases of accident or injury should be reported immediately to the employee's supervisor. The employee and the supervisor should complete an Incident Report within two days and forward it to the Risk Management Office. An Incident Report may be obtained from your supervisor or the Risk Management Office.



Creighton  

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