



EMPLOYEE HANDBOOK

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ABOUT THIS HANDBOOK

AD-HR-ST-001

The policies, benefits, rules, regulations, and explanations contained in this Employee Handbook do not create terms and conditions of an employment contract, either expressed or implied, with Our Lady of the Lake University.

Neither this Handbook, nor its contents, creates a contract. You are an employee-at-will. The policies, benefits, and employee agreements and contracts are subject to change by the University at any time and without prior notice to the employee.

This Handbook acts as a guide, providing general information as well as policies and procedures. Some of these policies are more clearly detailed in the University Policy Manual, which takes precedence over this Handbook.

It is the employee's responsibility to read and familiarize him/herself with the contents of this Handbook.

If you have any questions about this Handbook, and its contents, you are requested to consult with the University's Chief Human Resources Officer.

MISSION STATEMENT

Founded and sponsored by the Sisters of Divine Providence, Our Lady of the Lake University is a Catholic, Hispanic-serving, inclusive learning community. Through quality, innovative undergraduate and graduate education, we foster spiritual, personal, and professional growth. Our graduates are prepared for purposeful lives and service to humanity.

Approved by the Board of Trustees, January 27, 2022

VISION STATEMENT

Embracing the Catholic Intellectual tradition that integrates curiosity, faith and ethical reasoning in the pursuit of truth, Our Lady of the Lake University challenges its diverse student body with transformative experiences to enrich their lives and inspire leaders in service with faith and wisdom.

Approved by the Board of Trustees, January 27, 2022

CORE VALUES

Our Lady of the Lake University is a Catholic community whose core values reflect what we believe and live in our daily lives.

COMMUNITY: We are a community that values inclusivity and embraces:

- Respect for diversity of thought, culture, creative expression, and experiences; and
- Compassionate support for each other's successes and challenges.

INTEGRITY: We engage in ethical behavior through:

- Honesty, transparency, and accountability in decision making; and
- Congruence between values and actions.

TRUST: We recognize our interdependence, and we value:

- Confidence in our Provident God;
- Mutual reliance on each other; and
- Stewardship of our resources and environment.

SERVICE: We are called

- Use our time, talent, and knowledge for the benefits of others; and
- Advocate for social justice which embraces equity, access, and care of creation for the common good.

Approved by the Board of Trustees Jan. 27, 2022

STRATEGIC PLAN

Juntos: Higher Education. Higher Purpose

Through the heritage passed down by our founders, the Sisters of the Congregation of Divine Providence, Our Lady of the Lake University (OLLU) is called to a higher purpose. That higher purpose – to transform the lives of our students and through them create a better world – is the focus of our strategic plan.

As the university enters the final two years of the plan, we are facing a world we could not have imagined at its outset. The pandemic drastically changed the landscape of higher education. To deal with the changes, our strategic plan has become laser-focused on three crucial areas: matriculation of new students, retention and persistence of current students, and graduation of all our students.

Institutional Priorities

Matriculation, retention, and graduation have been a part of the strategic plan since its inception, but the intense focus is designed to help us move the needle faster related to these university priorities. As OLLU welcomed our new president, Dr. Abel A. Chavez, MBA, PhD, in 2022, he began introducing new ways to promote and measure progress through the OKR (Objectives and Key Results) system. As we continue with the strategic plan and prepare for our next one, we will adopt OKRs as the way to better formulate and measure the initiatives that underpin our plan.

Strategic Themes

OLLU's vision for the future centers on three key themes:

THEME 1: OLLU will be a model for academic excellence.

When the Sisters of the Congregation of Divine Providence began their work in 18th century France, they knew that they could affect the greatest and most sustained good through education. When they came to South Texas, they looked at the needs of the region and developed academic programs that would produce graduates who could meet those needs.

The mission of OLLU calls us to ensure quality, innovative undergraduate and graduate learning experiences. The key results associated with Theme 1 will ensure we are meeting this directive from our mission in a way that honors the work of our founders.

THEME 2: OLLU will be an exemplar model for student access, success, and support.

The OLLU mission calls us to prepare our students for success and continued service. We must ensure that all of our practices create a platform for success. We have great expectations of our students to improve our world. We must create a clear path and provide the necessary tools for their success. Theme 2 key results designed to create a launching pad for success.

THEME 3: OLLU will be a vibrant, inclusive community.

Our belief in Divine Providence provides a confidence that our path is guided by God. This confidence leads to an inclusive community that recognizes the gifts of all our students, faculty, and staff. The objectives under Theme 3 will ensure that our resources are aligned to create vibrant and inclusive experiences.

UNIVERSITY ADMINISTRATION

UNIVERSITY UNITS

AD-HR-ST-003

The administrative units will be as follows:

Division: denotes each of the ten major areas of administration. The ten divisions include:

1. Academic Affairs
2. EVP/COS
3. Athletics
4. Enrollment Management
5. Finance
6. Information Technology Services
7. Institutional Advancement
8. Marketing and Communications
9. Mission and Ministry
10. Student Affairs

Department: denotes a unit in the Academic Affairs Division.

Office: denotes all other units reporting to the Vice Presidents or Chief Administrator, except those in the Academic Affairs Division. The word "office" may be used either before or after the name.

Program: denotes an organized set of activities carried out to achieve specific outcomes, ordinarily under the jurisdiction of a department or office.

Institute: denotes a special purpose academic unit who's educational or research mission is not degree oriented.

Center: is used variously to denote a unit that provides specialized services to users, or which is a focal point for a set of related activities.

OFFICERS OF ADMINISTRATION

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PRESIDENT

The President is the Chief Executive Officer of the University and the official advisor to and executive agent of the Board of Trustees and its Executive Committee. The President shall, as educational and administrative head of the University, exercise a general superintendence over all affairs of the Institution, and bring such matters to the attention of the Board as are appropriate to keep the Board fully informed so as to meet its policy-making responsibilities. The President shall have power, on behalf of the Board, to perform all acts and execute all documents for the financial welfare of the university, and to make effective the actions of the Board or its Executive Committee. The President shall serve ex officio on the Board.

The President shall appoint Administrative Officers to carry out such duties as may be assigned to them. By delegating functions and responsibilities or by undertaking them directly, the President shall provide leadership to accomplish the following:

1. Set direction and priorities to ensure that the mission and the financial welfare of the University is prioritized in all Executive decision making.
2. Provide leadership in development and execution of a strategic planning process that keeps the University relevant and competitive and includes measures of success that gauge progress in attaining objectives.
3. Support the values of the University's founders, the Sister of the Congregation of Divine Providence and promote its sponsorship.
4. Model the core values of the University.
5. Maintain a collaborative environment with a welcoming, supportive atmosphere.
6. See that all policies established by the Board of Trustees are implemented fully; that all legal requirements are met; that proper educational standards are observed; and the best interests of the University are promoted.
7. Set direction and priorities to ensure that the mission and the financial welfare of the University is prioritized in all Executive decision making.
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11. Model the core values of the University.
12. Maintain a collaborative environment with a welcoming, supportive atmosphere.
13. See that all policies established by the Board of Trustees are implemented fully; that all legal requirements are met; that proper educational standards are observed; and the best interests of the University are promoted.

14. Report regularly to the Board of Trustees upon the condition of the University and make such recommendations as are considered expedient and in the best interests of the University.
15. Ensure that the annual budget is prepared for Board approval and that it is administered properly with fiscal integrity.
16. Ensure that employment practices provide for appointment, compensation, performance standards, and evaluation of personnel that are in keeping with best practices of accredited Universities in the United States.
17. Promote good relations with alumni, the community, the general public, other universities and feeder schools.
18. Represent the University to constituencies, to the general public, to education groups and agencies, and serve as the chief spokesperson in all external relations.
19. Approve plans for and lead fund raising efforts for the support and development of the University.
20. Ensure that educational programs, co-curricular activities, and support services are in alignment with the vision and mission, relevant, of high quality, and are fiscally sound. Emphasize student success by delivering quality academic programs, providing an enriching educational experience, and offering strong co-curricular activities and support programs that help students persist to graduation.
21. Administer the University's intercollegiate athletics program and budget in keeping with the above.
22. Develop and implement plans for maintenance and improvement of the University's endowment, assets, campus grounds and buildings.
23. Approve all official publications of the University.
24. Be well informed regarding trends in higher education, governmental policies, and issues affecting the University's effectiveness and place in the community.
25. Ensure that the faculty and professional staff of the University are kept informed of trends in higher education and development plans of the University.
26. Be an ex officio member of all committees in the University.
27. Assist in development of the Board of Trustees.

EXECUTIVE VICE PRESIDENT AND CHIEF OF STAFF

The Executive Vice President and Chief of Staff (EVP/CoS) reports directly to the President, oversees various administrative and university ancillary departments, serves as one of the President's chief advisors and strategic aides, and represents the interests and priorities of the Office of the President. A highly collaborative and integral member of the senior leadership team, the EVP/CoS is the second in command, managing and integrating the President's internal and external initiatives, priorities, and objectives by coordinating actions across the university, including all members of the President's Cabinet/Council, faculty, staff, students, and the Board of Trustees. The EVP/CoS is integral in coordinating, aligning, and implementing the entire university towards its strategic aims, creating, and maintaining a healthy culture of

high performance and accountability, and implementing a wide array of actions, all the while being an exemplar and model collaborator.

1. Operates and leads with a high level of integrity, team first approach, and in a cross-functional manner.
2. Supports university-wide strategic initiatives and issues.
3. Maximizes the effectiveness of the Office of the President.
4. Key liaison to stakeholders across the university.
5. Represents the President in a variety of formal and informal settings.
6. Liaison to the Board of Trustees, supporting the Board by facilitating training and participation, retreat and self-evaluation activities, and goal setting.
7. Provides strategic direction for the overall management of the university's administrative affairs.
8. Assures the employment of a diverse, quality workforce to meet the needs of students, faculty and staff.
9. Coordinates the President and Cabinet/Council on all strategic priorities and oversees and ensures follow-up as needed.
10. Works closely and in alignment with every member of the Cabinet (PC), especially on high-impact and high-visibility initiatives of strategic importance to OLLU, as determined by the President.
11. Serves as the champion and point-person for all university strategic initiatives, especially those of high-impact and high-visibility and strategic importance to OLLU, and ensures timely communications, stakeholder engagement, and mission alignment.
12. Leverages subject matter expertise and competencies to support and accomplish major initiatives requiring coordinated and sustained efforts.
13. Cultivates strong working relationships and partnerships across the university to enhance the effectiveness and efficiency of the Office of the President while supporting diverse and inclusive work processes through mission and objective focus.
14. Ensures high service levels across the university, to include offsite campuses.
15. Works with the President to support and encourage professional and career development to increase team effectiveness and efficiency.
16. Collaborates with senior executives to identify business, government, and educational partnerships to further the institutions strategic goals and initiatives, identifies potential and/or necessary internal and external stakeholders, and builds strong working relationships with local, state, and federal elected officials and their staff.
17. Helps define and prioritize the overarching thrusts of the President's time.
18. Ensures all internal and external requests/inquiries are addressed properly, efficiently and judiciously, and that their progress is tracked until resolved. Maintains accurate confidential files and data records.
19. As appropriate, participates in key constituent meetings to guide strategy and policy to ensure appropriate responsive follow-up and accountability, and to facilitate resolution of matters requiring the President's attention. Will be called to represent the President both internally and externally at key events and meetings.
20. Ensure the success of current initiatives, establishes processes for future projects, and maintains a focus on continuous improvement.

21. Serves as a thought partner to the President to identify university strategic directions/initiatives.

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost serves as the Chief Academic Officer (CAO) and Vice President for Academic Affairs, reports to the President and is a senior member of the President's Cabinet. As such, she or he advises the President on matters of academic, planning and development. As a member of the President's Cabinet, the Provost represents the Divisions of Academic Affairs in decision-making capacity to ensure the financial welfare of the University when evaluating, supporting, and implementing all policies.

The Provost works collaboratively with the President, the Vice President for Student Affairs, the Athletic Director, Associate Provosts, Dean of Academics, the Library Director, Houston Executive Director, La Feria (RGV) Director and the Registrar to develop and implement a comprehensive academic and extracurricular program for faculty and learners, ensuring quality, innovation, collaboration, and service.

The Provost is the chief academic administrator of the University responsible for academic programs, budget oversight and management, representing OLLU to appropriate external bodies, and planning in accordance with the strategic initiatives of the university. The Provost sets the strategy, plans, designs, and develops academic administrative structures and support services in collaboration with all vested stakeholders.

1. Provides strategic direction and serve as financial steward of all decision making for academic affairs.
2. Works with the Vice President of Student Affairs and the Athletic Director to provide strategic direction for extracurricular offerings.
3. Provides general supervision of the curriculum and the faculty.
4. Provides direct supervision to the directors of academic affairs areas.
5. Promotes program development based on assessment.
6. Oversees faculty and academic staff evaluation and development activities.
7. Assures the employment of a diverse, quality faculty workforce to meet the needs of students in collaboration with school director and/or department chairs.
8. Establishes priorities and plans for program development, faculty recruitment/orientation and development.
9. Formulates and oversees implementation of academic affairs policies in collaboration with university colleagues, faculty, and student constituencies as appropriate.
10. Actively fosters a campus climate that is welcoming and supportive of student learning.
11. Encourages open communication with and among campus constituencies.
12. Acts as a student advocate on issues, concerns, and problems related to academic affairs.
13. Interprets University policy as related to students, student groups, parents, faculty, faculty-student relationships, and academic affairs staff.
14. Develops, updates, and interprets academic affairs policies to support the financial welfare of the University.
15. Serves on University and division committees.

16. Hires, trains, sets goals, and evaluates performance of direct reports.
17. Encourages teamwork and collaboration through staff meetings and workflow.
18. Assists the President in data collection and analysis and report generation, and initiates actions with other divisions in areas of academic affairs concerns. Manages budget, planning, and operations.
19. Promotes grant development.
20. Promotes a strong academic shared governance process.
21. Responsible for all aspects of regional and specialized accreditation as it relates to academic programming.
22. Determines budgetary priorities and develop an annual budget for Academic Affairs division and administer budget once approved.
23. Develops and oversees academic community and business partnerships.
24. Under the direction of the President, participates directly in various fund-raising initiatives.
25. As directed by the President, serves as a local spokesperson on behalf of the university and its mission.
26. Ensures the mission, vision, and core values are central in the operations of academic affairs.

CHIEF FINANCIAL OFFICER

The Chief Financial Officer reports directly to the President. The University's Chief Financial Officer collaborates with the President, the President's Cabinet, the Board of Trustees, and the university at large in directing and overseeing institutional financial activities while protecting and facilitating the growth of financial and capital assets. The Chief Financial Officer (CFO) is the senior administrator who is ultimately responsible for maintaining a positive and steady cash flow, maintaining a positive net income, and operating the university's overall financial health.

The CFO is responsible for leading, directing, and continuously updating a disciplined and transparent budget process that aligns with the realities of the university, guiding the university's investment strategy, and creatively enhancing and rapidly developing new streams of revenue. Overall, the CFO is ultimately responsible for ensuring every level of the university's profit and loss (P&L), in aggregate and down to the granular program and office levels, operates with a positive income, or profitable.

The CFO oversees accounting and fiscal management, external annual financial audits and compliance, business practices and contracts, purchasing, and other support services. The CFO reports directly to the President and oversees the entire finance, accounting, and financial aid operations.

1. Sustains financial equilibrium and builds the endowment.
2. Optimizes streams of revenue.
3. Provides for the overall condition of campus physical facilities.
4. Reinforces openness and transparency.
5. Leads and mentor the division. Support enrollment management efforts.

6. Advocates for OLLU and higher education.

VICE PRESIDENT FOR INSTITUTIONAL ENROLLMENT

The Vice President for Institutional Enrollment (VPIE) reports directly to the President. The VPIE provides senior-level leadership to the recruitment, admissions, and enrollment efforts across all populations for OLLU. Pertaining to graduate programs (master's and doctoral), the VPIE analyzes and reports short and long-term enrollment trends, across all locations including programs delivered in partnership with Wiley. Pertaining to undergraduate enrollment, the VPIE is responsible for all aspects of enrollment management strategy development on three campuses (San Antonio, Houston, and RGV) to include, but not limited to, admission policies, recruitment, financial aid leveraging, follow-up, conversion, and overall enrollment of all undergraduates (including traditional freshmen, transfer, international, dual-credit, and degree completion students).

The VPIE oversees developing and managing all aspects of the admissions process including organizing and promoting OLLU and its programs from initial inquiry to enrollment by balancing business-minded and mission-focused approaches. The VPIE will continually enhance the current admissions process and systemization in collaboration with admissions staff, registrar's staff, including Department Chairs and Academic Leadership as needed. She/he is responsible for inquiry generation and management, community outreach, recruitment/travel scheduling, application management, personnel, and budget. The VPIE will serve as a member of the President's Cabinet and represent the Enrollment Management Division on OLLU committees/councils to contribute to the ongoing development of the University's recruitment and retention efforts for all students.

Pertaining to graduate and undergraduate enrollment:

1. Develops undergraduate and graduate enrollment goals and projections in consultation with the President, Chief Financial Officer, Provost, Associate Vice Provost of Academic Affairs, Academic Leadership, and Department Chairs.
2. Works closely with the CFO to establish yearly budgetary enrollment goals and determine the best use of institutional aid resources.
3. Analyzes, reports, and collaborates to develop strategies in response to short and long-term enrollment trends.
4. Implements working knowledge of current trends and best practices in admissions, including transfer, graduate, and international admissions.
5. Represents or designates representatives from the Office of Admissions on appropriate University committees/councils including, but not limited to, Undergraduate Curriculum Council, Graduate Curriculum Council, and Student Service Improvement Team. Provide direct supervision over the following staff: Director of Undergraduate Admission, Assistant to the VPIE, Enrollment Management Support Manager, and the Enrollment Management Processing and Operations Manager.

Pertaining to undergraduate enrollment:

6. Develops and implements annual and long-range recruitment plans including marketing strategies in collaboration with Marketing & Communication, Financial Aid, Academic Affairs, and Athletics.
7. Implements territory management recruitment approach based on a working knowledge of geographic regions.
8. Responsible for the development, implementation, and continued review of undergraduate admissions policies and procedures to ensure timely and efficient processing of admissions applications, confidentiality, records management, and appropriateness to university goals.
9. Recommends admissions policy changes to the President's Cabinet.
10. Manages the strategic purchase and use of prospective student data from various agencies.
11. Acts as a business development official and cultivates and maintains high level relationships with community college and School District officials.
12. Manages the Enrollment Management and Undergraduate Admission Office budget.
13. Oversees the hiring, training, and performance evaluation process for the office of undergraduate admission staff on the San Antonio, Houston and RGV campuses.
14. Oversees and participates in the evaluation of admissions applications including counseling of prospective students where needed.
15. Works collaboratively with administrative departments including, but not limited to: Registrar's Office, Financial Aid Office, Student Business Office, Athletics, Marketing & Communication, Student Success & Retention.
16. Continuously improves and streamlines the customer service component of essential student services as it pertains to enrollment-related functions.
17. Plans and participates in local and regional admission recruitment efforts.
18. Represents the institution in essential regional and national Enrollment Management professional associations.
19. Serves as the primary contact with the National Catholic Colleges Admission Association.
20. Assists the Office of Institutional Research in data gathering, reporting, and quality control as it pertains to enrollment and retention information. Assists the Office of Student Success in the development of onboarding and transitional programs (Lake Days).

