



EMPLOYEE HANDBOOK

2018-2019

TABLE OF CONTENTS

Welcome Letter from David A. Armstrong, J.D., President	
History	1
STU Highlights	1
STU Mission Statement.....	3
Senior Staff Duties and Responsibilities	4
Reporting Substantive Changes to the Commission on Colleges.....	6

INTRODUCTION

Purpose of Handbook	8
Employment Categories.....	8
Probationary Period.....	9

CAMPUS PHILOSOPHIES

Communication – Open Door Policy.....	10
Committees.....	10
Equal Employment Opportunity Policy Statement.....	10
Americans with Disabilities Act Policy Statement	11

STANDARDS OF CONDUCT

Anti-Discrimination/Anti-Harassment Policy.....	12
Procedures for Reporting Complaints	15
Employee Grievance Procedure	16
Employee Appeal Procedure	17
Faculty Grievance Procedure.....	18
Faculty Appeal Procedure.....	19
Violence & Threats Policy	20
Weapons Policy.....	21
Stalking Policy	21
Reporting Child Abuse	23
FDLE Sexual Predator and Sexual Offender Registry	23
Jeanne Clery Act.....	24
Ethics Hotline	24
Professional Ethics and Conflict of Interest	25
Code of Ethics	25
Conflict of Commitment	26
Outside Employment	26
Staff Teaching as Adjunct Faculty	27
Conflict of Interest Policy.....	28
Examples of Outside Activities to be Reported	29
Conflict of Interest Policy Statement.....	30

Confidential Information	31
Solicitations & Distributions	31
Guidelines for Appropriate Conduct.....	32
Internet/E-mail Policy	33
Expanded Policy on Violating Privacy of Individual Computer Workstations	34
Progressive Counseling	35

GENERAL EMPLOYMENT POLICIES

E-Verify.....	36
Anniversary Date.....	36
Bridging STU Service Time	36
Absenteeism & Tardiness	36
Animals in the Workplace.....	37
Policy on Children & Minors on Campus	37
Social Media.....	38
Media Relations	39
STU Property Issued to Employees.....	39
Employment of Relatives	39
Dating in the Workplace	40
Job Posting Policy.....	41
Hiring in December	42
Immigrant Work Visas & Green Cards	42
Official Transcripts	42
Parking	43
Personal Appearance & Demeanor	43
Personal Use of STU Property.....	44
Personnel Record	44
Re-Employment	45
Reference Checks.....	45
Business Cards.....	45
Search	46
Separation of Employment.....	46
Suggestions	46
Smoke and Tobacco-Free Campus.....	46
Uniforms	47
Use of Telephone, Mail & Fax.....	47

PAYROLL POLICIES & INFORMATION

Pay Cycle	49
Hours of Work.....	49
Direct Deposit	49
Lost or Stolen Paycheck	49
Time Reporting.....	50
Overtime Pay.....	50

Time Off Plan.....	50
Web-Advisor Statements.....	51
Declared University Closings.....	52
Payroll Deductions.....	52
Wage Withholding.....	52

PERFORMANCE & COMPENSATION REVIEWS

Performance Reviews.....	53
Promotions & Transfers.....	53
Rewards & Recognition.....	54

SAFETY & SECURITY POLICIES

General Safety Rules.....	56
Accident Prevention.....	57
Essential Personnel.....	57
Criminal Background Screening Policy.....	58
VIRTUS Training.....	59
Standards of Disqualification for Employment.....	60
Drug-Free Workplace.....	61
Alcohol at University Events.....	62
Workers' Compensation Insurance.....	62

GROUP HEALTH INSURANCE & RELATED BENEFITS

Disclaimer.....	63
Medical Insurance.....	63
Change in Family Status.....	63
Dependent Children Ages 26-30.....	64
Dental Insurance.....	64
Vision Insurance.....	65
Vision Discount.....	65
AFLAC Supplemental Insurance.....	65
Life and Accidental Death & Dismemberment Insurance.....	65
Dependent Life Insurance.....	66
Long-Term Disability Insurance.....	66
Short-Term Disability Insurance.....	67
Life Assistance & Work/Life Support.....	67
World-Wide Travel Assistance.....	67
Premium Only Plan.....	68
Flexible Spending Accounts.....	68
Continuation of Group Health Coverage.....	69
HIPAA: Health Insurance Portability and Accountability Act.....	70
Preferred Legal/Legal Shield.....	71
Retirement Savings Plans – 403(b).....	71
529 College Savings Program.....	72

Tuition Benefit and Taxation of Graduate Tuition Benefit	72
Book Fee.....	74
Tuition Exchange Program	80
Council of Independent Colleges Tuition Exchange Program.....	82
Catholic High School Discounts.....	83
Unemployment Insurance	84
Social Security	84

TIME OFF BENEFITS

Bereavement Leave	85
Holidays.....	85
Jury Duty/Witness Leave	86
Family & Medical Leave Act.....	87
Leave for Military Duty	94
Personal Leave	95
Time Off to Vote.....	96
Sick Leave	96
Workers' Compensation	98
Maternity/Paternity Leave.....	98
Lactation/Breastfeeding	99
Vacation Leave	99
Domestic Violence Leave	101

ANCILLARY BENEFITS

On-Campus Health Services.....	102
Athletics Events.....	102
ATM Service	103
Book Store Discounts	103
Campus Dining	103
Cellular Phone Discounts	104
Credit Union	104
Car Rental Discount (business travel).....	104
Park 'N Fly	105
TicketsAtWork.....	106
LegoLand Florida Discount.....	106
Shula's Hotel Discount	106
Tri-Rail Discount	107
Transportation Initiatives at STU	107
Faculty/Staff Identification Card.....	108
Library Privileges	108
Recreation Privileges.....	108

Welcome to St. Thomas University

Dear St. Thomas University Employees:

The momentum and strength that St. Thomas University today enjoys is due in no small part to the many important contributions made by each of its members. The University benefits greatly from the dedication and professionalism that each of you brings to your work. You are instrumental in our continued success, as well as a valued member of a team that strives to achieve excellence in higher education—one student at a time!

Whether you have just joined us or have been employed at St. Thomas for some time, we are confident that you will find our University a friendly and rewarding place to work. It is an extremely dynamic time to be involved with St. Thomas as we strive to make further headway in realizing our vision as the leading Catholic university in the Southeast.

This employee handbook has been written to serve as a guide for the employer/employee relationship and will inform you about the University's philosophy, employment practices, the benefits provided to you as a valued employee, and help clarify your responsibilities.

If you have any questions, please do not hesitate to ask administration. My best wishes to you, and thank you for taking the time to further familiarize yourself with St. Thomas University.

God bless, and GO BOBCATS!

A handwritten signature in black ink, appearing to read "David A. Armstrong". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David A. Armstrong, J.D.
President of St. Thomas University

HISTORY

STU was founded in 1961 as Biscayne College by the Order of the Augustinian Friars. The University traces its roots back to the Universidad de Santo Tomas de Villanueva, founded in 1946 in Havana, Cuba, by American Augustinians. When the Castro government expelled the Augustinians from Cuba in 1961, several Augustinians came to Miami where they founded Biscayne College. Through continued growth and development, Biscayne College earned university status in 1984 with the addition of Masters degree programs and the opening of the School of Law. The University came under the sponsorship of the Archdiocese of Miami in 1988, conferring upon St. Thomas the distinction of being the only Catholic Archdiocesan-sponsored University in the State of Florida. St. Thomas looks not only to South Florida and throughout the United States for its student population, but also Latin America, Asia, the Caribbean and beyond.