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Institutional Advancement (VPIA) reports directly to the President. The VPIA is the strategic leader responsible for securing external funding for the university. The VPIA provides overall leadership for the development of a comprehensive fundraising program that includes annual giving (athletics, employee, and family giving programs), board giving, major gifts, corporate and foundation giving, planned giving, sponsored programs (federal and private grants) and capital campaigns.

1. Collaborates with the president to develop fundraising goals and priorities for the university.
2. Staffs the president in all aspects of external affairs including developing the public relations and fundraising strategies in fulfillment of the president's role in fundraising.
3. Manages prospect portfolio and meets face-to-face visits to meet annual metrics and financial goals.

4. Works closely with the president, trustees, administrative and academic leadership, and key community leadership to identify, inform, cultivate, solicit, and steward prospective and current donors.
5. Works in a collaborative environment across the University, in close coordination with leadership in all academic areas to develop and increase philanthropic investments in annual and campaign funding priorities.
6. Provides leadership to government relations at the local, state, and federal level to advance fundraising and university initiatives.
7. Serves as university liaison to the Board Development and Governance Committee of the Board of Trustees to identify, cultivate, recruit, and retain new and existing board members.
8. Provides overall leadership to a staff, approving and evaluating performance metrics.
9. Prepares and administers annual Institutional Advancement budget.
10. Serves as a participating member of the President's Cabinet (PC) and as a non-voting member of the Faculty Assembly (FA).
11. Represents the university at official public events when the president or other designees are not available.
12. Consistently input call reports, e-mail communications and meeting notes into university fundraising database. Accepts and fulfills other duties as assigned by the President as a team member in the overall fundraising activities of the University, including working some nights, weekends, and occasional travel.

VICE PRESIDENT FOR MISSION AND MINISTRY

The Vice President for Mission and Ministry reports directly to the President. The Vice President for Mission and Ministry coordinates and executes campus-wide efforts that preserve and integrate Catholic identity and mission of Our Lady of the Lake University in academics, administration, and student life. The Vice President for Mission and Ministry reports to the President and serves the University community.

1. Facilitates a strategic vision to promote the distinctive academic and societal mission of OLLU as a Catholic institution founded by the Congregation of Divine Providence.
2. To advance the strategic vision with relevant programs and services particularly in the framework and spirit of the model on sponsorship.
3. Manages the budget and develop a plan for new resource acquisition.
4. Collaborates with administrative, academic, and student affairs units in the promotion and implementation of special events such as Founders Day, Spirit Day, and Heritage Week.
5. Represents the University to the outside community in matters relating to the Catholic identity and mission of the University.
6. Integrates an orientation component on Catholic identity and mission of the University for new and existing faculty and staff with on-going orientation efforts by university units.
7. Establishes and maintains a learning resource center on Catholic identity and mission.
8. Engages in grants that are received in areas of Mission and Ministry.

9. Works with the President to maintain the integrity of the mission of all levels of the University's key operation, to promote the connection between mission and decision-making and to assist in communicating that connection the University community.

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs reports directly to the President. The Vice President for Student Affairs provides leadership and direction to programs and services that support a campus environment consistent with the mission of the University. The Vice President serves as the senior executive officer responsible for providing leadership and general management of the following units: Center for Career Development and Testing, Center for Service-Learning and Volunteerism, Residential Life, OLLU Wellness Center (including Accessibility Services, Counseling Services, and the Health Education Resource Office), and the Center for Student Involvement (including Campus Recreation and the International Folk Cultural Center).

1. Develops and maintains a properly coordinated delivery of essential student services by organizing the various units and sub-units in a logical, non-duplicative, and effective manner to best meet the work requirements of the division and the needs of the student body.
2. Assures the prompt and effective delivery of student services by monitoring workloads throughout the division and prioritizing staffing needs accordingly.
3. Supervises all direct reports regarding daily operations, budgeting, annual reports, assessment plans, program development and strategic planning for respective units.
4. Promotes positive student relations by maintaining effective lines of communication with student leaders and serving as a strong advocate for the non-academic, extra-curricular, and co-curricular needs of students.
5. Actively fosters a campus climate that is welcoming and supportive of the student body.
6. Serves as a senior leader within the area of campus vibrancy and provides support to student retention projects and initiatives.
7. Provides emergency assistance to students, parents, faculty, and others in crisis situations.
8. Acts as a student advocate on issues, concerns, and problems related to student life.
9. Acts as the officer for judicial issues involving students; updating procedures, training, and publications.
10. Interprets University policy as related to students, student groups, parents, faculty-student relationships, and Student Affairs staff.
11. Serves on University and division committees as needed.
12. Hires, trains, set goals, and evaluates performance of direct reports as needed.
13. Encourages high morale and quality student service through a leadership style which causes employees to strive for the achievement of annually established goals and objectives.
14. Supports student life programming at the RGV and HOU locations as well as students enrolled in an on-line format.

THE PRESIDENT'S CABINET

AD-HR-PO-03

The purpose of the President's Cabinet is to advise the President on general matters and conditions affecting the University, to coordinate the administration of the divisions, to recommend the allocation of resources through the budgeting process, and to formulate policy when the President so delegates. The Cabinet members appointed by and serving with the President are, though not limited to, Officers of Administration as listed in the Employee Handbook.

UNIVERSITY POLICIES

UNIVERSITY NON-DISCRIMINATION POLICY

[AD-HR-PO-05](#)

Our Lady of the Lake University (OLLU) is an equal opportunity institution and is committed to fostering a diverse environment that is free from discrimination. The school fully subscribes to all federal and state laws banning discrimination in institutions of higher education. Our Lady of the Lake University will not discriminate against any employee, applicant for employment, student in our educational programs or activities or applicant for admission on the basis of race, color, sex, pregnancy, religion, national origin, citizenship status, disability, age, marital status, gender, gender identity or expression, sexual orientation, veteran or military status (including disabled veterans, Vietnam-era veterans or recently separated veterans), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state and federal laws, including protections for those opposing discrimination or participating in any allegation process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. These types of discrimination are prohibited by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws as well as University policies.

This policy covers discrimination both in employment and in access to educational opportunities. Therefore, any member of the University community who acts to deny, deprive, or limit the educational or employment access, benefits, or opportunities of any member of the University community on the basis of their actual or perceived membership in the protected classes listed above are in violation of this policy. To review this complete policy including contact for who you should report incidents of discrimination to, please visit www.ollusa.edu/nondiscrimination. You may also obtain a hard copy of this policy from the Office of Human Resources.

POLICY ON COMPLIANCE WITH THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

[AD-CO-PO-005](#)

OLLU is committed to complying with the Drug-Free Schools and Communities Act of 1989, which requires OLLU to notify students and employees annually of certain information. This information includes: the standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a list of applicable sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol; a description of the health risks associated with the abuse of alcohol or use of illicit drugs; a list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available; a clear statement that the University will impose disciplinary sanctions for violations of the

standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

OLLU contends the abuse of substances can have devastating effects on an abuser's physical health and spiritual well-being. Even those substances which one might consider mild can derail an abuser's personal, academic, and professional life. The following information is from the Drug Enforcement Agency publication regarding [Health Risks of Controlled Substances](#). Additionally, the following OLLU departments/programs provide educational awareness, resources, and referrals or assessments to treat such abuse of alcohol and other drugs:

Counseling Services
Health Education Resource Office
OLLU Cares

OLLU promotes an environment to prevent the use of illegal drugs and the abuse of alcohol by students and employees. The OLLU Student Handbook provides policies clearly prohibiting the unlawful possession, use or distribution of illegal drugs and alcohol on OLLU property or as part of any University activities. Range of sanctions for initial incident: fines, community retribution, substance abuse assessment(s) and counseling, loss of on-campus housing privilege, University probation, co-curricular suspension, expulsion, and referrals for prosecution. Final decisions about sanctions will depend on the nature of each individual incident. The OLLU Employee Handbook provides policies clearly prohibiting the unlawful possession, use or distribution of illegal drugs and alcohol on OLLU property or as part of any University activities.

TEXAS LAW

- **Possession of Marijuana**

Minimum: Confinement in jail for a term not to exceed 180 days and a fine not to exceed \$2,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

- **Possession of Controlled Substances (drugs)**

Minimum: Confinement in jail for a term not to exceed 180 days and a fine not to exceed \$2,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$250,000

- **Delivery of Marijuana**

Minimum: Confinement in jail for a term not more than 180 days and a fine not to exceed \$2,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

- **Manufacture or delivery of controlled substance (drugs)**

Minimum: Confinement in jail for a term of not more than 2 yrs. or less than 180 days, and a fine not to exceed \$10,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000

- **Public Intoxication**

Minimum: Class C Misdemeanor: A fine not to exceed \$500, alcohol awareness class, 8 to 12 hours community service, 30 days suspension of driver's license

Maximum: Fine of \$250 to \$2,000, confinement in jail for up to 180 days, 180 days suspension of driver's license

- **Possession of alcohol in a motor vehicle (Open container)**

Minimum: Class C Misdemeanor: A fine not to exceed \$500

Maximum: 180 days of jail confinement and a \$2,000 fine if a DWI conviction is involved

- **Driving while intoxicated (includes intoxication from both alcohol and/or drugs)**

Minimum: Class B Misdemeanor: A fine not to exceed \$2,000, 3 days in jail, or both, 90 days suspension of driver's license

Maximum: A \$10,000 fine, two years in jail, two years suspension of drivers' license, required Ignition Interlock Device for personal vehicle.

- [Texas alcohol related laws for minors](#)

FEDERAL LAW

- **Possession of drugs (including Marijuana)**

Minimum: Fine in an amount not to exceed \$1,000, up to one year in jail

Maximum: A jail term of not more than more 20 years or not less than five years, and a fine of not less than \$5,000 plus costs of investigation and prosecution.

- **Manufacture, distribution, dispensing drugs (includes Marijuana).**

Minimum: A jail term of up to five years and a fine of up to year and a fine of \$100,000 (for individual) or \$250,000 (if other than an individual)

Maximum: A jail term of life without release (no eligibility for parole) and a fine not to exceed \$20,000,000 (for individual) or \$75,000,000 (if other than an individual)

- **Operation of common carrier under the influence of alcohol or drugs**

Maximum: A jail term of up to 15 years and a fine not to exceed \$250,000

- [Federal Drug Penalties](#)

INTELLECTUAL PROPERTY

AA-AC-PO-57

OLLU follows the common law practice related to the creation of intellectual property by employees during their normal course of employment. That practice provides that all rights of ownership belong to the University if the creation of the intellectual property, marks, copyrights, designs, inventions, etc., were accomplished during normal duty hours while the employee was being compensated by the University. As a rule, employees are not employed in a capacity to generate intellectual property. Any employee working at the University who has made a discovery or invention that reasonably appears to be patentable shall bring such discovery, trade secret, or invention to the attention of the university's divisional vice president, chief technology officer, or a designee for the purposes of determining whether and to what extent the university has an interest in the discovery, trade secret, or invention. Any such discovery, trade secret, or invention must not be disclosed to non-OLLU personnel prior to completion of the disclosure process. Since employees are compensated for their time at work, all rights of the discovery, trade secret, invention, trademark, etc. becomes property of the University.

A discovery, trade secret, or invention developed by a University employee shall be the exclusive property of the inventor or inventors if all the following conditions exist:

- a. If the university has contributed nothing substantial or essential to the production and development of such discovery, trade secret, or invention in funds, space, facilities, or time of any person working at OLLU or employed by the university, and
- b. If the discovery, trade secret, or invention is not along lines related to any university research then in progress, known to the person working at OLLU or employed by the university, or to which the university is committed, and with which in either case such person working at OLLU or employed by the university is connected.

TECHNOLOGY ACCEPTABLE USE POLICY

AA-IT-PO-001

Our Lady of the Lake University makes available to its community members computing and network resources, including shared information technology resources that use text, voice, images, and video to deliver information. These resources are to be used in a responsible manner consistent with the University's mission and core values, other University policies, state and federal laws and regulations, and applicable OLLU information security policies and standards.

Violations of the policy may result in disciplinary action, including termination from employment, expulsion, or suspension of network privileges. For the complete and latest Technology Acceptable Use Policy (AUP) go to <http://aup.ollusa.edu>.

STATEMENT ON COMPLIANCE WITH THE HEOA PEER-TO-PEER FILE SHARING REQUIREMENTS

The Higher Education Opportunity Act of 2008 (HEOA) is a reauthorization of the Higher Education Act of 1965. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. All current students, faculty and staff are notified annually about unauthorized distribution of copyrighted material, including unauthorized P2P file sharing, possible civil and criminal penalties for copyright infringement, a summary of those penalties for violating Federal copyright law, and OLLU policies related to unauthorized P2P file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.

The OLLU Technology Acceptable Use Policy (AUP) acceptance notification is prominently displayed at the time of each login on all campus-owned Windows computers, the portal login, and the Blackboard LMS login. All students are required to acknowledge having read and understood the AUP annually. The OLLU Guidelines for Compliance with the AUP document provides additional guidance for how students, faculty and staff can avoid copyright violations. It also provides links to sites that allow legal downloading of copyrighted content.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the U.S. Copyright Office Web site FAQs.

OLLU maintains a vigorous program to accept and respond to Digital Millennium Copyright Act (DMCA) notices. Claims involving copyright infringement of music, video, software, or other digital materials will be investigated and issued sanctions consistent with the nature of each individual incident.

HUMAN RESOURCES POLICIES

OFFICE OF HUMAN RESOURCES

[AD-HR-PO-026](#)

The Chief Human Resources Officer manages the Office of Human Resources and its functions, and reports to the Executive Vice President/ Chief of Staff. The overall objective of the Office of Human Resources is to serve the University in administering and maintaining a program for the recruitment, employment, training, and development of staff personnel. In addition, the Office of Human Resources serves the University community by dealing with the guidance and counseling of employees, developing, and administering benefits programs, and assisting administrative offices in all matters pertaining to personnel administration and employee relations. This office makes certain that all position vacancies are filled without discrimination due to gender, race, religion, age, color, national and ethnic origin, veteran status, or disability.

EMPLOYEE/FACULTY HANDBOOKS

[AD-HR-ST-001](#)

The Chief Human Resources Officer is responsible for the maintenance of the Employee Handbook, and the Provost and Vice President for Academic Affairs maintains the Faculty Handbook.

The policies, benefits, rules, regulations, and explanations contained in this Employee Handbook do not create terms and conditions of an employment contract, either expressed or implied, with Our Lady of the Lake University.

Neither this Handbook, nor its contents, creates a contract. You are an employee-at-will. The policies and benefits outlined in this Handbook are subject to change by the University at any time and without prior notice to the employee.

This Handbook acts as a guide, providing general information as well as policies and procedures. Some of these policies are more clearly detailed in the University Policy Manual, which takes precedence over this Handbook.

It is the employee's responsibility to read and familiarize him/herself with the contents of this Handbook.

If you have any questions about this Handbook, and its contents, you are requested to consult with the University's Chief Human Resources Officer.

EMPLOYEE STATUS

AD-HR-PO-010

Executive, administrative, managerial, faculty, professional, and some technical and paraprofessional personnel are classified as exempt. All other employees are classified as non-exempt.

A staff member is considered full time for benefit purposes if they work for at least 30 hours per week.

A staff member is considered half time for benefit purposes if they work for at least 20 hours but less than 30 hours per week.

A staff member is considered part time for benefit purposes if they work for less than 20 hours per week.

Benefits are available to employees hired to fill regular budgeted positions, or to fill in for those on leave from regular budgeted positions for a period expected to exceed three (3) months. Benefits are also available to those hired to do temporary work for the University for periods expected to exceed three (3) months in non-regular budgeted positions, provided approval is granted for this work.

EMPLOYEE CLASSIFICATION SYSTEM

AD-HR-PO-005

This classification system is used by the Equal Employment Opportunity Commission and Our Lady of the Lake University and is based upon the relative ranking of each position in relation to others in the University. The classification system encompasses the following major categories:

EXECUTIVE, ADMINISTRATIVE, MANAGERIAL

Executive, Administrative, Managerial includes persons whose primary duty is planning, organizing, and managing the institution, a subdivision or recognized department or office thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others. This category includes all officers holding such titles as president, vice president, chief administrator, and director, if their principal activity is administrative.

The title of "Director" encompasses a range of supervisory positions and two subcategories. "Director I" is the classification of a department or program head who directs the activities of an organizational unit and has budget authority for it but has a limited span of supervision and a relatively narrow scope of responsibility; a "Director I" may report to a Vice President, Chief Administrator, or "Director II." "Director II" is the classification of a department or program head who directs the activities of an organizational unit and has budget authority for it, who has substantial supervisory responsibility, and whose scope of responsibility is broader than a Director I; a Director II normally reports to a Vice President, Chief Administrator, but may report to another Director II.

NOTE: Supervisory personnel who are classified as technical, clerical, craft, or service/maintenance are included within these specific categories.

FACULTY

Faculty includes all persons who hold academic rank of Professor, Associate Professor, Assistant Professor, Instructor or Lecturer and whose primary duty is instruction in the collegiate program. For full listing refer to Faculty Handbook.

PROFESSIONALS

Professionals includes persons whose assignments require either college graduation or experience of such kind and amount as to provide a comparable background who have not been included in the Executive, Administrative, Managerial or the Faculty categories. This category includes all employees with assignments requiring specialized professional training, such as faculty associates. Since "faculty" for government reporting is limited to those who are engaged in instruction for at least 50% of their time, librarians with faculty status are included in this category.

TECHNICAL AND PARAPROFESSIONALS

Technical and Paraprofessionals includes all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as are offered in many two-year technical institutions, junior colleges, or through equivalent on-the-job training. This category includes photographers, technical illustrators, employees who administer financial aid programs, veteran's coordinator, data systems personnel, computer programmers and similar positions not properly classifiable in other occupation categories but which are institutionally defined as technical assignments.

It also includes persons who perform some of the duties of a professional or technician in supportive roles which usually require less formal training and/or experience than normally required for professional or technical status.

CLERICAL AND SECRETARIAL

Clerical and Secretarial includes all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature.