STU HIGHLIGHTS

- #1 Law School in the Nation for Hispanics in Hispanic Outlook Magazine.
- School of Law was ranked in the top 10 schools for “Best Environment for Minority Students” and “Most Diverse Faculty” in Princeton Review’s 2015 Edition.
- School of Law ranked 5th in Florida for Bar passage rate and 220 in the nation for economic value by “The Economist.”
- Brookings Institution ranked STU in the top four non-profit universities in the state of Florida, and number one in South Florida.
- Articulation agreements with China’s Harbin Finance University, and Athens’s American Community Schools.
- Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, law, and doctorate degrees.
- Law School fully accredited by the American Bar Association; member of the Association of American Law Schools.
- Designated a Hispanic-serving Institution by the U.S. Department of Education.
- Students from more than 80 countries and many ethnic backgrounds.
- Undergraduate student/faculty ratio: 11:1.
- International students sponsored by U. S. State Department’s Fulbright Program to attend LL.M. Program in Intercultural Human Rights.
- One of only two accredited Catholic law schools south of Georgetown University’s School of Law in Washington, DC.
- New entrance and 5 new buildings (Chapel of Saint Anthony, Villanova Hall, Carnival Cruise Line Science & Technology Center, Fernandez Family Center for Leadership and Wellness and Law School Professional Development Center) in the last 11 years. Gus Machado School of Business anticipated for Fall 2019.

- Living Wage policy adopted July 1, 2006 for all full-time University employees and employees of major contractors.
- Commitment to underserved populations in South Florida ~ 98% of students receive institutional financial aid.
- Catholic & Intellectual Artistic Heritage Seminar and Diversity Seminar incorporated into curriculum.
- 37 Undergraduate Academic Majors, 23 Graduate Majors, 3 Doctoral Programs, 17 Certificate Programs, 2 Professional Programs in Law: Juris Doctor (J.D.), Master of Laws (LL.M.) and 5 Joint Degrees.
- Study abroad programs in Spain, Italy and Israel; a United Nations internship program; student exchange program with Croatia; and travel to Haiti with on research with our Center of Community Engagement.
- Nationally unique science programs like the STEM (Science, Technology, and Engineering & Mathematics) FELLOWS cohorts.
- Football and Marching band program in 2019.

The Mission Statement

St. Thomas is a Catholic university with rich cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

Mission Statement Amended by Board of Trustees
December 1, 2009

Senior Staff Duties & Responsibilities

David A. Armstrong, J.D., President

Chief Executive Officer of the University. The President performs duties necessary for the enhancement and management of the University, to further the University's development, to enhance its reputation as a Catholic institution of higher learning within the community, to formulate and articulate the University's policies and mission and to establish committees. The President provides leadership and management to all divisions and directly supervises the Offices of Enrollment Services, Information Technology, Telecommunications, and Athletics.

Alfredo Garcia, J.D., Interim Provost of the University & Chief Academic Officer:

Serves as Provost for the University and advises the President on all matters pertaining to the development and implementation of academic policies and programs, scholarly activities, and research including budgetary support and personnel recommendations. Provides leadership and management of: Biscayne College, School of Theology and Ministry, Gus Machado School of Business, School of Science, Technology & Engineering Management, School of Leadership, Education & Communication, School of Law and academic units that include: Office of the Provost, School Deans/Associate Deans, Department Chairpersons, University Library, Undergraduate Studies and Programs, Graduate Studies and Programs, Registrar's Office, Institutional Research, SACS Self-Study, Academic Enhancement, Study Abroad Programs, Continuing and Adult Education, and Grants Management. Also serves as the Chief Student Affairs Officer and advises the President on all matters pertaining to accreditation, institutional research, and student services. Provides leadership and management of administrative units that include: Student Life, Residential Life, Student Success, Health & Wellness, Career Center and Institutional Research.

Terrence O'Connor, Vice President for Administration & Chief Financial Officer:

Serves as the Chief Financial and Administrative Officer to the President and the Board of Trustees on all matters pertaining to the monitoring of the financial and business affairs of the institution. Provides leadership and management of administrative units that include: Financial Affairs, Human Resources, Physical Plant, Mail & Copy Services, Public Safety, Risk Management & Compliance, Bookstore and Dining Services.

Janine (Gigi) Laudisio, Associate Vice President for Philanthropy & Communications:

Serves as the Chief Advancement Officer and advises the President on all matters pertaining to the management and operations of university development including the Board of Trustees and the President's Board of Advisors, donor relations, alumni relations, community relations, grant development and public relations. Provides leadership and management of administrative units that include Institutional Advancement and Communications.

Tamara Lawson, J.D., Interim Dean, School of Law:

Serves as the Chief Academic and Administrative Officer for the School of Law and advises the University Provost and the President on all matters pertaining to strategic planning, fundraising, fiscal management, faculty development, facilities management and administrative operations of the School of Law. Provides leadership and management of administrative units that include: Legal Writing, Academic Support, LLM Intercultural Human Rights Program, LLM Environmental Sustainability, Human Rights Institute, John J. Brunetti Human Trafficking Academy, Law Library, Registrar, Admissions, Career Services, Immigration Clinic, and Student Affairs.

Msgr. Terence E. Hogan, Dean, School of Theology & Ministry & Vice President of Mission:

Serves as the Chief Academic Officer for the School of Theology & Ministry and advises the University Provost and the President on all matters pertaining to strategic planning, funding, fiscal management, faculty development, facilities management and administrative operations of the School of Theology & Ministry and the Office of Campus Ministry.

As Vice President for Mission, works directly with the Provost and Chief Academic Officer as well as the Directors of Campus Ministry, Chaplain, and all other University committees and entities in order to promote and integrate the Catholic Mission and core values of St. Thomas University into all segments and areas of the institution. Builds and maintains relationships with the local community and Church, in particular the Archdiocese of Miami.

Internal Policies and Procedures for Reporting Substantive Changes to the Commission on Colleges

The President, as the St. Thomas University representative to the Commission on Colleges (COC), ensures St. Thomas University fulfills all COC requirements for any institutional change requiring notification and/or approval by the COC prior to its implementation.

These institutional changes include:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

The President, with the assistance of the appropriate member(s) of the Senior Staff, ensures the following tasks related to these types of institutional change are completed in an appropriate and timely manner. St. Thomas understands "appropriate and timely manner" to mean that the COC has approved the change prior to its implementation.

1. Preparation of the necessary documents when a particular action is considered a substantive change for the review and approval by the appropriate committee of the Board of Trustees and the Board of Trustees. [Documentation: Minutes of Board of Trustees]
2. Preparation of the notification letter informing the COC of the Board's decision to implement a substantive change. [Documentation: Notification letter to COC]
3. Preparation of any additional documentation regarding a particular substantive change as requested by the COC. [Documentation: Response letter from COC, submission letter and any other requested materials sent to COC]
4. Notification of the Board of Trustees and other members of the institution when the COC's approval for a particular change has been received. [Documentation: Approval letter from COC].
5. Implementation of a particular substantive change only after the approval of the COC has been received. [Documentation: Implementation plan with start date, etc.]

The Office of the President and the Provost Office, because the Provost serves as St. Thomas' Accreditation Liaison, shall maintain a file with the set of correspondence and any other documentation for each substantive change. In addition, the Provost's Office shall maintain a list of all substantive changes made by the institution. This list shall be updated on an annual basis at the end of each academic year.

The Provost, as Accreditation Liaison, shall review these internal policies and procedures and update the Senior Staff of any changes to the COC's policies or procedures related to substantive change each August. [Documentation: Minutes of Senior Staff Meeting]

Reviewed by PEC 08/06/12

Approved by President's Senior Staff 08/14/12

Introduction

Purpose of this Handbook

Every organization has certain guidelines which are developed to reflect good business practices. In establishing any rules of conduct, the University has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation.

As such, the purpose of this handbook is to provide you with general information and guidance about your employment at St. Thomas University. All employees are expected to be familiar with and abide by the policies in this handbook. It is not intended to be all-encompassing or to address every possible application of the general policies and procedures described. For that reason, you should address any specific questions to management.

In addition, this handbook does not create an employment agreement nor does it create an owned or enforceable right on behalf of any employee. All STU employees shall hold his/her employment as “at-will,” unless they sign a specific Employment Agreement. No person has the authority to waive or vary his/her understanding pertaining to the non-contractual nature of this handbook. STU reserves the right to add to, or change, this Employee Handbook at any time, including retroactively, without prior notice.

Employment Categories

- Regular Full-Time Employee – An employee who consistently works 40 hours or more per week. For benefit purposes, an employee who consistently works 35 hours or more per week is considered regular full-time. Full-time employees may be exempt or non-exempt as described below and are eligible for medical/dental/vision insurance and other fringe benefits.
- Regular Part-Time Employee – An employee who consistently works less than 35 hours per week is considered part-time. Generally, part-time employees are non-exempt as described below and are eligible for limited benefits offered by the University.

Employees who are hired to work on a part-time basis may not exceed their assigned weekly hours without prior written approval from their manager.

- Exempt Employee – A regular, full-time employee whose job duties, responsibilities, and salary places them in a bonafide executive, administrative, professional, or outside sales capacity for purposes of the Federal Fair Labor Standards Act and applicable state laws. Exempt employees are not eligible to receive additional compensation for hours worked in excess of 40 hours per week. Exempt employees are expected to work the hours needed to complete their assignments.
- Non-Exempt Employee – All employees who are not otherwise classified as “exempt.” Non-exempt employees must be paid for all hours, including overtime, worked in accordance with the Fair Labor Standards Act and applicable state laws.
- Temporary Employee – A temporary employee is one who is employed (on a full-time or part-time basis) for a definitive period of time, such as for a specific project or assignment. Temporary employees are not

eligible for insurance or other fringe benefits. Typically, a temporary position will not exceed six (6) months in duration, unless specified and approved by management.

- Student Employees – STU students who receive Work-Study Financial Aid grants may be employed on a part-time, temporary basis. Such students are required to follow set policies and procedures and rules and regulations as set forth by the University Student Workforce Program. Student employees will typically be regarded as "non-exempt" as defined above.

Director – Administrative Staff – part of upper management; an employee who is in charge of an activity, department or organization and has the ability to make substantive decisions. Typically, Directors manage a staff of two or more direct reports.

Associate Director – Administrative Staff – an employee who supervises, directs and trains other employees; typically reports to a Director and manages one or more direct reports.

Assistant Director – Professional Staff – one level below Associate Director; an employee who is in charge of a particular function; may or may not have direct reports.

Probationary Period

All administrative and staff personnel are hired with the understanding that the first ninety (90) days of employment is considered a Probationary Period. The Probationary Period is a time for STU to evaluate your suitability for employment, and for you to evaluate STU as well. Upon the completion of 45 days of employment as well as at the end of the Probationary Period, management will discuss your job performance with you. Employees who do not satisfactorily meet the requirements of the position for which they were hired may be terminated. At this time, the probationary period may also be extended.

Please understand that completion of the Probationary Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

Campus Philosophies

Communication – Open Door Policy

Successful working conditions and relationships depend upon successful communication. STU promotes an atmosphere whereby employees may speak freely with management. Employees are encouraged to openly discuss any problems so appropriate action may be taken. STU is interested in employees' success and happiness, and we, therefore, welcome the opportunity to help employees whenever feasible. We also expect you to professionally voice your opinions and contribute your suggestions in an effort to improve the quality of STU services.

Additionally, memos, bulletin boards, global voicemails and emails are one of the "official" ways STU keeps everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on campus bulletin boards. Please form the habit of reading the bulletin boards regularly so that you will be familiar with the information posted on it. Only authorized personnel are permitted to post, remove, or alter any notice on the bulletin boards. If you would like to post notices on STU bulletin boards, see your manager for instructions.

Committees

Employees may be asked to serve on various University committees formed to better serve the needs of the University in a given area or areas the employee may directly or indirectly have responsibilities in or be involved with. Employees are encouraged to participate and play active roles on any such committees.

Equal Employment Opportunity Policy Statement

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at STU, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, genetic information or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The University acts affirmatively in recruiting minority group applicants and will continually evaluate its minority recruitment program and take additional affirmative actions, as needed.

Although St. Thomas has overall responsibility for this policy, and questions or concerns should be directed to management, the University calls upon all personnel to effectively pursue the policy as stated. Any employees involved in discriminatory practices will be subject to discharge.

Americans with Disabilities Act Policy Statement

The University is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the University's policy not to discriminate against any qualified employee or applicant* with regard to any terms or conditions of employment because of such individual's actual or perceived disability. Consistent with this policy of nondiscrimination, the University will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the University aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the University.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Office of Human Resources. STU encourages individuals with disabilities to come forward and request reasonable accommodation.

*Qualified individuals are those who can perform their essential job functions with or without a reasonable accommodation.

Standards Of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. STU's code of conduct is not meant to limit anyone's rights, but to protect the rights of everyone. We hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained. All faculty and staff members are expected to use good judgment, ethical business practices, and proper personal behavior. If an employee's conduct comes into question, STU will try to resolve the matter fairly, although some acts may require disciplinary action ranging from counseling, verbal or written reprimand to suspension or termination, depending upon the severity of the infraction.

Anti-Discrimination/Anti-Harassment Policy

All employees are required to complete training on understanding and preventing harassment. New employees will receive the training as part of a "New Employee Orientation" conducted twice per year on an ongoing basis.

Additionally, a training video: "Lines of Reasoning: Perspectives on Harassment in Higher Education" is available through the STU Website, under the Human Resources page for anyone needing refresher training. You will need to enter your Username and Password to view the video.

I. Commitment To Fostering Mutual Respect

St. Thomas University (the University) aims to create a learning environment of mutual respect and cooperation wherein all members of the university community (students, faculty, and employees) can live, function, work, and learn at the full measure of their human potential. When any member of our educational community is threatened by discriminatory, harassing, sexually harassing, or retaliatory acts, our fundamental freedoms are threatened. Toward this end, the University, while recognizing the individual right to free speech and the exercise of academic freedom, has implemented a policy aimed at eradicating actions toward individuals on the basis of their personal attributes or group affiliation.

The University will not condone nor tolerate any action and/or behavior that a reasonable person would consider demeaning to another's God-given dignity and growth as an individual. All members of the University community are expected to conduct themselves appropriately as defined by this institution and the published precepts of the Catholic Church.

This policy, which supersedes all previous anti-discrimination and anti-harassment policies, applies to all students, faculty, and employees with respect to activities occurring on all university property and university-related activities occurring off-campus.