This category includes personnel who are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office, such as bookkeepers, statistical clerks, etc. It also includes and library clerks who are not classified as librarians.

SKILLED CRAFTS

Skilled Crafts includes all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work required through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes electricians, and skilled craftsmen.

SERVICE/MAINTENANCE

Service/Maintenance includes persons whose assignments require limited degrees of previously acquired skills and knowledge and workers who perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body, or which contribute to the upkeep and care of the buildings, facilities, or grounds of the institutional property.

This category includes building maintenance personnel, custodial personnel, and grounds keepers.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

[AD-HR-PO-011](#)

Our Lady of the Lake University's employment policy is to provide equal employment opportunities to all qualified applicants and employees without regard to their race, color, ancestry, religion, sex, sexual orientation, age, national origin, veteran status, disability, or genetic information, or any other characteristic or status that is protected by federal or Texas law. Specifically, it is the University's policy to recruit, hire, train and promote persons in all job classifications, without regard to race, color, religion, national origin, veteran status, disability, age, or gender, except where gender is a bona fide occupational qualification. The University will also ensure that all other employment actions, such as compensation, benefits, transfers,

layoffs, return from layoff, University-sponsored training, education, tuition reimbursement, social and recreational programs, will be administered according to this policy.

Overall responsibility for implementing the equal employment opportunity policy rests with the Chief Human Resources Officer. However, all administrative personnel share in this responsibility and are assigned specific tasks. These tasks include reporting relevant information and identifying problem areas.

On a regular basis, the University provides a mandatory program of education and awareness of EEO policies. For staff personnel the Chief Human Resources Officer; and for faculty personnel, the Provost and Vice President of Academic Affairs, ensures the participation in this program of all persons responsible for the recruitment, hiring, termination, and promotion of employees.

ADA POLICY

AD-HR-PO-001

Our Lady of the Lake University is committed to compliance with the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Amendments Act (ADAAA) of 2008. The ADA and ADAAA are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job so that they may perform the essential job duties of the position.

It is the policy of Our Lady of the Lake University to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the University's policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The University is required to remove physical barriers to people with disabilities and assure that its employment practices open its work force to those who can carry out the essential functions of their jobs with reasonable accommodations.

Reasonable Accommodations are available for applicants in the interviewing and selection process, employees to perform the essential functions of their jobs and students to access educational opportunities. To request an accommodation(s): applicants and employees contact the OLLU Office of Human Resources and students visit www.ollusa.edu/ada for information.

Employee Request for Accommodations Procedure: Contact the Office of Human Resources for an appointment to engage in the interactive ADA process. To qualify for reasonable accommodations employees are required to submit a Request for Reasonable Accommodation

form available from the Office of Human Resources. Employees must also provide appropriate documentation of disability to support their request. To support their request, the Office of Human Resources may require the employee to provide an ADA Accommodation Physician Request form certified by the employee's treating physician; the ADA accommodation physician request form is provided to the employee by the Office of Human Resources. Upon receipt of request and supporting documentation, the Office of Human Resources will follow through with the ADA interactive process to provide the employee with a copy of a completed Reasonable Accommodation Interactive Process Documentation form, a Reasonable Accommodation Report form, or, if applicable, a Denial of Reasonable Accommodation Request form.

Employees are invited to revisit their request for accommodations at any time at his or her option. Inquiries regarding accommodation issues should follow the Employee Complaints and Grievances Policy outlined in the employee handbook.

AUTHORIZATION FOR FILLING STAFF POSITIONS

[AD-HR-PO-003](#)

The authorization of a new position in any division requires the President's Cabinet approval. Authorization of the position is official only after a position description stating the functions, responsibilities, and job requirements has been submitted to the Office of Human Resources with evidence of the President's Cabinet approval.

REQUISITION REQUIRED PRIOR TO FILLING STAFF POSITION

The Hiring Supervisor must complete a Staff Requisition form, via Hirezon/Interview Exchange before the position can be posted or advertised.

APPLICANTS MUST COMPLETE EMPLOYMENT APPLICATION ONLINE AND SUBMIT VIA OLLU'S INTERVIEW EXCHANGE WEBSITE

Advertising for all staff positions must direct the applicant to the online application process. Applications/resumes/vitas are NOT to be sent directly to the Hiring Supervisor. Applications will be screened by the online application system using the education and experience section of the respective job description. The search committee chair and chair committee members will have access to the online applications of qualified applicants for review and consideration.

FILLING STAFF VACANCIES

[AD-HR-PO-016](#)

POSTING SERVICE/MAINTENANCE, SKILLED CRAFTS, CLERICAL/ SECRETARIAL, AND TECHNICAL/PARAPROFESSIONAL POSITIONS

In the job classifications of service/maintenance, skilled crafts, clerical/secretarial, and technical/paraprofessional, campus job vacancies will be open to OLLU personnel and members of the CDP. Applicants either from within the division in which the vacancy occurs or from outside that division must complete the online job application form and be available for interview by the appropriate supervisor.

In these job classifications, on campus promotions or transfer of personnel from one division to another for promotion opportunity are encouraged as a means of increasing staff morale. All positions will be posted for a minimum of three days to encourage equal employment opportunity. External candidates will be sought if the internal search does not result in the position being filled.

POSTING EXECUTIVE/ADMINISTRATIVE/MANAGERIAL POSITIONS

For positions in the executive/administrative/managerial and faculty categories, external candidates will be sought simultaneously with internal candidates.

ESTABLISHING THE APPLICANT POOL

[AD-HR-PO-012](#)

Outside advertising must be carried out in such a way as to encourage qualified applicants the full benefit of equal opportunity for employment. The person placing the position announcement, those involved in screening and interviewing candidates, and the supervisor who makes the decision on hiring share the responsibility for ensuring that no illegal discrimination has occurred in the hiring process.

The scope and process for searching will be commensurate with the level of the position and the presumed availability of a diverse local applicant pool. For part time positions and for positions at the professional level and below, ordinarily a local search will be carried out. For faculty, executive, administrative, and managerial positions, ordinarily a local search and a regional or national search, as appropriate, will take place.

When routine advertising in metropolitan and higher education publications does not yield a diverse applicant pool, then job banks, professional journals, or minority publications and listings will be utilized, as appropriate.

In advertising position vacancies, the following tag lines will be used:

OLLU seeks to attract, develop, and retain the highest quality administrators, faculty, and staff. The University is committed to diversity and strongly encourages applications from women and minorities. EOE.

SCREENING AND INTERVIEWING

AD-HR-PO-041

No supervisor should conduct a search without appropriate input from others who will work with the successful candidate. A formal **search committee** is usually used for positions at the administration or vice president level. An **interview committee**, appropriately sized (a minimum of two individuals required) and constituted, will meet with candidates for exempt and non-exempt positions below the administration and vice president levels; if interview committee is less than two individuals, approval is required from the Office of Human Resources prior to interviewing candidates.

REFERENCE CHECKING

Upon selection of a qualified candidate for any staff position – whether full time, half-time, part time, regular, or temporary – the hiring supervisor is to use the Selected Candidate Reference Check form. The form is also available on the OLLU HR SharePoint site.

Reference information should be obtained by telephone interview of individuals who have supervised the candidate for any period over the previous years to include the candidates most current employer when possible. This policy pertains to current employees of the University, as well as former employees and external candidates. If the selected candidate is not an internal candidate and is currently employed, the present supervisor or designee must be contacted. If the selected candidate requests that a present employer not be contacted, OLLU will honor that request and secure a minimum of two positive reference checks as required. The individual providing the reference on behalf of the candidate must have knowledge of the candidate's abilities and must be able to assess the performance of the qualified candidate. References that are inconclusive, incomplete, received from acquaintances/peers of the candidate, or are less than satisfactory must be reviewed by the Chief Human Resources Officer or Assistant Director of Human Resources prior to the criminal background check being performed; their decision is final.

OFFER OF EMPLOYMENT

Offers of employment for all staff positions, including interim and temporary positions, are to be made by the Office of Human Resources or designee. If the offer is made by the designee, the Approval of Employment Offer form must be submitted to the Office of Human Resources. In instances where higher-level candidates are considered for employment, a member of the President's Cabinet may make the official job offer and notify the Office of Human Resources. The Search Committee and/or hiring supervisor will notify the Office of Human Resources of the preferred candidate by completing the Staff Summary Selection form. The Staff Summary Selection form is available electronically via Hirezon/Interview Exchange's Forms Module. The Chief Human Resources Officer or designee will review with the hiring supervisor the appropriate wage/salary to be offered to the candidate. If a candidate in conversation with any member of the Search Committee has questions about compensation, the Search Committee Chair is permitted to discuss a range in compensation or benefits with the candidates utilizing the Staff Benefits Summary sheet found in the HR SharePoint site. Specific questions regarding benefits should be referred to the Office of Human Resources.

PRE-EMPLOYMENT SKILLS SET EXAMINATION OF JOB APPLICANTS/CANDIDATES

Job related examinations may be used by the Search or Interview Committee, in consultation with the Office of Human Resources, to assist in measuring specific skills, knowledge, and/or ability of the applicant for the position sought. The same examination and same standard of measurement is used for all applicants for the position to be filled.

MEDICAL EXAMINATION OF JOB APPLICANTS/CANDIDATES

The Office of Human Resources may require agility testing for jobs that require particular physical ability to carry out essential job functions prior to placement in the job. Medical clearance will be required in those positions where state law demands such clearance. The same examination and same standard of measurement is used for all applicants for the position to be filled.

NEW HIRES IN DECEMBER

Employees hired in December must start work on or before the first Friday of December. New hires may begin their employment after January 1st of the following year. For key positions and special circumstances, approval from Chief Human Resources Officer is required.

NEPOTISM

[AD-HR-PO-024](#)

The University may employ persons related by family or marriage, provided such individuals meet regular University employment standards. However, faculty or staff members shall not initiate, participate in, or exercise any influence over departmental or institutional decisions

involving a direct benefit to a member related by family or marriage; therefore, an employee may not be supervised by a supervisor of which is related by family or marriage. Such benefits include initial appointment, retention, promotion, tenure, salary, leave of absence, and grievance adjustment. In situations where a conflict of interest might occur under normal operating procedures, the responsibility for the decision will pass to the next higher administration level.

REEMPLOYMENT

[AD-HR-PO-037](#)

If a former employee applies for re-employment, the application will be handled in the same manner as for a new employee. The Office of Human Resources will verify and validate if employee is eligible for reinstatement; it is the responsibility of the search committee to contact Human Resources.

REINSTATEMENT

A former employee who is re-employed within one year from the date of termination is eligible to be reinstated providing that employee resigned in good standing and worked through the agreed upon resignation date. Reinstatement allows the returning employee to have the same vacation accrual rate as the employee enjoyed at the time of that employee's termination, and the 90-day waiting period for the Tuition Employee Grant-in-Aid is waived. The employee's sick leave accrual will start from zero. An employee who was laid off as a reduction in force, and is called back at any time, is eligible for reinstatement providing the employee accepts the offer and returns to work on the agreed upon date. There are no benefits that are earned during the time the employee was separated from OLLU.

EMPLOYEE ORIENTATION

[AD-HR-PO-00](#)

The new employee will meet with the Employee Benefits and Wellness Programs Manager within a few days after employment to learn of all the benefits the employee is entitled to and given the opportunity to participate in. Since benefits become effective upon employment, new employees must schedule to meet with the Employee Benefits and Wellness Programs Manager within the first week of employment. If the new employee does not meet with the Employee Benefits and Wellness Programs Manager within 30 days of employment, the new employee will default or forfeit various benefit options. Approximately every four months the Office of Human Resources will conduct an Orientation session with all new employees during which the new employee will have an opportunity to be introduced to leadership of the University and attend various sessions to learn about the University. In addition, regulations governing acceptable standards of employee behavior, work performance or job conduct,

corrective procedures for mistakes, disciplinary processes, warnings, and discharges are set forth in the University Employee Handbook.

The University endeavors to do all that it considers necessary and useful to promote a productive and happy workplace for its employees, and it expects the employees to fully support the attainment of this goal.

STUDENT EMPLOYMENT

[AD-HR-PO-048](#)

Student Employment program offers temporary, hourly positions that are open to all Our Lady of the Lake University students, including international students, who are enrolled full-time (minimum 12 hours undergraduate and 6 hours graduate) and who meet the requirements shown on the job vacancy listing.

A student is eligible for student employment for the summer term if he/she has been enrolled in the previous spring semester and plans to enroll in the fall semester immediately following.

Student employees are not eligible for full-time benefits.

For additional information on policies, guidelines, and procedures refer to the Student Employment Handbook.

FACULTY IN ADMINISTRATION

[AD-HR-PO-014](#)

Rank, tenure, and faculty status are terminated when a faculty member accepts a full time, permanent administrative position outside of the Academic Affairs Division.

Tenured faculty may negotiate to keep their rank, tenure, and faculty status if they move to an administrative position.

HUMAN RESOURCES AND PAYROLL RECORDS

[AD-HR-PO-020](#)

An official personnel file on each staff employee is maintained in the Office of Human Resources. This file contains the application form, data sheet, annual evaluations and pertinent job-related correspondence concerning that employee. This file is confidential property of Our Lady of the Lake University and is secured behind locked door and file cabinets. The Payroll Office maintains payroll records on all employees. Security of the information contained in these files is strictly enforced.

Only Offices of Human Resources, Academic Affairs, Student Employment, and Payroll are authorized to provide references on current or previous employees on behalf of Our Lady of the Lake University; employees outside the Offices of Human Resources, Academic Affairs, Student Employment, or Payroll are not authorized to provide reference on a current or previous employee.

Except for verification of employment, information concerning the employment status or compensation level of the employee will not be released without the written permission of the employee. The Payroll Office is authorized to furnish information to governmental agencies that are legally authorized to receive the same (TWC earnings, wage earnings, mortgage verifications, etc.).

The employee is responsible for reporting changes in personal data such as change in address, phone number, marital status, number of dependents, etc. to the Office of Human Resources.

REQUEST FOR JOB-EVALUATION OF A CURRENTLY FILLED STAFF POSITION

[AD-HR-PO-038](#)

Authorized positions may be re-evaluated by the submission of a written request by a supervisor with approval by their perspective Chief Administrator to the Chief Human Resources Officer. Forms for such requests are in the Office of Human Resources. Each request must contain an explanation of the reevaluation and identify the changes in the position's duties and responsibilities. The Chief Human Resources Officer will review the request and make the final determination of appropriate exempt/non-exempt status and the Pay Grade.

PROBATIONARY PERIOD OF EMPLOYMENT

[AD-HR-PO-036](#)

All new staff employees will be considered probationary employees for the first 90 calendar days. The purpose of the probationary period is to give the new employee an opportunity to evaluate the job and determine if the work is suitable and to allow supervisors to observe the new employee's job performance, safety habits, attendance, and ability to get along with others. A new employee who, during this trial period, proves to be unsuited or not qualified to meet the requirements of the job will be terminated. An extension of a probationary period may be requested (not to exceed an additional 90 days) by memorandum to the Chief Human Resources Officer containing reasons for such action. Extensions of the probationary period should be requested only when the potential of the employee needs further development, or the supervisor needs additional time to evaluate the employee.

STAFF PERFORMANCE EVALUATIONS

AD-HR-PO-047

Staff employee evaluations are accomplished to review the performance of employees by their supervisors. Each employee is evaluated annually by his/her direct supervisor. It is not necessary to complete an annual evaluation for employees hired within six months prior to May 31st as the employee would have received a 90-day evaluation. Annual evaluations on each employee are returned to the Office of Human Resources and becomes an official part of the employee's file.

SEXUAL HARASSMENT STATEMENT

AD-HR-PO-042

Our Lady of the Lake University (OLLU) recognizes and respects the interests of its employees in maintaining a work environment in which all individuals are treated with respect and dignity thus, OLLU has established policies and procedures, such as the Nondiscrimination Policy, the Employee Complaints and Grievances Policy, and the Title IX Sexual Misconduct Policy and Grievance Procedures, for employees to report claims of harassment. OLLU provides educational and working environments for its students, faculty, and staff that are free from sexual harassment and sexual misconduct.

Mandatory Duty to Report: Employees of OLLU who, in the course and scope of their employment, witness or receive information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence or stalking against an OLLU student or OLLU employee of the institution at the time of the incident, have a mandatory duty pursuant to state law to promptly report the incident with full detail to the Title IX Coordinator within 72 hours of learning of the event. For more information on the Title IX Sexual Misconduct Policy and Grievance Procedures, or to submit a Title IX Incident Report, visit www.ollusa.edu/titleix.

The University expects students, staff, and faculty to report sexual misconduct that occurs from members of the University community, its guests, or vendors. All reported allegations of harassment will be promptly and thoroughly investigated, and appropriate action will be taken against every employee determined to have engaged in conduct in violation of OLLU policy.

This statement applies to faculty, staff, and University affiliates (collectively referred to as "employees") on the OLLU San Antonio, Rio Grande Valley, and Houston campuses and any satellite properties controlled by OLLU.

TITLE IX SEXUAL MISCONDUCT POLICY

AD-CO-PO-001

This Title IX Sexual Misconduct Policy (“the Policy”) applies to all university faculty, staff, students, and third parties within the university’s control, including applicants for admission or employment.

Our Lady of the Lake University (OLLU) is a Catholic institution, sponsored by the Congregation of Divine Providence. The staff and faculty at OLLU place a high commitment to the core values of community, integrity, trust, and service, and it is our policy to provide an educational experience and workplace free of sexual misconduct. OLLU prohibits sexual misconduct, which includes sex and gender-based discrimination, sexual harassment, and violence, including acts of sexual assault, dating violence, domestic violence, and stalking, which may also constitute crimes. OLLU has a responsibility to address sexual misconduct in accordance with several federal laws including, but not limited to, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the Violence Against Women Act, the Clery Act and the Campus Save Act as well as Texas state laws, including Ch 51 of the Texas Education Code.

University programs and activities that receive federal funding must comply with all federal and state laws. No individual shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by the university. These programs and activities may include, but are not limited to admissions, recruitment, financial aid, academic programs, student services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment.

OLLU not only complies with all state and federal statutes, regulations, executive orders, and federal government contracts/programs, but it has also instituted comprehensive education and primary prevention programs as well as grievance procedures which strive to ensure integrity and trust when complaints regarding sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence and stalking emerge.

Victims of sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence, or stalking have a right to report the incident to OLLU and to receive a prompt and equitable resolution of the report. Victims of a crime have a right to choose whether to report the crime to law enforcement, to be assisted by OLLU in reporting the crime to law enforcement or to decline to report the crime to law enforcement. Nevertheless, it is important that a victim go to a hospital for treatment and preservation of evidence, if

applicable, as soon as practicable after the incident. Preserving evidence may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

We believe that all human beings are inherently sacred and deserve dignity and respect and every community member is expected to be respectful in all interactions as part of the learning experience.