The University will not tolerate discrimination and harassment of its students, faculty members, and employees by persons conducting business with or visiting the University, although such persons are not directly affiliated with the University. Nor will the University tolerate discrimination and harassment by its students, faculty members, and employees of persons conducting business with or visiting the University, although such persons are not directly affiliated with the University.

The University's policy on harassment and discrimination applies beyond company walls:

- Off site work, social and other events
- Written, oral, electronic and all other forms of communication (including social networking)
- Non-employees, such as customers/clients, contractors, vendors and suppliers.

Failure to comply with this policy will subject that student, faculty member, and/or employee to discipline, up to and including expulsion and/or termination.

II. Anti-Discrimination

Discrimination on the basis of race, color, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law is strictly prohibited. Anyone who is found, after appropriate investigation, to have engaged in discrimination toward another individual will be subject to appropriate disciplinary action, up to and including expulsion and/or termination.

No one on this campus is expected to tolerate discriminatory conduct. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. [See St. Thomas University's Policy on Sexual and Discriminatory Harassment for Employees.](#)

III. Anti-Harassment

Harassment on the basis of race, color, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law is strictly prohibited. Anyone who is found, after appropriate investigation, to have engaged in prohibited harassment of another employee will be subject to appropriate disciplinary action, up to and including expulsion and/or termination. Students, faculty, and employees must avoid any actions or words, including but not limited to jokes, cartoons, and anecdotes, which would constitute prohibited harassment.

No one on this campus is expected to tolerate harassing conduct. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. [See St. Thomas University's Policy on Sexual and Discriminatory Harassment for Employees.](#)

IV. Sexual Harassment

Sexual harassment is one type of harassment and is any unwelcome sexual advance, request for sexual favors, or other verbal, non-verbal (i.e., writing notes, staring, making sexual gestures or representations of sexual acts, or keeping nude or suggestive photos, ads, calendars, etc.), or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in a university activity;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education, or participation in a university activity; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive, or hostile environment for that individual's employment, education, or participation in a university activity.

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The disparity of power between persons involved in amorous relationships of a teacher and student, supervisor and subordinate, or senior and junior colleague in the same department or unit may result in susceptibility to exploitation. Those who abuse their power in such a context violate their duty to the university community.

Relationships between faculty and students are particularly susceptible to exploitation. The respect and trust accorded to a member of the faculty by a student, as well as the power exercised by faculty in giving grades or recommendations for future study and employment, make voluntary consent by the student suspect.

Amorous relationships of a teacher and student, supervisor and subordinate, senior and junior colleague in the same department or unit, or between anyone who has any power over the other individual that may result in susceptibility to exploitation is a violation and must be reported to the Associate Director of Human Resources.

Anyone who engages in a sexual relationship with a person over whom he or she has any power or authority within the university structure must understand that the validity of the consent can and may be questioned. In the event of a charge of sexual harassment, the University will give critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

No one on this campus is expected to tolerate harassing conduct of any sort. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. [See St. Thomas University's Policy on Sexual and Discriminatory Harassment for Employees.](#)

V. Retaliation

The University will not tolerate retaliation against an individual who reports a violation or perceived violation of these policies on discrimination and harassment or who is involved in the investigation of any violation of these policies. The complainant and the individual participating in any investigation are assured of absolute protection from any retaliation. Anyone who engages in retaliation against an individual who has in good faith reported a violation of the laws and/or the University's policies, whether or not one agrees with the

facts reported, or who has engaged in retaliation against an individual participating in any investigation, is subject to discipline, up to and including expulsion and/or termination.

No one on this campus is expected to tolerate retaliatory conduct. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct through the same channels the initial conduct is reported and in accordance with the reporting procedures set forth herein. [See St. Thomas University's Policy on Sexual and Discriminatory Harassment for Employees.](#)

Procedures for Reporting and Handling Faculty and Employee Complaints of Discrimination, Harassment, Sexual Harassment and Retaliation

*ALL FACULTY AND EMPLOYEES MUST REPORT
ANY INCIDENT OF DISCRIMINATION, HARASSMENT,
SEXUAL HARASSMENT, AND/OR RETALIATION
IN ACCORDANCE WITH THE FOLLOWING PROCEDURES*

You **MUST** report discrimination, harassment, sexual harassment, and/or retaliation in accordance with these procedures. Anyone who is made aware of discrimination, harassment, sexual harassment, and/or retaliation and fails to report it according to these procedures may be subject to disciplinary action, up to and including expulsion and/or termination.

I. How To Report Discrimination And/Or Harassment

If discrimination, harassment, sexual harassment, and/or retaliation happens to you or is observed by you but directed to another, YOU MUST DO THE FOLLOWING:

- (1) You are encouraged to tell the violator that such conduct/language is unacceptable, if appropriate; and
- (2) You **MUST** immediately report the prohibited conduct to your department head (or other person who has supervisory responsibility over you) and the Associate Director of Human Resources.
- (3) If you are uncomfortable going to either your department head (or other person who has supervisory responsibility over you) or the Associate Director of Human Resources or both, then you **MUST** go directly to the Director of Administration.

Even if the discrimination, harassment, sexual harassment, and/or retaliation are caused by a student or third party, such as a campus visitor, the prohibited conduct **MUST** be immediately reported through these reporting channels.

All reported complaints will be treated as confidentially as circumstances permit and will be investigated and resolved promptly where such resolution is called for. All employees should realize that the University has, from the moment it is on notice of discriminatory, harassing, sexually harassing, or retaliatory conduct, an affirmative duty to promptly investigate and take temporary remedial action and corrective remedial action, if

necessary. No one can ask the University just to be aware of the problem but do nothing. The University MUST investigate and remediate.

On receipt of the complaint, the University will remind all parties about the University's policies on such matters, including specifically the fact that no retaliation will be tolerated against the individual bringing the complaint or individuals involved in the investigation of the complaint. The University will instruct all parties involved that they must immediately report any retaliation they experience so that the University may promptly investigate and remediate the situation.

Knowingly false accusations of discrimination, harassment, sexual harassment, and/or retaliation can have serious consequences for an innocent person who is wrongly accused. The University makes such a statement not to discourage reporting matters that might be doubtful. WHEN IN DOUBT, YOU MUST REPORT. Any intentionally false report will be treated, as any other lie would be, as a serious violation of the University's policies and would trivialize real complaints and concerns. The University encourages every person to report violations, seek consultation about questionable matters, and assist others in complying with the letter and spirit of this policy. Simply because a charge cannot be substantiated or because someone is mistaken in their good faith belief, is no basis for negative action.

You may alternatively make the report to the Title IX Coordinator, Sylvia Rodriguez, at (305) 474-6871 or srodriguez@stu.edu. For more information, please visit the website at www.stu.edu/TitleIX.

II. What Happens Once a Report Is Made?

After receiving the complaint, a university representative will promptly conduct an investigation. The University will speak with the complainant, the accused, and any witnesses it deems necessary, and will conduct any other investigatory work that may be necessary. During this investigation period, the University may take temporary measures to protect affected individuals, if necessary. The University will share the results of this investigation and remedial action with the complainant, the accused, and, if appropriate, others necessary to achieve remediation. Remedial actions for violations of this policy may be in the form of disciplinary action, up to and including expulsion and/or termination.

Employee Grievance Procedures

I. St. Thomas University's Commitment to Equity

St. Thomas University believes in the fair and equitable treatment to its employees. Toward that goal, the University has implemented a procedure for promptly, fairly, and judiciously reviewing employee grievances regarding material work-related decisions. Material work-related decisions are those relating to compensation, disciplinary action, and hours of work.

This policy does not apply to University faculty members. Faculty members that are not satisfied with the outcome of a work-related decision should follow the University's grievance procedures for faculty members. [See St. Thomas University's Faculty Grievance and Appeal Procedure.](#)

This policy does not supersede or work in conjunction with the University's anti-discrimination/anti-harassment policy. Anyone experiencing discrimination, harassment, and/or sexual harassment on the basis

of race, color, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law must reported such prohibited conduct in accordance with the University's anti-discrimination/ant-harassment policies and not this policy. [See St. Thomas University's Policy on Sexual and Discriminatory Harassment for Employees.](#)

Any disciplinary actions resulting from violations of the University's anti-discrimination/anti-harassment policy are not reviewable under this policy. If you are not satisfied with the results of an investigation and resolution pursuant to the University's anti-discrimination/anti-harassment policy, you must follow the procedures outlined in that policy and not this policy. [See St. Thomas University's Policy on Sexual and Discriminatory Harassment for Employees.](#)

Employees shall be entitled to such time off from regular duties as may be necessary and reasonable for the resolution of the grievance or appeal without loss of pay, vacation, or other work credits. Employees who have not completed the initial three months' probationary period are entitled to all rights of grievance and appeal except the right of appeal of involuntary separation, reassignment (excluding reassignment as a result of the University's anti-discrimination/anti-harassment policy), or demotion (excluding demotion as a result of the University's anti-discrimination/anti-harassment policy).

Employee Appeal Procedure

I. The First Step: Informal Resolution

If you are not satisfied with the outcome of a material work-related decision that is covered under this policy, excluding any disciplinary action resulting from the University's anti-discrimination/anti-harassment policy, you must notify your immediate supervisor in writing of your wish to present a grievance. If your immediate supervisor is the person being accused of the grievance, then you must present your grievance in writing to the Director of Administration. The Director of Administration then will appoint someone to investigate the grievance.

On receipt of the grievance, the reviewer will generally schedule a meeting/hearing with you within three (3) business days. The reviewer may have higher level supervisors participate in the hearing or may consult with higher level supervisors outside the hearing prior to rendering a decision.

The answer from the reviewer must be in written form. Generally within eight (8) business days from receipt of the grievance, the reviewer will provide a written report and resolution or provide a written explanation as to the conditions that prevent an answer and when an answer may be expected.

II. The Second Step: Review by the Director of Administration

If the decision reached in Step 1 is not satisfactory to you or if a response is not received within the specified period, you must make a written appeal to the Director of Administration within five (5) business days after the date established for the reviewer's decision.

The Director of Administration will determine to what extent facts will be required in writing. The Director of Administration will advise you of the course of action and will generally provide a decision within five (5) business days after receipt of the written appeal. In the absence of an appeal by either you or the accused, the University will generally implement the decision in Step 2 within a period of five (5) business days.

III. Step Three: Final Review by Committee

If the decision reached in Step 2 is not satisfactory to you or the accused or is not properly implemented, a written appeal must be filed with the Director of Administration within five (5) business days after receipt of the decision.

The Director of Administration will form a St. Thomas University Grievance Committee consisting of the following: (1) an employee chosen by you; (2) an employee chosen by the accused; and (3) an employee chosen by the University. The latter member will serve as the chair of the committee. A member of the Office of Human Resources will serve as recorder for the committee. The party requesting the appeal must provide a written summary of the specific facts of the complaint to the committee, copies of which shall be provided at the same time to all other parties concerned. The Grievance Committee shall conduct whatever hearings, investigations, and fact-findings it may consider necessary, but in no case shall the investigation period exceed twenty (20) business days. The chair of the committee will inform the President of the University, in writing, of the details of the problem, the reason why it was not resolved at lower levels, and the recommendations of the Grievance Committee.

The President will generally render a final decision within five (5) business days after reviewing the Grievance Committee's recommendation, and this decision will be announced immediately, in writing, to all parties concerned.

Faculty Grievance Procedures

I. St. Thomas University's Commitment To Equity

St. Thomas University believes in the fair and equitable treatment to its employees. Toward that goal, the University has implemented a procedure for promptly, fairly, and judiciously reviewing employee grievances regarding work-related decisions.

This policy does not apply to University employees other than faculty members. Employees, other than faculty members, that are not satisfied with the outcome of a work-related decision should follow the University's grievance procedures for employees. [See St. Thomas University's Policy on Sexual and Discriminatory Harassment for Employees.](#)

This policy does not supersede or work in conjunction with the University's anti-discrimination/anti-harassment policies. Anyone experiencing discrimination, harassment, and/or sexual harassment on the basis of race, color, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law must reported such prohibited conduct in accordance with the University's anti-discrimination/ant-harassment

policies and not this policy. [See St. Thomas University's Policy on Sexual and Discriminatory Harassment for Employees.](#)

Any disciplinary actions resulting from violations of the University's anti-discrimination/anti-harassment policy are not reviewable under this policy. If you are not satisfied with the results of an investigation and resolution pursuant to the University's anti-discrimination/anti-harassment policy, you must follow the procedures outlined in that policy and not this policy. [See St. Thomas University's Procedures for Reporting and Handling Faculty and Employee Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.](#)

Faculty Appeal Procedure

I. Step One: Review by the Provost of the University

If you are not satisfied with the outcome of a work-related decision, excluding any disciplinary action resulting from the University's anti-discrimination/anti-harassment policy, you must notify, in writing, the Provost of the University within four (4) weeks following the act or omission in question of your wish to present a grievance.

You may request postponement of any action in processing the grievance formally for a period of up to three (3) weeks, so long as efforts to resolve the grievance informally shall be made. You may at any time terminate the postponement period by giving written notice to the Provost of the University that you wish to re-initiate the formal procedure. If no postponement is requested, the Provost of the University shall conduct a meeting with you no later than three (3) weeks following (a) receipt of the grievance or (b) upon receipt of written notice that you wish to proceed with the meeting prescribed in Step 1.

At the Step 1 meeting, you shall have the right to present any evidence in support of the grievance. The Provost of the University shall issue a written decision, stating the reasons thereof, within three (3) weeks following the conclusion of the meeting.

II. Step Two: Review by the Academic Freedom, Contracts, Rank and Tenure Committee

If the grievance is not satisfactorily resolved by Step 1, you must file a written request for review with the Academic Freedom, Contracts, Rank and Tenure Committee. The Academic Freedom, Contracts, Rank and Tenure Committee shall schedule a meeting with you no later than three (3) weeks following receipt of the request for review.

Subsequent to this meeting, the committee will make a recommendation to the Provost of the University who shall issue a written decision, stating the reasons thereof, within three (3) weeks following the conclusion of the review meeting.

III. Step Three: Final Review by the President

If the grievance has not been satisfactorily resolved by Step 2, you must file a written request for review by the President. The President shall schedule a meeting no later than three (3) weeks following receipt of the request for review.

The President will render a final decision within three (3) weeks after reviewing the Academic Freedom, Contracts, Rank and Tenure Committee's recommendation, and this decision will be announced immediately, in writing, to all parties concerned.

Policy on Violence & Threats

St. Thomas University is committed to providing a workplace that is free from violence, threats or abusive language. A strict zero-tolerance policy will be enforced. Deviation from this policy resulting in unacceptable personal conduct may be cause for disciplinary action, up to and including dismissal.