To view the complete Title IX Sexual Misconduct Policy and Grievance Procedures, including reporting options, visit www.ollusa.edu/titleix

DEFINITIONS

Incidents involving allegations of sexual misconduct, including sexual harassment, against employees that do not meet the Title IX federal regulation requirements as defined by the Title IX Sexual Misconduct Policy, will be referred to Human Resources, and addressed through complaint and/or grievance.

Procedures elaborated in OLLU Employee Handbook. Examples of such prohibited behavior include incidents involving allegations of sexual harassment act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC), and Title VII of the Civil Rights Act of 1964, as amended, or other prohibited behaviors defined by relevant law or OLLU policy.

Sexual Misconduct

Sexual Misconduct is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent or the persons depicted therein, as well as dating violence, domestic violence, and stalking.

Examples of behavior that could constitute sexual misconduct include but are not limited to:

- Repeatedly engaging in sexually oriented conversations, comments, or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office, or classroom, even if such conduct is not objected to by those present, and
- Gratuitous use of sexually oriented materials not related to the subject matter of a class, course, or meeting even if not objected to by those present.

Sexual Harassment

Sexual Harassment, as defined by the EEOC, is any form of sexual advances, requests for sexual favors, creation of a hostile work environment through sexual innuendo, and other conduct of a sexual nature, which is unwelcome or unreasonably interferes with an individual's work performance. It includes any conduct that is persistently abusive or offensive to others and implies, in an abusive manner, a discriminatory hostility toward their personal or professional interests because of their sex.

Quid Pro Quo

Quid Pro Quo harassment involves unwelcome sexual advances and/or requests for sexual favors, whether verbal, non-verbal, or physical, where submission to such conduct is made explicitly or implicitly a term or condition of employment or education. For an offense to be considered as "quid pro quo harassment," the offending individuals must have the power to confer or withhold an employment or educational benefit.

Hostile Environment

Hostile Environment harassment involves persistent, pervasive unwelcome conduct of a sexual nature that has the effect of creating an intimidating, hostile or offensive environment that unreasonably interferes with an individual's performance as an employee or student. In determining whether harassment is sufficiently severe or pervasive to create a hostile environment, the alleged offender's conduct is evaluated from the objective standpoint of a "reasonable person."

A single incident or isolated incidents of offensive sexual remarks generally do not create an abusive environment. A "hostile environment" claim generally requires a showing of a pattern of offensive conduct. In contrast, in "quid pro quo" cases, a single sexual advance may constitute sexual harassment if it is linked to the granting or denial of employment benefits, educational benefits or academic benefits.

Unlawful Sexual Conduct

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in that the employee did not solicit, or invite it, and the employee regarded the conduct as unwelcome, undesirable, and offensive.

EXAMPLES

Examples of behavior that may be offensive to a “reasonable person” and becomes sexual harassment include but are not limited to:

- **Verbal:** Using words that have sexual innuendos, calling one gorgeous or honey, comments about a person’s body or clothing, sexual jokes, an explicit or implicit proposition to engage in sexual activity, remarks about sexual activities or speculation about sexual experiences, and making unsolicited and unwelcome telephone calls.
- **Non-verbal:** Displaying sexually suggestive pictures such as photographs, posters, or calendars, making physical gestures, looking a person up and down, and sending unwelcome e-mails.
- **Physical:** Touching, hugging, kissing, grabbing, stalking, and following.

GUIDELINES AND LEGAL DEFINITIONS

Retaliation Prohibited

Retaliation against an employee for bringing a complaint of sexual misconduct or sexual harassment is strictly prohibited. Any employee who does so is in violation of this policy and will be subject to disciplinary action.

Effect of Bringing a Complaint

The filing of a sexual misconduct, sexual harassment or retaliation complaint will not stop or delay any evaluation or disciplinary action related to a complaining employee who is not performing up to acceptable standards or who has violated University rules or policies.

Constructive Discharge

Constructive discharge occurs when the victim is in an intolerable working or class environment when those conditions foreseeably would compel a reasonable employee to quit, whether or not the supervisor or instructor specifically intended to force the victim's resignation or dropping the class.

Strict Liability

The University is responsible for the acts of its supervisors and instructors if the harassment culminates in a tangible employment.

Duty of Good Faith

Any member of the University community is liable to disciplinary action for knowingly or recklessly bringing a false complaint against another member of the University community.

EMPLOYEE COMPLAINTS AND GRIEVANCES

AD-HR-PO-006

Complaint: is a formal expression of dissatisfaction with some factor in the workplace. A complaint is less serious than a grievance. A complaint may arise from the employee perceiving that their schedule is not fair, work assignments are unreasonably burdensome, or one's supervisor is unduly rude, and similar factors. If the supervisor fails to respond or resolve satisfactorily a verbal complaint, the employee may file a formal complaint.

Grievance: is of a more serious condition than a complaint and occurs because an action is of an unjust nature. A grievance is something that has occurred that is a violation of a University Policy or is intrinsically wrong. A grievance may arise from the employee receiving verbal abuse from a supervisor; from an employee believing that they have been discriminated against because of their age, race, gender, ethnic or national origin, or religion; from an employee believing that they are being retaliated against for exercising a legitimate and legal right, and similar reasons.

Student complaints and grievances against employees will follow the policies and procedures provided in the Student Handbook.

Complaints based on personality conflicts with the supervisor are not deemed grievances. Because complaints are different than grievances, the processes of resolving these issues are different.

RESOLVING EMPLOYEE COMPLAINTS

The University encourages an open-door policy and open communication. When an employee is dissatisfied with a working condition, or similar problem, the employee should first communicate this to their supervisor. It is possible that the supervisor is unaware of the problem and would be able to take action to improve or correct the problem. A formal complaint should occur only after the employee has addressed the problem with the supervisor and the situation continues without correction.

Formal Complaints must be in writing and given to the employee's supervisor within ten workdays, workday is defined as when OLLU is in normal operation, which is typically Monday-Friday, except university holidays or closures, of discovering the unsatisfactory condition. The complaint must state the problem, when it occurred, what the employee has done to bring this to the attention of the supervisor, and what has occurred since. The supervisor has ten workdays to respond to the complaint. If the employee filing the complaint is not satisfied with the supervisor's response, the employee may file the written complaint with the supervisor's supervisor and can continue the process until the Chief Administrator of that division receives the complaint. The Chief Administrator's decision is final. [If the complaint is against someone that reports directly to the President, the President may delegate one or more individuals from the President's Cabinet to serve as a committee to review the complaint and provide their findings. The committee may consult with Human Resources Office if necessary, regarding the matter. The decision of the President based on information provided by the committee assigned is final.]

RESOLVING GRIEVANCES

Grievances must be in writing, and given to the supervisor within five workdays, workday is defined as when OLLU is in normal operation, which is typically Monday – Friday, except university holidays or closures, from the date of awareness by the employee of the action which precipitated the problem. If the employee's call for grievance is directed at their supervisor, the employee must submit the grievance to their supervisor's supervisor in which the employee is assigned. Grievances, besides containing a statement of the unjust action, must contain all necessary proof, documentation, witnesses' names, statements, dates, and any other information that is relevant to the problem. The supervisor has ten workdays to respond to the grievance. (This is true even if the supervisor is the chief administrator.) A copy of all correspondence by all parties is to be sent to the Human Resources Office.

If the grievance is submitted to the supervisor to resolve and the resolution is not to the employee's satisfaction, they may continue the grievance process by submitting a written response to the chief administrator of the division in which the employee is assigned within five workdays following the supervisor's determination. [If the grievance is against someone that reports directly to the President, the President may delegate one or more individuals from the President's Council to serve as a Grievance Committee to review the grievance and provide their findings. The committee may consult with Human Resources Office if necessary regarding the matter. The President's decision based on information provided by the Grievance Committee assigned is final.]

The chief administrator will submit a written decision to the employee within five workdays. If still dissatisfied, the employee may make a final appeal to the Vice President of Administration within five workdays from the date the chief administrator's decision was rendered. The appeal must be in writing and an Appeals Committee will be selected to review the case files, render a final decision on the case,

and notify the President of the outcome. The Appeals Committee decision is to be submitted in writing to the employee within seven workdays following the day on which the appeal was received. The Appeals Committee's decision is final and will be communicated to the appropriate parties, including any relevant University officials (chief administrator, supervisor, etc.). Copies of all correspondence from all parties are to be sent to the Human Resources Office.

Supervisors who penalize employees for the complaint or grievance procedure will be subject to disciplinary action. Likewise, employee grievances that are submitted lacking cause or are of a harassing nature against another may be considered a violation of the Employee Relations Policy and subject the employee to disciplinary action.

CONFIDENTIALITY

Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation. Information will be shared only with those individuals who have a legitimate need know the information that has been gathered as part of the investigatory process.

The parties to a complaint or grievance (impacted parties, any reporting parties, and responding parties) and witnesses who provide information during an investigation are expected to maintain confidentiality as well, in order to protect the integrity of the investigation and the confidentiality interests of the parties. The matter should not be discussed with individuals who are involved in the complaint/grievance except as necessary to pursue an appeal as part of another legal or administrative proceeding.

Dissemination of documents relating to a complaint, grievance, and/or investigation, other than as necessary to pursue an appeal or as part of another legal or administrative proceeding, is prohibited and will be subject to disciplinary action.

Confidentiality will be maintained by the investigating party(ies) or any other person(s) involved in the investigatory procedure throughout the investigation process to the extent practicable and appropriate under the circumstances. All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept confidential by Our Lady of the Lake University (OLLU).

GRIEVANCE FOLLOWING NOTIFICATION OF TERMINATION OF EMPLOYMENT

Grievances involving the discontinuance of employment of an employee (full-time/part-time staff, faculty and adjunct faculty) must be filed before the end of business day (5:00 p.m.) within five workdays following the date of termination and/or the issuance of a letter of non-renewal (for faculty) and directed to the appropriate member of the leadership/designee and a copy sent to the Director of Human Resources. The chief administrator will submit a written decision to the former employee within five workdays. In the event the grievance is from a terminated member

of Administration who reports to the President, the Chief Human Resources Officer will inform the appropriate person(s) of the Board and retain outside legal counsel to review the decision within the timelines stated above. This is a one-step appeals process and all decisions rendered are final. No further appeal rights exist. For the purpose of this policy, an employee who is afforded the opportunity to resign in lieu of being terminated or one who asks to resign in lieu of termination and whose resignation is accepted by the University, will forfeit their appeal final rights under this policy. An employee within their 90-day probationary period has no right to appeal or grieve a termination or letter of non-renewal.

Faculty termination grievances based on claims dealing with issues related to academic freedom will be exempt from this process and will be reviewed by the Faculty Review Committee. Because of the diversity in the reporting structure at Our Lady of the Lake University, termination grievances must be submitted to the member of the leadership, and/or their designee, which the employee’s supervisor’s reports to. The following list is supplied as your guide:

Employees reporting to:	Grievances reports should be submitted to:
<ul style="list-style-type: none"> • Chief of Police • Director of Facilities Management • Chief Human Resources Officer • Chief Communications Officer • Vice President of Institutional Enrollment • Chief Technology Officer/Information Security Officer • Vice President of Mission and Ministry • Vice President for Institutional Advancement • Chief Financial Officer • Vice President for Academic Affairs/Provost 	<p>Executive Vice President/Designee</p>

Employees reporting to:	Grievances reports should be submitted to:
<ul style="list-style-type: none"> • Athletic Director • Associate Provosts • Department Chairs • Director of the University Library • Registrar • School Directors • Executive Vice President • Vice President for Student Affairs 	<p>Vice President for Academic Affairs/Provost / Designee</p>
<ul style="list-style-type: none"> ➤ President 	<p>Chief Human Resources Officer</p>

University holidays, employee vacation days, other authorized absences and/or workload of the supervisor, chief administrator of the division, the president, the grievance committee, or the appeals committee may require appropriate adjustment of the timetable defined in this grievance process at the discretion of the aforementioned.

RESIGNATION AND TERMINATION

An individual's employment at the University is ended by initiative of the employee via a resignation or by the University via termination.

An employee who resigns must give a signed written notice to his/her supervisor. The supervisor is to send the original resignation notice to the Office of Human Resources immediately. Non-exempt/hourly employees must provide the written notice of resignation at least two weeks prior to the effective date. Exempt/monthly employees must provide advanced written notice of resignation greater than or equal to the amount of vacation to which they are currently entitled.

Sick Leave is not paid during the time the employee is working out his/her notice or at the time of termination.

An employee who resigns without providing the requested notice, fails to work out the notice period after providing notice to their supervisor, or who is terminated by the university for violation of policies, rules, or procedures, or for any reason other than layoff or reduction in force, will forfeit all accrued vacation. In the absence of disqualifying circumstances, an employee who resigns in good standing and gives proper notice, will be paid accrued vacation in his/her final paycheck.

The Office of Human Resources will provide the departing employee an Employee Clearance Checklist and Exit Interview form upon receipt of the employee's resignation notice. The employee should meet with the supervisor before the end of the last workday to turn in all University property, including all University keys, OLLU Identification Card, Uniforms, Manuals, and other property issued to the employee. The employee will submit the completed Employee Clearance Checklist and Exit Interview form to the Office of Human Resources.

The employee will not be paid his/her accrued/unused vacation until all University property has been returned.

EMPLOYEE RELATIONS

AD-HR-PO-009

Our Lady of the Lake University wishes to encourage an open and informal atmosphere for the discussion of complaints and problems that arise. The supervisor should encourage employees to discuss work-related concerns with their supervisors. Employees may bring an issue to the Office of Human Resources to speak to a Human Resources Representative who will assist them and the supervisor in finding a resolution to the problem.

The supervisor is responsible for establishing and maintaining an atmosphere in which employees can improve their job performance, personal development, and self-discipline. Continued emphasis on developing correct work habits through effective orientation is essential in achieving the goals of the University and working in accordance with its mission.

To promote fairness and consistency throughout the University, in connection with acceptable standards of work performance and conduct on the job, the University has established reasonable rules for employees to observe. When any of these rules or standards is violated, corrective action may be initiated by the supervisor to bring the employee's job performance and/or job conduct up to the expected standard. The kind of corrective action initiated by the supervisor depends upon the severity of the situation, however, whenever possible, counseling, and other non-punitive procedures should be used before formal corrective action is taken. Counseling is a fundamental part of supervisory responsibilities in dealing with employees.

When corrective action is required, the supervisor needs to make sure the employee has been carefully instructed in advance as to the accepted standards of performance and conduct so the employee knows why the standards or rules are necessary.

When rule infractions, misconduct, or substandard performance occur, supervisors should take action to correct the employee. This is done through a progressive corrective disciplinary procedure. The degree and severity of the violation should dictate the corrective discipline that will be imposed. Corrective progressive discipline does not apply to serious acts of major misconduct, insubordination, gross negligence, or gross disregard of the employee's obligation to Our Lady of the Lake University. Major violations will subject the employee to discharge on the first offense. Progressive disciplinary corrective action applies to less serious offenses. The procedure involves increasingly severe penalties each time an employee is disciplined. Except for extremely serious acts of major misconduct and/or job performance, employees should not be discharged for the first

offense. Individual counseling, warnings, and possible corrective actions are necessary steps for employees to improve their conduct in the performance of their jobs. It is equally important that full recognition be given employees to who do make real and successful efforts to correct their deficiencies. Instead, the sequence of progressive corrective disciplinary action should be applied as follows below.

INFORMAL WARNINGS

Informal Warning are reminders supervisors may give to employees at their discretion that an infraction of rules or substandard level of job performance might be reached should the employee (1) persist in the course of action they are taking or (2) not take corrective action. The informal warning also serves to advise employees that the supervisor is aware of a situation and that formal warnings may ensue if corrective action is not taken. The employee should be advised of a specific time in which to correct the problem. The employee should be advised that a written record is being made of the counseling or verbal warning for the supervisor's record only. If the employee corrects the problem within the given time, the written documentation of the warning may be destroyed. If the employee does not correct the problem within the given time, the supervisor may then issue a formal warning.

FORMAL WRITTEN WARNINGS

(1) Identify the specific problem cause, (2) cite what specific corrective action must be taken by the employee being disciplined, (3) establish a reasonable time period in which the desired behavior correction must occur, and (4) specify what further corrective action will ensue should the rule(s) violation continue. The Chief Human Resources Officer must approve all Formal Written Warnings before being presented to the employee.

Employees will be asked to sign a copy of the written warning or summary of oral warning. The employee's signature indicates only that the employee being disciplined is aware of the warning and does not necessarily imply agreement with it.

The supervisor will sign the same copy of the warning and forward a copy to the Director of the work area. The Chief Human Resources Officer will immediately be sent a copy for the employee's personnel file as well as all subsequent warnings issued. A copy of the written warning will also be given to the employee who has been warned.

FINAL WARNING

The last written warning prior to discharge from employment should be labeled as the **final** written warning. This warning must indicate, along with the problem and corrective actions (if any) previously initiated, that the employee is marginal, and any further rule violation will result in immediate discharge. The Chief Human Resources Officer must approve final warnings before being presented to the employee. In the event that an employee has been issued a final warning and the employee continues to violate the rules, no further warnings should be

initiated. The employee should be made aware that any further misconduct will result in discharge subject to the following of prescribed procedures.

DISCHARGE

Discharge is the most serious form of disciplinary action. It may be caused by one grave offense. However, it should occur most often following an accumulation of offenses for which the employee has been warned or has been given progressive corrective disciplinary action.

Discharges of employees, except for gravely serious one-time offenses, without giving them opportunities to correct deficiencies or to discuss fully alleged infractions is not in keeping with Our Lady of the Lake University's policy of providing working conditions based on fair and equitable standards.

Discharges, whether based on a series of progressive warnings or without warning for grave offenses, may not be executed without prior approval of the Chief Human Resources. All discharge meetings will be conducted by the employee's direct supervisor, or designee of department, with a Human Resources Representative present. Should circumstances suggesting discharge for a major offense occur during off hours, the supervisor will place the employee on suspension pending consultation with the Chief Human Resources Officer.

At any state of the disciplinary process, Our Lady of the Lake University provides employees involved with rule violations with full recourse through the University Grievance Procedures.

EMPLOYEE CONDUCT AND JOB PERFORMANCE RULES

[AD-HR-PO-007](#)

Our Lady of the Lake University's rules concerning everyday conduct and job performance are simple, common-sense guidelines that are necessary to ensure that all are able to work in an orderly, effective, and efficient manner, free from disturbances which hinder job training, job production and job enjoyment. The rules apply to all employees for whom disciplinary terminations may only be carried out for cause. These are employees who have completed the 90-day probationary period up through the level of Director. It is the responsibility of each employee to know what University and departmental rules and regulations exist and to observe them at all times.