The University will apply all useful management tools to accomplish the dual purpose of reducing the effects of violence on victims of the University community as well as hold perpetrators of violence accountable for their actions.

This policy applies to all employees of the University, regardless of appointment type.

Prohibited Conduct:

Workplace violence includes, but is not limited to intimidation, bullying, stalking, threats, sexual assault, physical attack, property damage, or domestic and family violence. This includes acts of violence committed by or against University employees. Such incidents may also involve students, clients, visitors or vendors.

Reporting Procedures:

Emergency and Non-Emergency Situation

Employees and students are expected to report any threat or act of violence that they have witnessed, received, or have been informed of, to the Office of Public Safety and/or the Office of Human Resources. A complainant needn't, beyond providing the facts, have to classify which of the offenses covered has occurred.

St. Thomas University strongly encourages anyone who is a victim of or witness to a crime to promptly report the incident to Public Safety. Employees should immediately report crimes in progress, accidents and other emergencies by dialing 9-1-1, or by contacting Public Safety at (305) 628-6500 (extension 6500 from a campus phone).

An employee who reports an incident of sexual assault, domestic violence, dating violence, and stalking will be provided with a written explanation of the student or employee's rights and options.

What Happens Once A Report Is Made?

After receiving the complaint, a University representative may promptly conduct an investigation. The University may speak with the complainant, the accused, and any witnesses it deems necessary, and may conduct any other investigatory work that may be necessary. During this investigation period, the University may take temporary measures to protect affected individuals, if necessary. The University may share the results of this investigation and remedial action with the complainant, the accused, and, if appropriate, others necessary to achieve remediation.

University Administration will consider all details relevant to the threat or violent behavior and will assess the totality of circumstances when determining an appropriate action.

The Office of Human Resources may seek help for the employee through Horizon Health EAP (Employee Assistance Program) Services.

An official reprimand may be placed in the employee's HR file following the unacceptable behavior.

Refusal by the employee to follow the recommended course of action may result in termination of employment.

All employees and students are expected to notify Public Safety and the Office of Human Resources whenever a protective restraining order is granted which mentions University property or involves a University employee or student, and provide a copy of the order. Every effort will be made to protect the privacy and sensitivity of the information provided.

Standards of Disqualification for Employment

Refer to the section titled "Standards of Disqualification for Employment" for a listing of offenses which will result in disqualification for employment.

Weapons Policy

Per Section §790.115, Florida Statutes, no persons may carry, possess or use any dangerous weapon on University property or in University buildings or facilities, except for designated Public Safety Staff. Furthermore, it is illegal to store weapons in private vehicles while on University property. No persons may display or portray as real any object that resembles a dangerous weapon.

Constructing, storing, possessing or detonating fireworks, combustibles, firearms, firearm parts, weapons, weapon parts, ammunition, gasoline, canisters, and other explosives are prohibited in the University. Examples of weapons, which are strictly prohibited, include, but are not limited to bows and arrows, BB guns, guns, rifles, martial art weapons, knives, and other dangerous devices or instruments.

Exception: Law enforcement officers, who may be attending classes at the University are exempt from the above rules and are permitted to carry firearms while off duty.

Stalking Policy

St. Thomas University aims to create a safe learning environment for its students, faculty and employees. Accordingly, the University will not tolerate the stalking of any member of the university community as defined by Florida law. Violations of the Florida anti-stalking law may result in disciplinary action, up to and including expulsion and/or termination.

A person commits stalking when any of the following occur:

1. Any person who willfully, maliciously, and repeatedly follows, harasses or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided the Florida Statute §775.082 or §775.083.
2. Any person who willfully, maliciously, and repeatedly follows or harasses another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury, commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute §775.082, §775.083, or §775.084.
3. Any person who, after an injunction for protection against repeat violence pursuant to Florida Statute §784.046, or an injunction for protection against domestic violence pursuant to Florida Statute §741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows or harasses another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute §775.082, §775.083, or §775.084.
4. Any person who willfully, maliciously, and repeatedly follows or harasses a minor under 16 years of age commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute §775.082, §775.083, or §775.084.
5. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.

DEFINITIONS

- (a) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
- (b) For the purpose of this definition—
 - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

PROCEDURES FOR REPORTING STALKING

Any student, faculty member, or employee who believes that he or she is a victim or stalking must immediately contact the Miami-Dade Police Department at 911. You must also notify Campus Security/Public Safety at extension 6500.

Policy on Reporting Child Abuse

HB 1355 – The Protection of Vulnerable Persons Act

Effective October 1, 2012

The Act states the following:

Any person who knows or has reasonable cause to suspect the following must report it directly to the Florida Abuse Hotline of Florida Department of Children and Families:

Mandatory reporting is required for:

- Knowledge or suspicion of child abuse, abandonment, neglect by parent, legal custodian, caregiver or other person responsible
- Knowledge or suspicion of child abuse by adult other than a parent, legal custodian, caregiver or other person responsible
- Knowledge or suspicion that child is victim of childhood sexual abuse

The penalties to Colleges and Universities whose administrators knowingly fail to report known or suspected child abuse are severe and include: \$1 Million fine to the University. Additionally, failure to report is a felony of the third degree.

Suspected Child Abuse should be reported to the Department of Children and Family Services:

- Tel: 1-800-962-2873
- TDD: 1-800-453-5145
- FAX: 1-800-914-0004

In addition to reporting the abuse to authorities, the University's Director of Administration should be notified immediately.

FDLE's Sexual Predator and Sexual Offender Registry

By Florida law, the University is required to inform students and employees to regularly visit the public registry to review it for individuals who may have prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332).

Jeanne Clery Act

Disclosure of STU's Safety, Security, and Fire Safety: Annual Security Report and Crime Statistics (ASR) is within compliance with the Violence Against Women Reauthorization Act (VAWA) of 2013.

Under The Clery Act, an institution is required to disclose crime incidents that occur in one of three geographic categories: on campus, on public property within or adjacent to the campus, or in non-campus buildings or property owned or operated by the school. The final rule, published in the Federal Register on Monday, October 20, 2014 requires an institution to expand the scope of this legislation in terms of reporting, response, and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

Other provisions of the new rule require institutions to:

- Add gender identity and national origin as two new categories of bias that serve as the basis for a determination of a hate crime.
- Describe each type of disciplinary proceeding used by the institution in cases of alleged dating violence, domestic violence, sexual assault and stalking, including the steps, anticipated timeliness, and decision-making process for each, and how the institution determines which type of disciplinary proceeding to use.
- Include in their annual security report a statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault and stalking as well as the procedures that the institutions will follow when one of these crimes is reported.
- Provide that an institution's disciplinary proceeding will afford the accuser and the accused the same opportunities to have others present during the institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

The annual security report is found at: www.stu.edu/asr and www.stu.edu/emergency

Ethics Hotline and Website – “Doing What’s Right” Program

A high priority has always been placed on ensuring that each member of our University community has the opportunity and means to convey any matter that could compromise the effectiveness of our environment. While speaking to your supervisor is the most effective way to report dishonest and unethical behavior, we realize it is not always possible to do so.

Therefore, arrangements have been made with an independent company called “The Network” to establish and operate the STU Hotline and Website. A toll-free phone number and a Website are available for employees to voice their concerns and to remain anonymous, if they choose to. This service is available 24 hours a day, 7 days a week, and allows you to report your concerns without fear of retaliation. When calling the hotline, an interview specialist (not related to the University) will document your concern, assign you a personal reference number and relay the information to the University.