Rules are grouped so that corrective action can be consistently administered. The grouping of rules is intended to be a guideline to good judgment and fair treatment. In addition to rules listed below and in university documents and communications, it is necessary for employees to know and understand specific departmental rules and regulations discussed by the supervisor.

GROUP I

All employees must adhere to the following University rules. Violation of any one of these rules will be cause for immediate discharge:

1. Fighting on university property or creating disturbances, which adversely affect morale, productivity, academic studies or discipline.
2. Threatening, abusive, or intimidating behavior or obstruction of the activity of other employees.
3. Use or possession of an illegal or controlled drug or intoxicant. (See University Drug Policy Section F8 for further information.)
4. Reporting to work under the influence of intoxicants, narcotics, or drugs which could have an adverse effect on the safety of other employees. (See University Drug Policy Section F8 for further information.)
5. Changing or otherwise falsifying or forging any university records, permits, timecards, or time sheets, licenses, certifications, passes, badges, or the approving signature thereon.
6. Deliberately restricting production output and/or University operations and concealing of defective work.
7. Conviction of a felony committed outside the university.
8. Stealing and/or misappropriation of Our Lady of the Lake University funds or property.
9. Intentionally defacing or damaging university property or the property belonging to other employees.
10. Sleeping while on duty.
11. Inappropriate fraternizing with university students during working hours.
12. Any other acts not listed in 1 through 11 above but considered by the university as constituting major misconduct, insubordination, gross negligence, or gross disregard of an obligation to the University as an employee.

GROUP II

Employees violating any of the rules or job performance standards listed in Group II, except where circumstances are extremely aggravated, will be given a formal oral or written warning. If rule or standard violation persists, a final warning will be issued advising that repetition of the violation or further violation of the University rules and standards generally will result in discharge. These written warnings will be filed in the employee personnel file:

1. Failure to meet minimum acceptable level of job performance.
2. Continually or intentionally disregarding any appropriate departmental or university rules.
3. Refusing to obey reasonable and necessary supervisory orders or carry out job assignments.
4. Use of abusive or threatening language.
5. Indulging in horseplay or malicious mischief in any form.
6. Disregarding University security or fire regulations.
7. Leaving university premises prior to the end of any normal work period without prior notice or approval.
8. Failing to return to work at the end of any authorized leave period unless the supervisor has been advised of the reason for the delay.
9. Continued excessive unexcused absenteeism or tardiness.
10. Failure to report a work-related accident to the supervisor and Office of Human Resources immediately.
11. Instituting a grievance without cause, falsification and or fabrication of information contained in a grievance or other abusive use of the university's Grievance Procedure.
12. Failure to utilize the time reporting system as prescribed (See Timecards Policy).
13. Any other acts not listed in 1 through 12 above but considered by the university to be serious policy violations.

GROUP III

Employees violating any one of the rules listed below, except where circumstances are extremely aggravated, will be given a formal oral or written warning. If violation persists, a final warning will be issued advising that future policy infractions could result in discharge.

1. Disregarding normal safe work practices.
2. Contributing to poor housekeeping or unsanitary practices.
3. Distracting or annoying other employees while they are performing assigned duties.
4. Damaging university property and equipment through improper use or lack of care.
5. Failing to notify the supervisor each day of any absence from scheduled work one hour after scheduled time to begin work.
6. Making statements of references on current or prior employees without following University procedures.
7. Use of illegal or pirated software on university computers.
8. Other incidents of a similar nature.

WORK PERFORMANCE IMPROVEMENT AND EXPECTATIONS PLAN

[AD-HR-PO-057](#)

Our Lady of the Lake University has a mechanism to provide for documentation of deficiencies in work performance of employees in a fair and consistent manner. This process is utilized to promote a high standard of work performance.

Employees are expected to perform job duties according to the directions of their managers/supervisors, the policies, rules, and procedures of Our Lady of the Lake University, and the standards outlined in their respective job descriptions. Deficiencies in performance will be addressed on an ongoing basis. Employees who receive a written Work Performance Improvement & Expectations Plan are considered to be on *work performance probation*. Progress toward satisfactory performance of job duties is required for continued employment. If at any time, during the performance probation, the supervisor/manager determines that the employee is not making satisfactory progress, the employee's employment may be terminated. If the employee violates a work rule categorized as a Group 1 violation (serious, major, or critical) per the Employee Conduct and Job Performance Rules, termination may result. Recommendation for termination will be coordinated with the appropriate senior management team member and the Chief Human Resources Officer or Human Resources designee prior to discharge.

If the employee's performance falls below standard again within the year following the completed Work Improvement Plan, termination may be warranted.

PROCEDURES

The following procedures will be followed when initiating a work plan:

- a) The supervisor/manager recognizes that the employee's performance in one or more of the job functions outlined in the job description does not meet acceptable standards or the employee receives a rating below Meets Expectations on their Staff Performance Evaluation.
- b) The supervisor/manager completes a Work Performance Improvement and Expectations Plan, consults with the Office of Human Resources for appropriate verbiage, and outlines the action plan for a period of time, not to exceed 90 days, during which the employee will demonstrate consistent up-to-standard performance. An action plan of 30 or 60 days may be adequate in some cases.
- c) The supervisor/manager meets with the employee to review the problem(s) and expectations as outlined in the Work Performance Improvement and Expectations Plan. Utilizing the Weekly/Bi-weekly Interim Report provided by the Office of Human Resources, supervisors/managers are expected to meet with the employee weekly or bi-weekly throughout the duration of the plan regarding progress.
- d) While the employee is subject to the plan, the supervisor/manager retains a copy of the Work Performance Improvement and Expectations Plan and Weekly/Biweekly Interim Reports and forwards the original to the Office of Human Resources for filing. The supervisor/manager is responsible for all meetings and for completing the plan within the plan period.
- e) At the completion of the initial plan, the supervisor/manager may revise the plan and may initiate a new plan for up to 60 additional days. Additionally, the initial plan may be extended if the original timeframe of the plan did not give ample time to assess the employee. The supervisor/manager must contact the Office of Human Resources prior to revising, extending, or initiating a new plan.
- f) At the completion of the plan, the supervisor/manager must provide a memorandum summarizing closure of the plan to Human Resources for filing.

ATTENDANCE

[AD-HR-PO-002](#)

Attendance is essential in order to provide consistent exemplary service to our students, faculty, staff, and other customers. The supervisor is responsible for monitoring and managing

their employee's attendance. If any of the following situations occur with regard to a staff member, the supervisor may present the attendance record to his/her supervising Director:

1. Pattern of absenteeism of one or two days, such as consistently being out on Mondays and Fridays, weekends, or evenings, stating that illness is the reason and for which there is no medical documentation.
2. High frequency of intermittent absenteeism of one or two days per occurrence for which medical documentation is not provided, and which approximates the sick leave accrual rate of one day per month.
3. Pattern of reporting to work later than scheduled without an appropriate explanation.

Upon receiving the director's agreement that attendance is not satisfactory, the supervisor will present the attendance record to the Office of Human Resources. The Office of Human Resources will carefully examine the record to determine whether there is a pattern or high frequency of absenteeism. If the Office of Human Resources concurs that the absenteeism is excessive, the Office of Human Resources may require the employee to obtain a physician's statement before the employee will be allowed to apply accrued sick leave for subsequent absences. Continued excessive unexcused absenteeism or tardiness will be a Group II violation.

CHILDREN IN THE WORKPLACE OR CLASSROOM

[AD-HR-PO-004](#)

POLICY STATEMENT

Our Lady of the Lake University (OLLU) values family life and has worked to develop policies and benefits that are supportive of families. While we seek to provide an environment open to work and family issues, the University cannot allow the presence of unsupervised children in the workplace or classroom for the following reasons: (1) the potential for interruption of work or the academic environment; (2) health and safety concerns; and (3) liability to the University. Unsupervised children are never permitted on campus or at university sanctioned events.

Supervisors and faculty should make an effort to accommodate employees and students, but it cannot be at the expense of impeding university operations. This policy is intended to address rare circumstances such as doctor visits or other occasional reasons to bring a child to campus. Efforts should be made to find alternate childcare prior to bringing a child to campus. It is not the intent of this policy to allow continual and ongoing presence of minor children on campus. Supervisors may deny employee requests for a variety of reasons including during peak work times.

APPLIES TO

This policy applies to faculty, staff, and University affiliates (collectively referred to as “employees”) and students on the OLLU San Antonio, Rio Grande Valley, and Houston campuses and any satellite properties controlled by OLLU. This policy does not apply to approved University programs and events or camps that involve children in education, research, or supervised care.

TERMS

“Child” or “children” means a person or persons less than 18 years of age, and not enrolled or admitted for enrollment in classes at OLLU.

“Parent” means any employee or OLLU student who has responsibility for a non-student, minor child, as defined above, while in the workplace or classroom, regardless of the employee’s or student’s relationship to the child.

“High-risk areas” include any area or at any event deemed high risk by the campus risk manager, or any area with hazardous levels of radiation; hazardous chemicals or substances; hazardous biological agents or vectors; or, hazardous equipment or processes. *This is not an exhaustive list.*

LIABILITY

Children are not allowed in high-risk areas under any circumstances such as: laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas, or any areas containing toxins, power tools or machinery with exposed moving parts. While children are allowed in the areas in and around Elmendorf Lake, the UWAC and the IFCC, parents should use extra caution in these areas and any other areas that may pose an elevated risk.

Parents who bring a child to campus are responsible for all aspects of the child’s behavior. The parent is responsible for the child’s safety and is financially responsible for any damages caused by the child. Individuals who do bring a minor child into the workplace or classroom assume full responsibility and accept liability for that child at all times and ensures that the child’s presence is not disruptive to the workplace or classroom. The university does not accept liability for injuries to children on university premises in violation of this policy.

Any child with an illness that prevents the child from going to a childcare facility or from attending school should not be brought to the workplace or the classroom. No child with a contagious illness or disease should be brought to the workplace or classroom under any circumstances.

EMPLOYEES

Prior supervisor approval must be obtained by employees before any child can be brought on campus or to university events (e.g. Commencement) for reasons other than to participate in activities specifically scheduled and designed for their benefit. A child's ongoing long-term and regular presence, even if supervised may impact university operations and the employee or student may be asked to find alternative arrangements for the child should that situation have an effect on the work or academic environment.

Questions regarding bringing children to the workplace must be directed to your department head and/or a Human Resources Representative.

STUDENTS

Students are not permitted to bring minor children into the classroom or to other campus activities without prior approval of the instructor of the class, supervisor, or university employee in charge of the event. Please refer to the Visitors in the Classroom Policy for detailed information regarding this issue or contact the Office of Academic Affairs for more information.

Please report issues related to non-academic activities or events to the Office of Student Affairs.

ENFORCEMENT

For employees, the department supervisor is responsible for the enforcement of this policy and may direct the employee to remove the child from the workplace or an event at any time if the supervisor determines that this policy has been violated and/or that a child's presence is a disruption to the work environment, or in any other way impacts university operations. Supervisors should follow the proper protocol outlined by the Human Resources Office for violations of university policy. The sanctions for employees will be followed as outlined in the Employee handbook. In most instances a verbal warning is first issued then a written warning and then sanctions increase from there. Supervisors who are unsure of the correct action to take should consult with Human Resources for appropriate guidance.

For students, violations of this policy that cannot be resolved by the employee issuing an initial warning to the student, should be referred to the Office of Student Affairs and will be addressed as Code of Conduct Violations.

STAFF EMPLOYEES TEACHING CLASSES

AD-HR-PO-045

A staff employee who teaches a class during normal working hours must:

1. Receive written approval from the supervisor showing the hours the employee will be away from work to teach, and
2. Complete a vacation leave form for the hours the class meets, and
3. Forward the approval form and the vacation leave form, both signed by the supervisor, to Human Resources.

The Office of Human Resources will place these documents in the employee's personnel file and will forward a copy of the vacation leave form to Payroll.

The employee is not permitted to alter the work schedule for the purpose of teaching a class that occurs during the time the employee normally works. The employee is not permitted to come in earlier, work later, or use the lunch hour to make up the time teaching a class that may occur during the employee's normal work schedule.

"Normal work schedule" is defined as those hours the employee is normally scheduled to work. For example, an employee who works regularly Monday through Friday between 8 am and 5 pm must complete a vacation leave form if the class being taught is between 8 am and 5 pm. The employee working these hours may teach classes after 5 pm and on the weekends without completing a vacation leave form.

An employee whose normal work schedule includes weekends may teach a class Monday through Friday between 8 am and 5 pm without being required to submit a vacation leave providing the class does not occur during the hours the employee normally works.

In no instance is an employee ever permitted to accept a teaching offer for a class that occurs during the time the employee normally works without first receiving the approval of the supervisor and submitting a vacation leave form for the total time the class meets. It is incumbent upon the employee, in coordination with the Office of Academic Affairs, to ensure that prior approval from the Office of Human Resources has been granted. Failure to comply will lead to disciplinary action. (Effective Jan 2005)

GRANTS AND CONTRACTS

[AD-HR-PO-018](#)

In conjunction with the program directors, the Finance Office administers financial arrangements for all federal, state, and local grants and contracts. The Finance Office requires a copy of the signed grant authorization or contract, a copy of the budget approved in the pre-award process, and other proposal documentation before budget numbers are issued. To ensure appropriate utilization of grant funds, the Office of Human Resources must be notified in a timely manner of any changes to grant paid employees or changes to grant budget numbers by the grant accountant overseeing the grant and the respective department receiving the grant funds; this includes the utilization of new grants and closure of existing grant funds.

UNIVERSITY TRAVEL

[AD-HR-PO-054](#)

The University will cover the cost of employee travel for business purposes including the cost of transportation, lodging, meals, and parking. Some grants or contracts have travel costs that are unallowable, such as alcoholic beverages, and may not be reimbursed. A Travel Advance Request form can be obtained from Accounts Payable and should be authorized by the budget head before the travel. Original receipts are requested for all expenditures and should be submitted with the Travel Expense Report due within ten days after return. Per diem rates published by the Internal Revenue Service are allowable. For more information regarding guidelines and procedures, refer to the Travel Advance Request form located on the Disbursement Office's SharePoint site.

WORK HOURS

[AD-HR-PO-056](#)

The usual workday for most full-time employees starts at 8:00 a.m. and ends at 5:00 p.m. There are a number of departments, such as Housekeeping, Grounds, Police, and student service departments whose schedule will vary from the usual workday hours. Subject to approval by the President's Cabinet, the workday during the summer may be adjusted. The University allows flextime, which gives the supervisor the authority to vary an individual's starting and ending time to accommodate the employee. The total number of hours worked per week must agree with the employee's approved weekly hours. All employees, whether exempt or non-exempt, are expected to report to work on time.

On occasion the workload of the department may require the supervisor to adjust the employee's schedule, to come in earlier or work later. When this occurs, the employee is obligated to work the revised schedule. Although overtime is never to be worked without the supervisor's approval, there may be occasions when the supervisor deems it necessary. When the supervisor determines that overtime is necessary, the employee must work the overtime. All overtime and any alternative work arrangement must be approved in advance by the employee's direct supervisor.

FACULTY WITH STAFF ASSIGNMENT

[AD-HR-PO-015](#)

Faculty members who accept assignments for staff work are responsible for being at the staff post for at least ten hours per week for each quarter load of staff assignment.

WORK WEEK

[AD-HR-PO-058](#)

The workweek for non-exempt employees is Saturday through Friday for those paid on a biweekly basis. The workweek for exempt personnel is a minimum of 40 hours but may be more according to job requirements.

REMOTE WORK POLICY

[AD-HR-PO-062](#)

As a university committed to the Core Values of Service and Community, OLLU understands the importance of providing on-site, face-to-face services. Working on-campus is critical to our mission and many of the services we provide. While on-campus work continues to be our primary modus operandi, the university recognizes there are certain positions which may be well suited for remote work and that allowing remote work arrangements, where appropriate, can be an effective tool for recruitment and retention of employees. This policy outlines those circumstances under which remote work arrangements are possible at the university.

Remote work arrangements are not uniformly available to all positions or employees at the university or within a department because not all positions are conducive to remote work. All employee positions have been individually assessed for remote work eligibility based on a position's duties and job requirements. Eligible positions are approved for either:

- a hybrid designation that involves an employee working some portion of the week/pay period at a remote site as well as on-campus, or
- a fully remote designation in which most work is conducted at an alternate off-campus designated location.

A remote work arrangement may be made for eligible employees at the time of recruitment (i.e., condition of employment), during the employment period by the supervisor & the division's chief administrator, or at an eligible employee's request to transition to a remote work arrangement. All employees are expected to follow all professional standards of performance and conduct, applicable laws, and OLLU policies and procedures while at all work locations.

Current eligible employees who elect to pursue a remote work arrangement for pre-authorized positions should discuss their interest with their supervisor and submit a Remote Work Request Form to their supervisor and the Office of Human Resources (HR). Employees requesting a work schedule modification or remote work arrangement tied to a health-related issue should contact the Office of Human Resources for an appointment to engage in the interactive ADA process.

Employees who are in positions that have not been pre-authorized for remote work but are interested in a remote work arrangement should discuss their interest with their supervisor. Requests should be reviewed against the ten factors listed in the "Evaluating a Remote Work Arrangement" section of this policy. If supported by the supervisor, the employee should then submit a Remote Work Request Form to their supervisor and the Office of Human Resources. Such requests must be reviewed and approved by the employee's supervisor, the division's chief administrator and by President's Cabinet. The final decision on the request will be made by President's Cabinet. Decisions are final with no opportunity for appeals. If denied, the employee may request a new review two years following the initial review.

The university reserves the right to end the designated remote work arrangement at any time for operational needs, performance concerns, scheduling conflicts, budgetary impacts, customer service needs, or other related matters. A minimum notice period of 30 calendar days should be provided to the employee prior to a required return to the designated campus location unless emergency circumstances necessitate the time period to be shortened or if a different time period is mutually agreed upon by the employee, their supervisor and the division's chief administrator.

Evaluating a Remote Work Arrangement

The employee's supervisor and the division's chief administrator are responsible for determining the best use of a remote work arrangement, while assessing the impact on campus operations, the student experience, budget, and space availability. The remote work arrangement is intended to benefit the employee and university without putting an undue burden or added expense on the supervisor, team, and/or department and must conform with all applicable policies, procedures, regulations, and/or Memorandums of Agreement.

Each of the following factors should be considered by the employee's supervisor and the division's chief administrator:

- Remote work arrangements must not adversely affect the services provided to students, parents, employees, colleagues, or the public, whether those services are directly provided by the employee or by other team members.
- Remote work arrangements must not be assigned if they adversely impact productivity at the individual, departmental/office or divisional level, or if the arrangement negatively impacts communications, collaborations, team-based environments, etc.
- A remote work location agreement is not intended to provide child, dependent, and family care, convalescing, or caring for an ill family member.
- The presence of children or other dependents, guests, or pets in the remote work location cannot disrupt the overall performance of work activities or negatively affect the productivity of the employee.
- Although a work schedule modification that is reflective of both the employee and employer needs might be possible, the focus of the arrangement must remain on the effective fulfillment of job duties and responsibilities.
- The employee's prior/current work performance and conduct should be considered to determine whether the employee is likely to be successful in a remote work arrangement.
- Remote work arrangements should not create or increase a need for additional staffing or increase work hours of other staff.
- Remote work arrangements should not create data security or other confidentiality risks that cannot be effectively mitigated.
- Remote work arrangements require supervisors to be able to effectively manage work hours, quality, efficiency and productivity. The supervisor should provide clear performance goals and expectations for the employee, and the employee's work quality, quantity, and timeliness should be adequately monitored by the supervisor.
- Hourly (non-exempt) employees working over 40 hours during an assigned work week are eligible for flextime/overtime hours but must first be approved by the employee's supervisor.

Offices considering remote work arrangements are encouraged to contact the Human Resources Office for consultation.

Remote work arrangements are to be reviewed by the supervisor and employee after the first six months and annually thereafter or at the time of evaluation to confirm continuation of the arrangement. Work arrangements designated as fully remote do not necessitate a review outside of the performance evaluation process.

In the event of campus closure due to a declared emergency, employees may immediately be designated as remote workers for temporary or permanent arrangement.

Assigning/Approving a Remote Work Arrangement

Any requested change to an existing work arrangement (i.e., in-person, fully remote, or hybrid) must be discussed between the supervisor and the employee and is to be approved at the discretion of the supervisor. Requests require review and support from the division's chief administrator. If questions exist about the potential effectiveness of the arrangement, the supervisor may consider evaluating a remote work arrangement on a pilot basis with a defined review period. Approved work schedule adjustments resulting in an ongoing schedule change should be reported to the Office of Human Resources.

In circumstances where the arrangement cannot be approved, it is important the supervisor communicate the reason to the employee (e.g., policy, impact on operations, budgetary implications, employee's work record).

Remote work arrangement requests approved by the supervisor/chief administrator must be submitted to HR for final review and approval prior to the work arrangement going into effect. HR will provide a communication to the employee and supervisor once processing is completed.

The employee must notify their supervisor and OLLU Payroll anytime there is a city location change to the primary work location.

Professional Expectations

Employees approved for remote work are expected to abide by the following regulations:

- Employees must adhere to professional standards when working remotely.
- Employees' work hours should be displayed in an employee's Outlook profile. If the employee has an on-campus office, their hours should also be displayed there.
- Employees shall not perform personal business during set working hours.
- Employees are required to share their work calendars with their supervisor and other colleagues (identified by their supervisor) with a need to easily access such information.
- Employees are expected to maintain a presence with their department/division while working remotely.
- During agreed upon work hours, remote employees must be present in their workspace and be easily reachable by telephone, Teams chat, e-mail, or other established methods. Inaccessibility could result in the termination of the remote work agreement.
- Employees must submit an Application for Leave form for all absences from work including vacation leave, bereavement leave, jury duty, sick leave, retreat leave, and leave without pay. The form must be completed, signed, and returned to the Payroll Office prior to the pay period and prior to the leave actually being taken. Failure to do so may result in disciplinary action.
- Supervisors should set weekly meetings or require weekly activity reports, or both, so that projects can be measured or monitored.
- Employees engaged in outside employment (including self-employment) must disclose it to their supervisors in writing. Failure to disclose or misrepresent information may lead to disciplinary action.
- Professional attire is required during virtual meetings.

- The default setting for virtual meetings will be with camera on unless otherwise specified by the meeting organizer.

Office Space, Equipment and Supplies

Fully remote employees will not be assigned a specific office space on campus. Workspaces will be provided on days they are required to work from campus. Supervisors will determine the need for office space for employees with hybrid arrangements.

The University will not reimburse staff for the expense of office furniture, high speed internet, cell phones, landline phones, fax lines, office supplies, or research supplies in order to enable remote work. The university is not required to purchase multiple sets of equipment for hybrid work staff members.

Electronic Devices and Data Security

Reasonable steps must be taken to ensure that university property is assigned and used according to university policy and related requirements. Compliance with all Information Technology policies including, but not limited to, software licensing, virus protection, data security measures (i.e., multi-factor authentication) is required.

Employees working remotely agree to secure University-owned equipment, records, and materials from unauthorized access, use, modification, destruction, or disclosure. Employees agree not to download, save, or otherwise extract OLLU electronic confidential data to any storage location not provided by OLLU. Saving of electronic documents or files containing OLLU sensitive or confidential data to a personally owned computer or other non-OLLU-provided storage device is strictly prohibited.

The requirement to protect confidential information applies regardless of whether the information is in paper or electronic format. As with electronic data, confidential OLLU information contained on paper documents and forms must also be secured from unauthorized access, use, destruction, or disclosure.

Failing to exercise reasonable care to protect OLLU confidential information is a violation of the OLLU Technology Acceptable Use Policy and OLLU Information Security Policies.

Workers' Compensation

Employees must maintain a safe, secure, and ergonomic work environment. Because unknown workers' compensation liability may be incurred if accidents occur off-site, the employee must submit a written report of job-related injuries which occur at the remote work location during the agreed upon work hours while performing work-related duties. The written report must be submitted to their supervisor and to the Office of Human Resources within 24 hours of the injury. Failure to report an accident or illness within the designated timelines may result in the denial of the Worker's Compensation Program and is in violation of OLLU's Employee Conduct Rules (Group II violation).

The university assumes no liability for injuries occurring in the employee's home workspace outside of work hours and/or outside the approved remote work location.

Ending a Remote Work Arrangement

The university may terminate this agreement at any time. A minimum notice of 30 calendar days should be provided to the employee prior to a required return. Each agreement will be reviewed on a case-by-case basis. Upon notification that a remote work arrangement is ending, the employee may be asked to work at the designated work location as directed by the supervisor. Failure to return to the designated worksite within the defined timeframe may result in disciplinary action, up to and including dismissal. The supervisor is required to notify HR of the cancellation of the remote work arrangement prior to communicating the cancellation to the employee.

At the time of separation from employment, employees under a remote work arrangement are required to return all keys and university-issued electronic devices used to access or store data (e.g., computer/laptop, docking station, power supply, tablet).

Employees will be required to return all university property and equipment within seven calendar days following their separation date and will be billed the replacement cost if they fail to return required university equipment.

Exclusions or Special Circumstances

Remote work arrangements are limited to individuals who are legal residents of the state of Texas. Remote work arrangements may be eligible for a flexible work schedule as discussed and agreed to by the employee, supervisor, and the division's chief administrator.

In the event of a performance concern that might prompt an end to the remote work arrangement, the employee shall be given the opportunity to meet performance objectives set by the supervisor. Performance objectives must be met within 14 business days of initial notice by the supervisor.

The university is not required to furnish or provide additional equipment for the remote work location beyond the designated computer requirements unless the designated item is approved by HR as a reasonable accommodation under the Americans with Disabilities Act (ADA).

Fully remote employees experiencing an extreme weather-related or other uncontrolled event (e.g., loss of electricity) that restricts or prohibits the ability to work should contact their supervisor for further instruction.

Short-Term, Temporary Remote Work

On occasion, extraordinary circumstances may prevent staff members who are not on a remote work arrangement from working on campus. These employees may request to work remotely during those times by submitting a written request to their supervisor. The following are conditions under which a staff member *may* be permitted to work remotely.

1. The University needs a specific project/work to be completed during a time the employee cannot physically be in the office.
2. There is an immediate need for the project/work to be completed. A delay would result in some detriment to the University and/or its operations.
3. The project/work cannot be assigned to another person.
4. The employee assigned the project/work has unique knowledge, skills and the ability to accomplish the project/work.
5. The project/work can be measured and monitored. Assignments can be received by the employee and results can be submitted to the University. The quantity and quality of output and time spent working can be evaluated.
6. The person has the essential tools to perform the project/work, which may include, but not limited to, computer access and ability to interface with individuals as necessary.
7. The employee has the ability to devote the necessary time in order to carry out the project/work assignment, free of unusual diversions or distractions.

Supervisors are encouraged to work with employees to facilitate remote work in emergencies but should carefully evaluate if the full effort that is required to maintain job performance expectations can be achieved. If it cannot, paid or unpaid leave should be considered.

Requests must be approved by the employee's supervisor and the division's chief administrator before the employees begins their remote work. Requests to work remotely for more than 30 calendar days must be approved by the employee's supervisor, the division chief administrator and President's Cabinet.

In instances in which a health-related situation prohibits the employee from coming to work but the employee is able to perform the project/work from home, the OLLU Office of Human Resources will require documentation from a treating physician authorizing such request to work from home.

All policies and procedures that apply to formal remote work arrangements listed above, apply in these instances as well.

Consequences

Failure to follow this policy and university expectations may result in ending a remote work arrangement, and may result in disciplinary action, up to and including dismissal.

OFFICE HOURS

[AD-HR-PO-025](#)

Offices open to the public at 9:00 a.m. The following offices are considered "student services" offices and must remain open and functional from 9:00 a.m. to 5:00 p.m., Monday through Friday: Office of Academic Affairs, Offices of Academic Departments and Schools, Student

Services Offices, Post Office, Enrollment Management Division Offices, and Student Financial Services Offices.

All University offices, including those listed above, may use the third Tuesday of each month between noon and 5:00 p.m. for training and staff development purposes. In an effort provide excellent customer service, offices must remain open to the public and operational while training/staff development sessions are taking place. Training and development topics/plans must be approved by the Chief Administrator of the division.

No office can close or be rendered nonfunctional by the absence of staff without prior approval of President's Cabinet.

SUMMER OFFICE HOURS

AD-HR-PO-049

In an effort to promote family life and work balance, the President's Cabinet has approved that from mid-May to early-August, the official University hours for offices are posted as Monday-Thursday, 8:30 a.m. to 5:30 p.m., and Friday 8:30 a.m. to noon. The policy will supersede the regular Office Hours Policy as applied during this time.

- All offices will comply with the summer hours policy/guidelines as stated above by obtaining approval from their Chief Administrator. Some departments will not follow the summer schedule as necessary coverage is required after normal business hours. Summer Hours exceptions will be reviewed and approved by President's Cabinet and communicated to the campus community by April 1 each year.
- Summer hours will begin in May on the Monday after grades are due (typically one week after the May Commencement) and will end in August on the Friday before the Residence Halls are open for freshmen and new students. These parameters will be adjusted by the President's Cabinet to accommodate changes in the campus schedule and to ensure the university has ample time to prepare for the beginning of the academic year.
- The total number of hours worked per week for all employees will agree with the employee's approved weekly hours. Each individual employee's schedule requires approval from their direct supervisor and department head.
- If during the summer months, a holiday falling during the week, employee will (a) work a regular schedule, or (b) work the additional hour(s) on a different day within the pay period, or (c) submit a vacation form to agree with the employee's approved weekly hours.

UNIVERSITY INTERNAL SOCIAL FUNCTIONS

AD-HR-PO-051

In addition to social functions held for students or external constituencies, the University recognizes two types of social functions held primarily for its own personnel:

- Official University receptions, open houses, luncheons, banquets, appreciation, or recognition occasions (including receptions for retirees leaving the University after 10 or more years of service) designed to carry out or support one or more approved University objectives.
- Unofficial social functions sponsored by interested groups of university personnel to improve morale, to show recognition or appreciation to individuals or groups, or to celebrate appropriate occasions (promotions, birthdays, etc.).

Both types of social function may use University facilities and be scheduled during the normal workday if no reasonable alternative time is available. Only the first type, however, may be paid for out of university funds, and then only with the advance approval of the vice president of the division involved. Neither type should result in closing of offices or in the disruption of normal work operations unless special permission has been granted in advance from the President's Cabinet. The unofficial functions, in particular, should be scheduled at nonintrusive times (e.g. before offices open to the public at 9:00 a.m., at the lunch hour, at break time, or immediately after work) whenever possible.

EMPLOYEE RECOGNITION POLICY

AD-HR-PO-060

In an effort to promote consistency, the purpose of this policy is to provide Employment Recognition for OLLU Employees.

This policy applies to full-time faculty (excluding adjuncts) and staff (including part-time, half-time, and full-time staff) only (excluding student employees employed through student employment) on the OLLU San Antonio, Rio Grande Valley, and Houston campuses and any satellite properties controlled by OLLU.

Communicate to the community, employees who are newly hired or separate employment on a monthly basis. After HR/Provost office approves eligibility, notification will be sent to OLLU community via Lake Weekly of new and terminating employees.

PROCEDURES

1. Effective July 3, 2018, supervisors will be required to receive approval from the HR/Provost offices to determine eligibility for employment recognition.
2. Employee should be able to decide: What type of party, who to invite (campus-wide, division or department). It is not mandatory to have a campus-wide party. It will be mandatory for supervisor/director to attend and oversee university money expenditures.
3. Once separating employee has been honored with a party/luncheon, no additional university funds will be available.
4. The monetary limit for a party includes all university money used. Departments should not solicit money from other departments beyond the cap of university funds stated.
5. The money can be used towards a recognition party or luncheon. If the employee does not use all of the money or chooses not to have a recognition gathering, then the university keeps the remaining money. This money cannot be given to the employee or used for other items.
6. Guideline is for all part-time, half-time & full-time staff, full-time faculty, and administration level employees.
7. The President or appointee has the ability to override the monetary amount allotted, as specified on the guidelines.

GUIDELINES

Retirement or Leaving Employment Recognition Policy
All Level Employees - Part-time, Half-Time, Full-Time (no Adjunct or student employees)

Length of Service	Human Resources/ Provost will announce in Lake Weekly: 1) New Employees 2) Employees retiring/leaving OLLU	Email from: 1) Director/ Supervisor to Dept./Division or 2) VP to division	President sends an Appreciation Letter	Recognition Party/ Luncheon paid by university	Maximum Monetary Limit for Party	Gift examples
0 - 90 days	NO	NO	NO	NO	NO	NO
91 days – 2 years	YES	YES	NO	NO	NO	NO
2 years, 1 day – 4 years	YES	YES	NO	YES	\$50	NO
4 years, 1 day – 5 years	YES	YES	NO	YES	\$100	NO
5 years, 1 day -10 years	YES	YES	YES	YES	\$300	NO
10 years, 1 day - 15 years	YES	YES	YES	YES	\$400	\$100-Charm, Crystal bowl
15 years, 1 day - 20 years	YES	YES	YES	YES	\$600	\$200/Camera Fitbit, Treadmill
20 years, 1 day +	YES	YES	YES	YES	\$800	\$350/Smart watch, IPAD or other tablet

GUIDELINE NOTES

1. Employee should give Retirement or Resignation notice as outlined in staff/faculty handbook.
Supervisor/director is required to receive approval from HR/Provost so that they can send email and/or have a party.
2. Chief Human Resources Officer (for staff)/Provost (for faculty) will:
 - determine if employee is eligibility for email/party.
 - notify OLLU Community via Lake Weekly about new employees as well as, employees leaving/retiring from OLLU after 91 days of employment.
 - include Name/Department/Title of employee and hired or leaving/retirement date.
3. Employee should give Retirement or Resignation notice as outlined in staff/faculty handbook.
Supervisor/director is required to receive approval from HR/Provost so that they can send email and/or have a party.
4. Chief Human Resources Officer (for staff)/Provost (for faculty) will:
 - determine if employee is eligibility for email/party.
 - notify OLLU Community via Lake Weekly about new employees as well as, employees leaving/retiring from OLLU after 91 days of employment.
 - include Name/Department/Title of employee and hired or leaving/retirement date.
5. Supervisor should follow the above table for determining what they are allowed to spend. Employee should be able to decide:
 - what type of party.
 - who to invite (campus-wide, division or department) on campus or off-site luncheon with family/co-worker(s).It's not mandatory to have a campus-wide party. It will be mandatory for supervisor/director to attend and oversee university money expenditures.
6. Once employee has been honored with a party/luncheon, no additional university funds will be available.
7. The monetary limit for a party includes all university money used. Departments should not solicit money from other departments or use department money beyond the cap of university funds stated. There is no limit to personal funds being used.
8. The money can only be used towards a recognition party or luncheon. If the employee does not use all of the money or chooses not to have a recognition gathering, then the university keeps the remaining money. This money cannot be given to the employee or used for other items. However, employees employed 10 years or more receiving a gift may donate the value of the gift to OLLU general scholarship fund should they wish.
9. Guidelines is for all part-time, half-time & full-time staff, full-time faculty, and administration level employees.

SMOKING POLICY

Our Lady of the Lake University is committed to providing a healthy learning and working environment for all University community members and campus guests. While the University acknowledges that individuals may freely choose to smoke, such action will not be permitted to endanger the health of non-smokers or cause unreasonable discomfort or annoyance. The preponderance of medical research findings indicate that the health of non-smokers is endangered by exposure to secondary smoke.

The following guidelines regulate smoking, including cigarettes, cigars, pipes, e-cigarettes, and vaping and chewing tobacco:

1. Smoking and tobacco products, including chewing tobacco are prohibited inside all University buildings. This includes common work areas, classrooms, conference and meeting rooms, private offices, residence halls, hallways, elevators, lounges, stairs, restrooms, the cafeteria, and all other enclosed facilities.
2. Smoking in the courtyard or parking lots is also prohibited.
3. Smoking is prohibited inside all University owned or leased vehicles.
4. Students, faculty, and staff may smoke in their personal vehicles, but must be completely contained within the vehicle.

This policy applies to all employees, students, consultants, contractors, and customers. Failure to comply with all of the components of this policy may result in disciplinary action.

The University will allow smoking and tobacco products in designated areas. Please view the University map for those locations.

Employees who choose to use these designated areas do so at their own risk. No individual may smoke along pathways or walkways leading to or from the designated smoking areas.

Individuals must dispose of tobacco remains in the proper containers. This helps to keep a neat and clean environment for all including our visitors, partners, and customers.

Smoke Breaks – No additional breaks are allowed to any employee who smokes.

OPEN FLAMES, COMBUSTIBLES, AND CANDLE POLICY

[AD-HR-PO-027](#)

In the interest of safety of our campus community and facilities, candles, combustibles, incense, and other items designed to burn are prohibited on university property. The burning of candles, combustibles, and incense as part of the institution's official religious traditions and practices are permitted. Individual exemptions must be requested through the Missions & Ministries Office for ceremonial, and religious appropriateness, and through the Facilities Management and the University Police Department for safety and environmental purposes. Requests must be submitted at least seven (7) business days in advance. A standing exemption to this policy shall be any laboratory situation where flames or other heat sources must be used for academic purposes within established safety guidelines. All city ordinances must be complied with.