Many institutions and Universities have also instituted similar programs. President Armstrong fully supports and endorses the program at STU.

Hotline

The toll-free number for the hotline is **1-877-369-7432**. Service is available 24 hours a day, 7 days a week. Operators are available in a variety of languages.

Website

The website may be accessed through the STU Webpage, by clicking on the arrow next to “About STU” and selecting “Faculty & Staff”. Then, under the Human Resources section, click on “Ethics Hotline”. You will need to log in by using your STU username and password. This is to prevent outsiders (non-faculty, staff or students) from using the website.

Professional Ethics and Conflict of Interest

The University expects all faculty and staff members to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the University and should avoid any situation that involves, or may involve, a conflict between their personal interest and the interest of the University.

Employees of St. Thomas University shall not hold any employment or hold any contractual relationship with any business entity that will create a continuing or frequently recurring conflict between their private interests and the performance of their duties as employees of the University or that would impede the full and faithful discharge of their duties as employees of the University.

The University recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, employees must disclose any possible conflicts so the University may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the University’s business dealings. The University’s reputation and integrity are two of its most valuable assets, and are directly related to the conduct of its faculty and staff employees. Therefore, employees must never use his/her position with STU or any of its students for private gain, to advance personal interests, or to obtain favors or benefits for themselves, members of his/her family, or any other individuals, corporations, or business entities.

A violation of this policy will result in immediate and appropriate corrective action, up to and including termination.

Code of Ethics

ST. THOMAS UNIVERSITY is committed to the highest standards of academic excellence and Catholic values. Members of the STU community – faculty, staff, students, administrators, members of the Board of Trustees, members of the University’s advisory boards, and volunteers – are responsible for maintaining the standards of the institution and of the various communities in which they live. We value integrity, honesty, and fairness, and strive to integrate these values into our daily practices.

We commit ourselves to the highest standards of ethical conduct. We act with integrity; we treat others with respect and dignity; we carefully steward the University's resources; we avoid conflicts of interest or commitment; we maintain confidentiality; and we comply with legal and professional obligations. We are individually accountable for our own actions, and we are collectively accountable for upholding these standards of behavior and complying with all applicable laws, policies, standards, and regulations. While human, and therefore fallible, we constantly strive to meet our ethical expectations. Moreover, the STU community is composed of many distinct constituents, we understand that beyond the general ethical principles outlined in this policy, we may be subject to additional rules of conduct specific to our respective roles within the community.

The Code of Ethics policy is to set forth the ethical expectations for all members within the St. Thomas community. Other University policies provide specific rules and regulation that govern the conduct of University community members and the Code of Ethics does not modify the application or enforcement of those policies in any way.

[Use this hyperlink to view the entire Code of Ethics Policy.](#)

Conflict of Commitment

Faculty members and administrators at St. Thomas University make a primary commitment to the University. Therefore they must arrange their outside obligations, employment and activities so as not to interfere with their primary obligation and overriding commitment to the University and its mission. The University expects faculty members and administrators to acknowledge any conflicts with their primary obligation, to disclose them in writing upon realization of the conflict, and to review them annually with the appropriate supervising administrator.

Although the University encourages external activities that enhance the employees' value to the University, it expects its employees to assess the possible adverse effects of external employment or activities on their duties to the University. In case of doubt as to whether acceptance of an outside appointment or participation in an outside activity would be in conflict with one's University responsibilities, the employee will disclose the opportunity for or current appointment or participation in writing, and will request in writing from his or her director or dean, as appropriate, a determination as to whether a conflict exists.

Outside Employment

If you are employed by STU in a full-time position, the University will expect that your position here is your primary employment. Any outside remunerative activity must not adversely affect the business interest or reputation of STU or interfere with your ability to properly perform your job duties by creating a conflict of commitment.

In general, outside work activities are considered a conflict of interest and are not allowed when they:

- prevent the employee from fully performing work for which he or she is employed at the University, including overtime assignments;

- involve organizations that are doing or seek to do business with the University, including actual or potential vendors or students; or
- violate provisions of law or the University's policies or rules.

On occasion, University employees may be required to work beyond their normally scheduled hours, and employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to STU must be given priority.

If you are thinking of taking on a second job, it would be wise to notify management immediately to ensure that it will not interfere with your position at STU, nor pose a conflict of interest.

Staff Teaching as Adjunct Faculty

Full-time non-faculty St. Thomas employees with the appropriate academic credentials may apply to teach as an adjunct faculty member with the permission of their supervisor. They are expected to follow the same policies and procedures as other adjunct faculty members. A full-time St. Thomas employee may not teach more than one course in any 16-week reporting period (fall, spring, or summer).

All University Trustees, Officers, Faculty and Administrators will be expected to abide by the St. Thomas University Conflict of Interest Policy and will be required to sign a Conflict of Interest Statement, at the beginning of every academic year, to be maintained in their personnel files in the Office of Human Resources.

ST. THOMAS UNIVERSITY
CONFLICT OF INTEREST POLICY
Approved by Cabinet on 1/20/2017

WHEREAS, St. Thomas University (“University”), a not-for-profit corporation, is committed to teach and prepare its students in a setting where directors, officers, faculty, administrators and students can work under Roman Catholic auspices with competence, objectivity and respect for academic freedom; and

WHEREAS, there exists between the trustees, officers, faculty and administration of the University, a fiduciary relationship which carries with it a strict duty of loyalty and fidelity; and

WHEREAS, it is the responsibility of the trustees, officers, faculty and administration of the University to make full disclosure of any interest on their part which might conflict with that of the University; and

WHEREAS, it is deemed to be timely and appropriate to adopt a conflict of interest policy for the guidance of trustees, officers, faculty and administration.

NOW, THEREFORE, BE IT RESOLVED THAT: Trustees, officers, faculty and administration should exercise the utmost good faith in all activities touching upon the University and its property. They shall not use their positions or knowledge, directly or indirectly, so that a conflict might arise between the University’s interest and the individual’s personal interest. They shall not accept gifts or gratuities, excessive or unusual, directly or indirectly, which might tend to influence judgment or actions concerning the activities of the University.

All acts of trustees, officers, faculty and administration shall be for the benefit of the University.

Any contract and/or transaction between the University and one or more of its trustees, officers, faculty and administration or between the University and a corporation, firm, association, or other entity in which one or more of the University’s trustees, officers, faculty and administration (hereinafter “interested person”) are directors, officers, partners or employees, or have a substantial financial interest, shall be void or voidable, unless each of the following conditions are met:

1. The material facts as to such interested person’s interest are fully known to the Finance Committee of the Board of Trustees; and
2. The Administration has exercised due diligence by exploring the availability of goods or services comparable to the goods or services the interested person seeks to provide; including, but not limited to, obtaining competitive bids, when available; and
3. The Finance Committee has reviewed and approved the interested relationship and the due diligence findings made by the Administration and has made a recommendation to the Board of Trustees to that effect if required under the Board’s general policy as to contract approval; and
4. If required under its general policy as to contract approval, the Board of Trustees, upon recommendation of the Finance Committee, has authorized the contract or transaction by a vote of a majority of a quorum of the Board of Trustees.

Interested persons may be counted in determining the presence of a quorum at a meeting of the Board of Trustees or of a Committee, which authorizes the contract or transaction by a vote, but may not vote.