BENEFITS AND COMPENSATION

LUNCH BREAK

[AD-HR-PO-023](#)

Full-Time and $\frac{3}{4}$ Time Employees will be allowed one (1) unpaid meal break during the regular scheduled workday. Each employee must take a minimum of 30 minutes total time away from the workstation. Non-exempt employees are not allowed to take a lunch break at their workstation. Only under unusual or demanding circumstances will a “no lunch” request be approved; however, a Timecard Adjustment/Change Request Form must be submitted for all “no lunch” requests. Failure to utilize the time reporting system in its prescribed manner will lead to disciplinary action up to and including termination.

REST PERIODS

[AD-HR-PO-040](#)

For non-maintenance personnel two breaks (rest periods) are allowed during a workday. One is to be taken during the morning and another in the afternoon. They are to be taken at a time approved by the supervisor and should not exceed fifteen (15) minutes each. This is paid time. The employee is not permitted to use this time to leave early or use one’s own time to make up EGIA class schedule time. Maintenance personnel are given one thirty-minute break (10:00 a.m. - 10:30 a.m.) each workday.

LACTATION POLICY

[AD-HR-PO-022](#)

Our Lady of the Lake University supports the practice of breastfeeding and the expression of breast milk by employees and students. As per the World Health Organization, exclusive breastfeeding is recommended up to 6 months of age, with continued breastfeeding along with appropriate complementary foods up to two years of age or beyond. It is the policy of the University to prohibit discrimination and harassment of breastfeeding employees and students who exercise their rights under this policy.

Upon return to work or school after the birth of a child and for two years thereafter or beyond as necessary, breastfeeding employees and students shall be allowed reasonable time to express milk during work or school hours. The University will provide private lactation rooms for nursing mothers at each of its campuses.

EMPLOYEE OR STUDENT RESPONSIBILITIES

- The employee or student shall be responsible for requesting and arranging with their supervisor or professor appropriate and reasonable break times for flexible scheduling for expressing milk.
- The employee or student shall be responsible for ensuring the lactation room is left ready for the next user, or a responsible staff member is notified if the room needs attention.

SUPERVISOR OR PROFESSOR RESPONSIBILITIES

- The supervisor or professor shall be responsible for providing reasonable break times each day for employees or students wishing to express breast milk. (For employees, this time may run concurrently with the employee's paid rest or lunch breaks. The University must make separate time available if it is not possible for the lactation time to run concurrently with the employee's existing break time, but it may be unpaid.)
- The supervisor or professor shall also be responsible for assisting in providing a positive atmosphere of support for breastfeeding employees.

GUIDELINES FOR BREAKS AND FACILITIES

- Employees or students who wish to access lactation accommodations should first reach out to their supervisor or the Office of Human Resources, professor, or the Office for Services for Students with Disabilities to work out the break schedule. After this is arranged, they should make reservations for use of the room with the contact listed below. Supervisors who believe they have just cause for denying an employee a break are asked to first consult with the Office of Human Resources. Professors in similar situations should first consult with the OLLU Compliance Officer.
- Depending on the amount of travel time to/from the room to be used, on average, the breaks should be approximately 20-30 minutes in duration.
- Employees and students should be provided a break approximately every 3 to 4 hours per day.
- The employee or student must provide her own pump, adapter, and accessories as well as a small cooler or insulated bag to store the milk.
- For health and safety reasons, breast milk is not allowed to be stored in university owned or departmental refrigerators on campus.
- The University will provide lactation rooms that are shielded from view and free from intrusion from coworkers, students and the public, which may be used by an employee or student to express breast milk. Bathrooms and storage areas shall not serve as lactation rooms. For employees, if the employee prefers, she may also express milk in her own private office.

CAMPUS LOCATIONS OF LACTATION ROOMS

Location	Room	Reservations
San Antonio Main Campus	Varies	Contact an HR Rep. at 210-431-3970
OLLU's Houston Campus	Varies	Contact Campus Office at 936-273-7628 or Campus Administrator at 936-273-7620
Rio Grande Valley (La Feria)	Room 109	Contact Campus Administrator at 956-277-0146

COMPLIANCE

- The University may refuse to accommodate a nursing mother only if its operations would be “seriously disrupted” by providing lactation time in accordance with applicable laws.
- Nursing mothers who feel they have been denied proper and appropriate accommodations should contact the Human Resource Office (employees) and Compliance Officer/Title IX Coordinator (students).

PROCEDURES

- Employees or students who wish to access lactation accommodations should first reach out to their supervisor or the Office of Human Resources, professor, or the Office for Services for Students with Disabilities to work out the break schedule. After this is arranged, they should make reservations for use of the room with the contact listed above. Supervisors who believe they have just cause for denying an employee a break are asked to first consult with the Office of Human Resources. Professors in similar situations should first consult with the OLLU Compliance Officer.

TIME CARDS

AD-HR-PO-050

All non-exempt employees must clock in and out using the timekeeping system. Timecards will be reviewed and approved by the authorized supervisor and/or designee.

If the pay period has closed and a correction is required to the timecard, the employee must submit the “Time Card Adjustment/Change Request Form” to their approving supervisor as soon as the error is noticed. A separate form is to be completed for each day needing correction. If the change is approved, both the employee and the approving supervisor will sign and date the form. All approved forms must be submitted to the payroll department by 10:00 a.m. on the Monday prior to the payday. Forms received after a payroll deadline will be processed on the next payroll. Timecards for non-exempt employees must be approved by both the employee and supervisor. The employee must approve and submit the timecard to their supervisor by 11:59 p.m. on the Sunday prior to the payday. Supervisors must approve by 11:59 a.m. the Monday prior to the payday.

An employee’s failure to properly utilize the timekeeping system as prescribed will lead to disciplinary action up to and including termination.

PAY PERIODS

[AD-HR-PO-032](#)

Non-exempt employees are paid on a biweekly basis and Exempt employees are paid monthly.

PAY CHECKS

[AD-HR-PO-031](#)

Checks for employees paid monthly are disbursed on the last workday of each month. Checks for employees paid biweekly are disbursed every other Friday. All employees must have their checks deposited directly into their bank accounts. Direct Deposit forms are available in the Payroll Office and Office of Human Resources.

PAYROLL DEDUCTIONS

[AD-HR-PO-033](#)

Employees are provided an itemized account of deductions on their check stubs. The stub carries the gross pay, description of each deduction, and the net amount of the wages received for the pay period.

The Social Security (FICA) Tax and Income Withholding Tax are compulsory deductions required by law; the amount to be withheld in each case is computed according to tables furnished by the Federal Government.

If at any time an employee has reason to question deductions, the Payroll Office should be consulted.

OVERTIME AND COMPENSATORY TIME

[AD-HR-PO-030](#)

NONEXEMPT EMPLOYEES

Normally non-exempt/hourly personnel are not authorized to work in excess of forty (40) hours per workweek. If, during peak times, overtime is necessary, the additional hours must have the approval of the chief administrator in the area. If overtime is approved, compensation will be paid at a rate of 1½ times the usual hourly rate for the time actually worked in excess of 40 hours. If a paid holiday falls in a workweek, the employee is not eligible for overtime compensation until he/she has actually worked forty hours (the holiday hours do not count as "worked" hours). If an employee is required to work on a paid holiday, compensation is at a rate of 2 times the usual hourly rate (that is, the employee is paid once for the holiday hours and once for the hours worked on the holiday).

EXEMPT/SALARIED EMPLOYEES

Exempt/salaried personnel are not paid overtime nor are they entitled to compensatory time. That is, there is no one-to-one trade off in time off for exempt employees who work more than forty hours weekly. Exempt employees will not regularly be required to work more than 40 hours weekly unless the terms of their employment specify it.

WORKLOAD CREDIT FOR COMMUNITY SERVICE

[AD-HR-PO-059](#)

Faculty and staff are not given workload credit for community service.

HOLIDAYS

[AD-HR-PO-019](#)

The University's official holidays are as follows:

- Dec 24 through January 1
- Martin Luther King Day
- Good Friday and Easter Monday
- Friday afternoon of Fiesta Week (Full time employees work half their normal day)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Thursday and Friday

If Independence Day falls on a weekend, the President's Cabinet will determine a compensating day off.

If an employee is not working, not on paid vacation leave, or not on paid sick leave immediately before the holiday or immediately after the holiday, he/she is not eligible to receive pay for these holidays.

VACATION AND OTHER LEAVE

AD-HR-PO-055

APPLICATION FOR LEAVE

The University requires that all employees, whether exempt or non-exempt, complete an Application for Leave for all absences from work. The Application for Leave covers vacation leave, bereavement leave, jury duty, sick leave, retreat leave, and leave without pay.

This form may be obtained from the Payroll and Human Resources Offices. It must be completed, signed and returned to the Payroll Office prior to the pay period and prior to the leave actually being taken. Only in cases of emergency, such as illness or death in the family, will leave forms be accepted while either the leave is in progress or after the leave has been taken.

The purpose of the leave form is to document leave taken and to monitor employee leave in relation to the University Policy. Although all leave records are officially kept by Payroll, all supervisors are to keep records of their employees' leave.

Anyone who signs an Application for Leave and knows the information is falsified or fails to submit a leave form when leave is taken is in violation of University Policy and will receive disciplinary action up to and including termination.

FAMILY MEDICAL LEAVE ACT

The University will grant eligible employees FMLA leave for up to 12 workweeks during any 12-month period. The University uses a "rolling" 12-month period measured backward to establish the 12-month period. An employee must have worked at OLLU at least 1,250 hours during the 12-month period prior to the leave request to be eligible.

Absences which are designated as FMLA Leave are those which cause the employee to be away from work due to:

1. The birth of a child and to bond with the newborn child within one year of birth.
2. The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
3. A serious health condition that makes the employee unable to perform the functions of his or her job.
4. To care for the employee's immediate family member (spouse, qualifying child, or parent) who has a serious health condition.
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.
6. An eligible employee may also take up to 26 workweeks of FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (military caregiver leave).

The FMLA leave is limited to 12 weeks per year, with the exception of 26 workweeks for military caregiver leave, and can be taken as full weeks, reduced weeks, or intermittently. The FMLA is an unpaid leave, but the employee may substitute sick leave and vacation leave during this time. During an employee's FMLA, the University will maintain health insurance and other group health benefits on the same conditions as if the employee was working subject to applicable plan documents and law.

All FMLA leaves require medical certification. When the Leave is foreseeable, the employee must provide 30 days' notice to the Office of Human Resources or otherwise as soon as practicable. Employees requesting FMLA will be required to complete the Application for FMLA available from the Office of Human Resources and provide a completed FMLA Certification within 15 calendar days to the Office of Human Resources. The Office of Human Resources will inform the employee requesting FMLA whether he or she is eligible under FMLA. If he or she is eligible, the Office of Human Resources will notify the employee of any additional information required as well as provide the employee with the Employee's Rights and Responsibilities under the FMLA. If it is determined that the leave is not FMLA-protected, the Office of Human Resources will notify the employee and provide a reason for ineligibility. The Office of Human Resources will also inform an employee if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement.

VACATION

Eligibility

All faculty associates on 12-month contracts and the President, Vice Presidents, Chief Administrators, and Directors II have 20 Annual Vacation Days each employment year. Vacation accrues at 1.66 days/month for these employees.

All other staff employees hired on 12-month basis, except those hired as part time (less than half time), are eligible for vacation after they have completed the 90-day probationary period.

Vacation accrues as follows for full time staff employees hired on a 12-month basis:

Years at OLLU	Accrual Rate Per Hour	Hours Accrued Biweekly	Hours Accrued Per Month
1-4	.0385	3.08	6.67
5	.0422	3.38	7.33
6	.0461	3.69	8.00
7	.0500	4.00	8.67
8	.0538	4.31	9.33
9	.0577	4.62	10.00
10	.0615	4.92	10.67
11	.0653	5.23	11.33
12	.0692	5.54	12.00
13	.0731	5.85	12.67
14+	.0768	6.15	13.33

Half time (20-29 hours/week) staff employees are eligible to accrue vacation based on the number of hours worked per week. The following table would apply for those hired at less than full time:

Years at OLLU	Accrual Rate Per Hour	Biweekly Hours Accrued (for 20-hour workweek)
1-4	.0385	1.54
5	.0422	1.69
6	.0461	1.84
7	.0500	2.00
8	.0538	2.15
9	.0577	2.31
10	.0615	2.46
11	.0653	2.61
12	.0692	2.77
13	.0731	2.92
14+	.0768	3.07

Supervisor's Approval

The employee's supervisor has the obligation to schedule and approve vacation leave so that the functioning of the University is not adversely affected by the employee's absence. Every eligible employee has the option of scheduling a vacation of at least one week between the end of classes in Spring and the beginning of classes in the Fall. Summer Vacation requests will be processed in the sequence they are received and once approved will be honored for the dates requested. When more than one employee with equal skills submits their requests at the same time for the same week, then the employee with the longest length of service will have first choice.

Carry Over

There is a one-year carry over limit on accrued vacation. December 31 has been established as the “use it or lose it” date. Employees cannot carry over beyond this date more than the number of annual vacation days for which they are currently eligible. If work or medical conditions prohibit the employee from taking his/her accrued vacation by December 31, the Chief Administrator of that division can request an extension of one additional year. The Chief Administrator and the employee must make every effort to schedule and use the accrued vacation in the coming year, because in no case is another extension permitted beyond the next December 31.

Anniversary Date

For purposes of vacation accrual, the anniversary date is the date of hire.

SICK LEAVE FOR STAFF

Sick Leave is provided by the University to enable employees to receive pay while recovering from an illness or injury or assisting with the illness or injury of a spouse, parent, or child. Sick leave accumulates at the rate of 1 day for each full month worked, beginning from the first month of employment, but cannot be used until after the 90-day probationary period. The employee will have 3 days of sick leave accrued on the 91st day. Sick leave has no monetary value upon termination, nor can it be applied as additional vacation time. Sick leave accrues at a rate of 3.69 hours per pay period for biweekly and 8 hours for monthly employees and will accrue from year to year until a maximum of 1,040 hours has accrued.

Sick leave can be used for the illness of the employee or the illness of an immediate family member. Medical documentation is required, either for the employee or for a member of the immediate family, when sick leave is taken in excess of three consecutive days. Supervisors are responsible for attaching the documentation to the Application for Leave Form for all employees under their supervision. An absence from work due to illness or injury must be reported to the supervisor on the day(s) of absence within one hour from the time the employee was due at work. Any absence that is not occasioned by an illness but is reported as an illness, for purposes of being paid under the sick leave policy, is in violation of University Policy and will result in disciplinary action leading up and including termination.

An employee who is on a medical leave, including FMLA, is required to use paid leave-sick leave and/or vacation leave, prior to using either unpaid or borrowed leave.

BORROWED LEAVE

An employee who has been full time for more than 2 years may submit a request to the Office of Human Resources to borrow sick leave for his/her own illness. Attach a medical certification specifying the date the employee was informed of the need to be absent and the expected duration of the absence. The employee is expected to save all accrued vacation and sick leave as soon as the employee becomes aware of the need to be absent. Borrowed sick leave will be paid back with the accruals of vacation as well as sick leave. The request will be given consideration for advancing a limited amount of sick leave. An employee, who decides to terminate his/her employment prior to repaying all of the borrowed sick leave, will have the outstanding balance of the advanced sick leave deducted from his/her final paycheck.

ADMINISTRATORS WITH FACULTY STATUS

Administrators who have faculty status, but whose duties are not primarily instructional, have the same sick leave benefits as do non-faculty.

OTHER FACULTY PERSONNEL

For some categories of full-time faculty, faculty associates, or academic staff with faculty rank, the nature of the duty assignment precludes the arrangements specified above for teaching faculty. In these cases, the duties are normally not primarily instructional, or do not vary from day to day according to calendar or workload in the same way as for faculty with "traditional" college teaching schedules. It is therefore not practical to have colleagues fill in during periods of absence. These categories are treated below:

- **Librarians Technicians:** Librarian technicians are treated, for sick-leave policies, the same as non-faculty.

BEREAVEMENT LEAVE

Full-time and half-time employees may be absent without loss of pay for four (4) days for the death of an immediate relative of the employee. Two additional days off will be allowed for travel for employees who have a death in the family outside a 100-mile radius of San Antonio, for Main Campus employees, 100-miles radius of Houston, for Houston Campus employees and 100-miles radius of La Feria, for the Rio Grande Valley employees.

An immediate relative is the husband or wife, father or mother, sister or brother, grandparent, stepmother or stepfather, child, grandparent-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law of the employee. Leave due to death is not paid for uncles or aunts, cousins, or other persons who may be close to the employee. In order to be paid, an Application for Leave must be completed and submitted to the supervisor for processing. The employee is to specify the relationship to the deceased on the Leave form. Leave forms are available in the Payroll SharePoint site.

LEAVE FOR JURY DUTY

Any employee called for jury duty service will receive the necessary time off with pay, provided they fill out the Leave form and attach a copy of the Jury Summons. The employee must submit the completion of jury duty documentation within three days of his/her return to the payroll office for payment of jury duty leave.

RETREAT LEAVE

Retreat for the purpose of spiritual renewal may be counted as in service professional development time (rather than as annual vacation or leave time) by campus ministry personnel and faculty and staff who are members of a religious order provided:

1. The retreat time is no more than five workdays and
2. The dates for the retreat have been approved in advance by the appropriate supervisor.

FORMATION LEAVE FOR MEMBERS OF RELIGIOUS ORDERS

In addition to vacation and sick leave, paid leave may be granted to full time faculty/staff who are members of religious orders for ongoing religious formation activities with the proper approval of the supervisor when this leave does not disrupt the normal functioning of the office.

EXTENDED LEAVE OF ABSENCE

In the event of a long illness or injury or other extenuating personal circumstance, an employee can take up to a maximum of 65 workdays of sick leave, vacation, or unpaid leave, or a combination not to exceed 65 days (including FMLA). Employment may terminate on the 66th day if the employee is unable to return to work.

An employee, with the concurrence of his/her supervisor, can submit a written petition to the Office of Human Resources by the 55th workday of leave, for an extended medical leave of absence, allowing for a total leave duration of not more than 130 work days (six months). A detailed medical description report and prognosis from a physician is required to be submitted with the written petition. If there is a reasonable expectation that the employee will return to work, based on the medical report, the Chief Human Resources Officer may grant the leave.

If the employee is unable to return to work after 130 days (six months) absence from work, employment will be terminated.

The employee must assume 100% of the premiums for medical, dental, and other optional benefits during extended medical leave.

OTHER BENEFITS AVAILABLE TO EMPLOYEES

[AD-HR-PO-029](#)

MEDICAL INSURANCE

The University offers three medical insurance plans to full time employees and their dependents. The University pays at least one-half the cost of this program. New eligible employees may join the first day of employment or anytime within the first thirty (30) days from the date of employment. Employees may also join without submitting a statement of physical condition during the Open Enrollment period.

Public Law 99-272, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), requires employers to continue health care coverage for employees and qualified beneficiaries in the event of the occurrence of certain "Qualifying Events." Continued coverage will be at the expense of the employee or beneficiaries. Qualifying events include separation from employment due to retirement, voluntary termination, or involuntary termination other than for gross misconduct; reduction in hours; or eligibility for Medicare benefits. Other qualifying events affecting beneficiaries are divorce or legal separation, the employee's death, or a dependent child ceasing to be dependent under the plan's provisions. For terminated employees, the duration of such coverage is 18 months; for other employees and dependents, 36 months.

Health Care Benefits Extension

Effective, January 5, 2005, all employees between the ages of 55 and 64 who have worked ten years or more of continuous full-time service for the University and convert to part-time or retired status will be eligible for continued University medical insurance coverage until the age of 65. This extension of health care coverage is for the employee and the employee's spouse and dependent children. "Dependent children" is as defined in the insurance program at that time. The employee will pay the full costs of the coverage.

Should the employee who has elected this University medical insurance extension age out or die before the spouse, the spouse will be eligible to continue coverage until the age of 65. (Effective Jan 2005)

WORKER'S COMPENSATION

The University subscribes to Worker's Compensation Insurance for the protection of any employee who may be injured or become ill as a result of their work. The University bears the entire cost of this insurance. Compensation includes reimbursement for medical, hospital and surgical expenses, as well as partial reimbursement for the time off the job.

Should an employee be injured in the course of his/her duties, the employee is bound by the terms of the Employee's Liability Act of Texas to protect the benefits, which may be paid under this Act. Consequently, in case of job-related accidents or illness, the employee must notify his/her supervisor, the Office of Human Resources and should report immediately to the nurse in the Health Center. The employee must submit a written report of the accident or illness to the Office of Human Resources within 24 hours. Failure to report an accident or illness within the timelines designated above may result in the denial of the Worker's Compensation Program and is in violation of OLLU's Employee Conduct Rules (Group II violation). The employee must submit a doctor's release to the Office of Human Resources prior to returning to work, stating the employee may return to work and giving the restrictions on working conditions, if any.

RETIREMENT PLANS

The University participates in the following retirement plans:

Social Security Plans

- The mandatory Social Security Plan is for all lay employees.
- The Congregational Social Security Plan is for all Sisters of Divine Providence.

Retirement – 403(b) Plan

The **OLLU 403(b) Plan** is a **mandatory** plan where full-time employees must contribute a minimum of **3%** of wages to the Plan, upon hire, while the **University will contribute 5%** of the employee's gross earnings.

Investments through the 403(b) Plan are made available through **Transamerica** Retirement Solutions who maintains a list of funds with various degrees of risk. Employee's contributions will default (Target Date Funds) unless employee designates fund(s).

The University uses a graded vesting schedule which gives employee’s gradually increasing ownership of matching contributions as their length of service increases, resulting in 100% ownership of the funds after completing the 3rd year of service.

The vesting schedule is as follows:

Years*	Less than 1 year	1	2	3 or more years
Vesting	0%	33%	66%	100%

*The day after the year is completed is the day in which the vesting takes effect.

Dollars contributed are not taxed until they are withdrawn upon retirement or through other distribution options.

Retirement – 457(b) Deferred Compensation Plan

The **OLLU 457(b) Deferred Compensation Plan** is a type of non-qualified, tax advantaged deferred compensation plan afforded to tax exempt employers that is only available to the following list of OLLU Leaders as identified in the plan document: 1) President; 2) Vice Presidents; 3) Chief Technology Officer/Information Security Officer; 4) Associate VP/Provost for Academic Affairs; and 5) Chief Communications Officer. OLLU provides the plan in which these key employees can defer compensation into it on a pre-tax basis. The 457(b) plan operates similarly to a 401(k) or 403(b) plan most people are familiar with in the US. The key difference is that there is no 10% penalty for withdrawal before the age of 55 (59½ for IRA accounts) although the withdrawal is subject to ordinary income. All other employees are excluded from making contributions to this plan; however, the plan can be amended at any time with the President’s and Board of Trustee’s approval to add or delete participants. Investments through the 457(b) Deferred Compensation Plan are made available through Transamerica Retirement Solutions who maintains a list of funds with various degrees of risk. Eligible employees are able to make contributions into the OLLU 457(b) Deferred Compensation Plan upon hire.

DISABILITY INSURANCE

The University participates in a voluntary group disability insurance plan for full time employees except Sisters of Divine Providence. The disability payments begin no later than 180 days after the start of the disability period and are 60% of the employee's salary. Half of the cost of this insurance is born by the employee and half by the University.

LIFE INSURANCE

The University provides life insurance at no cost to all full-time employees except the Sisters of Divine Providence. The employee’s beneficiary receives twice the deceased employee’s annual salary up to \$150,000, and twice that amount in the event of accidental death.

FLEXIBLE SPENDING ACCOUNTS

The University pays 100% for the administrative costs of a pre-tax dollar reimbursement account for medical or dependent care expenses up to IRS limits.

OTHER BENEFIT PLANS

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Additionally, the University offers other benefits at a Group Discount rate, such as Supplemental Life Insurance, Dependent Term Life, Vision, Dental, Cancer, and an Intensive Care Plans.

TUITION DISCOUNTS

University Tuition Discounts

Full time employees with 90 days or more continuous service may receive tuition discounts of 100% up to a maximum of seven semester hours of credit during each Fall/Trimester I, Spring/Trimester II and combined periods of Summer I/Summer II/Trimester III/and Minimester. (Revised 5/31/01)

In the Spring and Fall, employees must negotiate arrangements satisfactory to their supervisors to make up time spent taking a maximum of one OLLU class (normally 2½ to 3 hours) during their normal working hours (8:00 a.m. - 5:00 p.m.).

- In the Summer Employees are not permitted to take a class during normal working hours (8:00 a.m. to 5:00 p.m.) for Summer I, Summer II, Trimester III, and Minimester classes, unless the supervisor approves the absence **AND** there is a Vacation Leave Form submitted with the EGIA application for the hours the employee is in the class.
- In no case may the supervisor allow an employee to attend another institution during work hours. The tuition discount applies only to the classes that are taken at OLLU or at the Oblate School of Theology with which OLLU has an agreement for the reciprocal honoring of faculty-staff tuition benefits.
- **Half time employees** with ninety days or more continuous service may take one three-hour course per semester at OLLU, on their own time, with tuition discounts. Any additional courses taken within the same period will be taken on their own time and without any discount.
- **Spouses:** After 90 days of employment, spouses of university staff employees are entitled to receive a Tuition Grant-in-Aid for their classes. Spouses will receive a 100% tuition discount on undergraduate and graduate courses. A spouse wishing to take six or more credit hours per semester must apply for student financial aid to be eligible for the tuition discount. The amount of tuition discount which an employee's spouse will receive for a semester will be the amount of tuition less the net financial aid. (Rev. Jan 2005)
- **Children:** After 90 days of employment, children of University staff employees are entitled to receive a Tuition Grant-in-Aid. "Children" are defined for this purpose as the employee's biological or adopted children, children for whom the employee is a legal guardian and children who are presently or were previously claimed by the employee as a dependent (exemption) on his or her Federal Income Tax return. Eligibility for this benefit will cease at the end of the semester or trimester after the child reaches the age of twenty-six. (Rev. Jan 2005)
- Spouses and children of full-time employees receive a 100% tuition discount on undergraduate and graduate courses. Spouses and children wishing to take six or more credit hours per semester must apply for student financial aid to be eligible for this tuition

discount. The amount of tuition discounts which an employee's spouse and/or children will receive for a semester will be the amount of tuition less the net of financial aid.

- Student financial aid for this purpose is defined as financial aid and/or scholarships and/or other assistance, excluding loans and work programs.
- Tuition discounts for enrollment in the MBA program are on "space-available" basis only and follow the applicable guidelines as described above.
- Employees must complete the Employee Tuition Grant-In-Aid Application form for themselves, spouse, and/or child(ren) to be eligible for Tuition Discounts on/or before the first day of class. The form, which is available in the Office of Human Resources, must be completed and approved prior to validation for the appropriate semester, trimester, or session.
- The tuition discount does not apply to the spouse and children of employees whose salary is funded in part or whole from local, state, or federal grants or contracts. This provision does not exclude the spouse and children of employees who would otherwise be eligible for tuition discount.

Providence High School Tuition Discount

Discounted tuition is available for a limited number of female dependents of OLLU employees. The maximum students allowed a discount at any one enrollment period is six. Participating students are selected by lottery. Full time OLLU employees are eligible for the PHS discount, and less than full time employees will be eligible on a prorated basis. Dependents of full-time employees have first opportunity to fill the six slots. If there are slots left over, then female dependents of part time employees may apply. There is a 50% tuition discount if the family income is less than \$25,000 annually, and a 25% tuition discount if the family income is more than \$25,000. Female dependents of full-time employees are eligible until they graduate and female dependents of part time employees are eligible for one school year. However, if no dependent of a full-time employee applies, then that dependent of the part time employee may continue for one more year. The student becomes ineligible when the student fails to maintain a satisfactory academic record or the OLLU employee terminates employment with the University.

Holy Cross of San Antonio Tuition Discount

(6th thru 12th grade) for male and female dependents of Full-time OLLU faculty and staff – 25% tuition discount of the total tuition cost at Holy Cross of San Antonio. All eligible students must meet the admission requirements of Holy Cross of San Antonio in order to utilize the Service Scholarship. The scholarship will be available on a first-come, first-serve, space-available basis.

Tuition Discount for Continuing Education Noncredit Courses

University employees and currently enrolled full-time students who enroll in Continuing Education noncredit courses are eligible to receive discounts on these courses. The exact discount amounts will vary from course to course.

Tuition Exchange Program (CIC)

As a member institution of the Council of Independent Colleges OLLU participates in the **Tuition Exchange Program**. More than 315 CIC colleges and universities in this program accept (tuition free) students from full time employee families of other CIC institutions. Each CIC institutions agrees to accept (import) a limited number of students, without regard to the number of students it exports. Students are responsible for all non-tuition charges (board, fees, and room) at the institution in which they enroll. Since there are no limitations on the total number of exports, this program is designed to be utilized by any full-time employee. The program is primarily for full time undergraduate study. For further information, visit www.cic.org as the CIC lists participation requirements, limitations, and guidelines.

Termination/Resignation

An employee who terminates or resigns will have his tuition discount and/or tuition grant-in-aid reduced proportionately to the number of weeks remaining in the semester/term at the time of the employee's last day of work (Note: The beginning date of a Weekend College term is the first weekend of classes). The employee will be responsible for paying the tuition balance after the adjustment or will have the option of withdrawing from the course(s) without financial obligation (Note: if the employee is receiving financial aid from federal/state programs, he must apply that aid to educational expenses, and may not be able to withdraw without financial obligation). Employees who withdraw must follow the academic procedures through the Office of the Registrar.

- This same policy will apply to any employee's dependent that is receiving a tuition discount and/or tuition grant-in-aid at the time of the employee's termination or resignation.
- This policy will apply to all terminations except for reduction in force, long-term disability, or death of the employee. In the cases of reduction in force, or employee disability, the employee or dependents may complete the semester. In the case of death of the employee, the dependents may complete the semester.

DISCOUNT FOR JERSIG CENTER SERVICES

Faculty, staff, students, and members of the Congregation of Divine Providence receive a 75% discount on clinical services rendered by Jersig Center employees. The children of faculty and staff receive a 25% discount on these services.

BEVERAGE BENEFITS

Employees are entitled to free coffee, tea, or carbonated fountain drink twice each workday at University Food Services during its operating hours. In addition, this benefit is also available with the purchase of a luncheon **entree** at the university cafeteria. Employees must provide their university issued identification card to receive this benefit.

TERM GUARANTEE FOR TRAINING

All staff employees who are sent to specialized training to gain a specific license or certification will be required to sign an agreement that states the terms of reimbursement to the University, should that employee voluntarily sever the employment relation. The specialized training does not include the following:

- All University courses taken through employee educational benefits.
- All University sponsored continuing education courses.
- All university professional education courses
- All computer courses to assist job performance for university computer systems (e.g., Colleague)

The agreement will be maintained in the Office of Human Resources.

The gross amount of the reimbursement includes all the costs of the training program such as tuition and/or fees and travel, lodging and meals, if applicable. The percentage of the gross amount to be reimbursed to the University decreases over a two-year period.

The specific reimbursement schedule is as follows for voluntary separation of employment:

- | | |
|-------------------------------------|-----|
| ➤ First 6 months after training: | 80% |
| ➤ Second 6 months after training: | 60% |
| ➤ Third six months after training: | 40% |
| ➤ Fourth six months after training: | 20% |
| ➤ After two years: | 0% |

This Term Guarantee for Training does not enhance or detract from the employer and employee relationship. This is not to be construed as a guarantee of employment for any specific period of time by the employer. All employer policies govern future employment relationships.

STAFF PHASED RETIREMENT

Full time staff members at Our Lady of the Lake have no mandatory retirement age. Staff members may desire flexibility in electing a phased retirement plan, which provides an alternative to full employment or complete retirement.

Phased retirement is not an employee entitlement; it is voluntary for both the University and the employee, and all terms or arrangements (including expectations for normal duties) will be mutually agreed upon and documented. Phased retirement will be granted only when the current needs of the department and university can be met.

Phased retirement may be available to staff members who are at least 59 ½ years of age and have been employed at the University full time for at least ten years. Participants retire at the end of the agreed upon period, not to exceed three years.

Phased retirement allows for no less than half of full-time for the agreed upon time period. Persons in phased retirement receive full-time benefits (to the extent permissible by law, regulations of the benefit carrier, and the Internal Revenue Code). Staff member may choose to complete phased retirement for up to 1 year for 60% of annual salary, or up to 2 years for 55% of annual salary, or up to 3 years for 50% of annual salary. Salary increases for which the individual would have qualified as a full-time employee will be provided at the proportional rate in effect at the time such increase would ordinarily be granted. During the period of phased retirement, the staff employee retains all rights, privileges, and responsibilities of a full-time staff employee. Any pay adjustments could potentially move an exempt employee to non-exempt status.

Exceptions and Disclaimers

The University retains the right to allow exceptions to the phased retirement program. The program may be reviewed, modified, or terminated at any time without affecting already existing arrangements. Participation in the phased retirement plan does not confer any additional employment rights upon the participant.

FACILITIES AND SERVICES

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DINING HALL

The University contracts the food services department to provide meals in the University dining halls, located on the first floor of the Main Building. Snack and soda machines are situated at various locations throughout the University.

EMPLOYEE IDENTIFICATION CARD

An Employee Identification Card will be issued to each new employee. The Office of Human Resources will provide authorization and instructions at the in processing briefing on the first day of employment. If an employee loses his/her ID card, report the loss immediately to the Office of Human Resources. Be prepared to provide a statement on how the card was lost. The Office of Human Resources will provide authorization for a replacement card.

LIBRARY

The Sueltenfuss Library provides all library facilities and services by means of one centralized organization. Employees have the privilege of using the University Libraries. The usual loan period is four weeks, and books should be returned within that period. If a person is unable to return a book at the end of the two-week period, the employee may renew for an additional period.

BOOKSTORE

Staff employees are entitled to a ten percent discount on hard cover textbooks and school supplies purchased for their own use. Special orders for books and supplies can be arranged.

POST OFFICE

The Campus Post Office is in St. Ann's Hall. Office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. Services offered by the Post Office are mailing of packages, sale of postage stamps, certification of letters, and insurance on letters and packages. Arrangements can also be made through the Post Office to send letters to the U. S. Post Office to have them registered. The Campus Post Office also has a Fax Machine available for both private and official use.

NOTARY PUBLIC SERVICE

University papers may be notarized on campus through the University notary in the Accounting Office.

CAMPUS SECURITY

Campus police service is available on a 24-hour basis. This office is located in the basement of the Walter's Center and is responsible for the issuance of parking decals. The campus police are knowledgeable about all buildings and materials, location of fire alarms, fire-fighting equipment, and location of light switches. Officers are concerned with the protection of personnel and property. Officers may be contacted through the switchboard or by calling 210-431-4022.

CAMPUS PARKING AND TRAFFIC REGULATIONS

A University parking decal is required of all cars parked on campus except those of visitors. Visitor parking is limited to the parking lot at the main entrance to the campus. Applications for faculty and staff parking decals are obtained by furnishing the following data to the campus Security Office: University ID card, make of car, license plate number, name, and address of owner of vehicle, and proof of insurance. The first parking decal for faculty and staff is issued without charge. A charge is made for each additional decal. Regulations for parking are supplied at the time the decal is issued. The University assumes no responsibility for damage to or theft of vehicles or personal effects. Cars should be locked to minimize the possibility of theft.

UNIVERSITY WELLNESS AND ACTIVITIES CENTER (UWAC)

Employees are entitled to use the facilities in University Wellness Activity Center (UWAC) during non-working hours. The facility includes a weight room, cardiovascular room, Saints Warrior Training- Zone, a racquetball court, and a group-exercise fitness area. Locker rooms are available for all guests. Dressing rooms and lockers rentals are available upon request. An indoor pool is located in the Multicultural Activities and Recreation Center (MARC). Hours are limited. Please contact the IFCC for more information.

The MARC is also home to the International Folks Culture Center (IFCC).

STAFF ASSEMBLY

The purpose of the Staff Assembly (formerly known as the Staff Advisory Council and the Staff Organization) is to participate in the governance of Our Lady of the Lake University (OLLU) in achievement of its mission. The Staff Assembly serves in an advisory capacity to the OLLU President, communicating the recommendations, requests, findings, and decisions of all staff constituents directly to the President.

The Staff Assembly serves, but is not limited to, the following purposes:

- a) Maintain communication between university staff and the President.
- b) Facilitate communications to all staff of the University.
- c) Function as a vehicle for staff input to management decisions on the following subjects:
 - Personnel management procedures
 - Personnel policies
 - Staff evaluation requirements and procedure policies
 - Staff relations policies
 - Staff grievance management procedures
 - Staff development and recognition
 - Employee safety
 - Social activities
 - Community service activities
- d) The Staff Assembly will not be encumbered with agenda items that address a very narrow or small scope of interests or items for which other university agencies are designated specifically responsible, i.e. individual personnel salaries, job descriptions or grievances.

The President of Staff Assembly will serve as the staff representative to the Board of Trustees and the President-Elect will serve as the alternate, if the Staff Assembly President is unable to serve as the representative.

A regular monthly one-hour Staff Assembly meeting for all staff will be held a minimum of two times during the fall semester and two times during the spring semester. Meetings typically occur in September, November, February, and April. Staff members may submit agenda items, preferably in writing, through any Staff Assembly representative.