Each trustee, officer, faculty or administrator shall be required to annually file with the Board of Trustees a statement of conflict of interest disclosing any interest, which would fall within the scope of the above policy, which shall thereafter be maintained in the minutes of the Board of Trustee's meetings.

A new trustee, officer, faculty or administrator shall file such statement upon assumption of his or her responsibilities.

For the purpose of this policy, members of the interested person's family include a spouse, parent, sibling, child, cousin, aunt, uncle and any other relative, including in-laws.

The failure of St. Thomas University faculty members or administrative staff members to accurately and fully complete the Conflict of Interest Policy Statement shall result in termination of employment. Prior to any such termination, St. Thomas University faculty members and administrative staff shall be provided with advance written notice of non-compliance and a reasonable opportunity to accurately and fully comply with the Conflict of Interest Policy.

Examples of Outside Activities to be Reported:

- A. Outside employment unrelated to Faculty member's STU responsibilities, including teaching for another institution, providing pro-bono services, conducting research projects, etc.
- B. Serving on the Board of a company or entity that does similar business as STU or competes with STU for students.
- C. Participation, directly or indirectly, in any arrangement, investment, or other activity with any vendor, supplier, or other party doing business with STU which would result in personal benefit to the STU employee.
- D. Ownership or material interest in a business or entity that could result in a conflict of interest with STU.
- E. Non-financial interests that may result in benefit or advantage, including, but not limited to, direct or indirect enhancement of an individual's career, education or gain to immediate family (or a person with whom the employee has a close personal relationship).
- F. Any other outside professional activity which you should reasonably conclude may create a conflict of interest, including a conflict or time commitment.

**ST THOMAS UNIVERSITY
CONFLICT OF INTEREST POLICY STATEMENT**

I have read and am familiar with the Conflict of Interest Policy, ratified by the University Board of Trustees of St. Thomas University in 2007, and referenced in the [Faculty Handbook](#) and [Employee Handbook](#), as well as the [Code of Ethics Policy](#) referenced in the Employee Handbook.

I have not undertaken an interest, involvement or activity which would contravene such Resolution.

I have engaged in activities that could be classified as a Conflict of Interest. A detailed explanation is attached.

Signature
ST. THOMAS UNIVERSITY

Date

Name Typed or Printed

Trustee

Officer

Faculty

Administrator

Maintenance of Confidentiality

Our students, vendors, and fellow employees entrust STU with important information relating to their personal and professional business. As such, maintenance of confidentiality is required. In safeguarding University-related information, including without limitation, documents, notes, files, records, oral information, computer files, or similar materials (except in the ordinary course of performing duties on behalf of STU) may not be removed from campus without permission from the University. Additionally, the contents of the University's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside the University. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

The unauthorized use or release of confidential information relating to STU or any of its students is prohibited both during and after employment with the University. Unauthorized use includes, but is not limited to, personal gain, providing advantage to others, etc. Confidential information includes, but is not limited to:

- University policies, objectives, goals, and strategies
- Student/vendor lists
- Any student-related information
- Other materials such as memos, documents, manuals, reports, etc.

Any violation of confidentiality seriously injures STU's reputation and effectiveness. Therefore, if you are questioned by someone outside the University or your department and you are concerned about the appropriateness of providing certain information, remember that you are not required to answer. Instead, as politely as possible, refer the request to management. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality.

Solicitations & Distributions

Solicitation for any cause during working time and in working areas is not permitted as these activities are distracting and interfere with the performance of required duties. Employees are not permitted to distribute non-University literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Employees are not permitted to solicit for memberships or subscriptions for any public or private enterprises, gifts of any nature, etc. In addition, the circulation or distribution of any petitions or notices or other printed materials is prohibited.

Persons not employed by STU are prohibited from soliciting or distributing literature on STU property.

Guidelines for Appropriate Conduct

As a key member of the St. Thomas University team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or St. Thomas University, or that might be viewed unfavorably by current or potential students or by the public at large.

Whether you are on duty or off, your conduct reflects on St. Thomas University. You are, consequently, encouraged to observe the highest standards of professionalism at all times. Types of behavior and conduct that St. Thomas University considers inappropriate include, but are not limited to, the following:

- Use of obscene, profane, or abusive language toward any manager, employee, or student; or behaving in a manner that would make another person reasonably feel threatened, intimidated, coerced, or fear for his/her personal safety on STU premises.
- Engaging in unlawful or illegal activity outside of work which damages the reputation or endangers the employees or students of STU.
- Using facilities for personal business during scheduled work hours.
- Engaging in Social Media websites such as Facebook for personal use during scheduled work hours.
- Leaving the work area during scheduled hours without authorization.
- Violation of the Company's anti-harassment, anti-discrimination, and confidentiality policies.
- Poor and/or disrespectful service to STU students or providers.
- Failure to observe, or violation of, STU's parking, safety, and security rules or practices.
- Excessive absenteeism or tardiness; failing to report to work when expected, including accepted overtime without prior authorization or proper notice.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession (except medications prescribed by a physician which do not impair work performance) or sale of controlled substances/drugs in any quantity while on STU premises.
- Unauthorized possession of firearms, weapons, chemicals, or explosives on STU property or while on duty or University business.
- Threatening, intimidating, or coercing fellow employees, students, or vendors. Engaging in criminal conducts or acts of violence, or making threats of violence toward anyone on STU premises or when representing STU; horseplay or provoking a fight while on duty.
- Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment.

- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of STU property, or the property of fellow employees, students, suppliers, or visitors in any manner.
- Excessive, unnecessary, or unauthorized use or possession of STU property or the property of fellow employees; unauthorized possession or removal of any STU property, including documents, from the premises without prior permission from management.
- Falsification or misrepresentation of employment or other work records; falsifying reason for a leave of absence or other data requested by STU; alteration of STU records or other STU documents. Falsification or alteration of your own timecard, records, or attendance documents; altering another employee's timecard or records, or causing someone to alter your timecard or records.
- Gambling or possession of gambling devices on University property.
- Sleeping on the job; loitering or loafing during working hours.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of St. Thomas University, based on violations either of the above or of any other University policies, rules, or regulations, you will be subject to disciplinary action, up to and including immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed “at will.”

Internet/E-mail Policy

The Internet is a powerful tool that allows employees to connect to information resources around the world. Access to the Internet may be provided to employees for the benefit of the organization and its students. Every employee has a responsibility to maintain and enhance STU’s public image, and use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users, and are protecting the university’s public image, the following guidelines have been established for using the Internet.

All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used only to conduct official university business, or to gain technical or analytical advice. Databases may be accessed for University information as needed.

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-university business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the university network or the networks of other users. In addition, it must not interfere with your productivity or the productivity of others.

Each employee is responsible for the content of all text, audio, or images that he/she places or sends over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated over the Internet should have the employee’s name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language transmission is allowed through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain his/their usernames on the Internet systems.

To prevent computer viruses from being transmitted through the system, only complete downloads from known sources.

Copyrighted materials belonging to entities other than STU may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the University or legal action by the copyright owner.

Employees are prohibited from sending any STU copyrighted or trademarked materials over the Internet without prior written permission from their supervisor.

All messages created, sent, or retrieved over the Internet are the property of the University. STU reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes, or sexual preference may be transmitted.

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, STU will advise appropriate legal officials of any legal violations.

Expanded Policy on Violating the Privacy of Individual Computer Workstations

St. Thomas University, by policy, reserves the right to examine the content of any computer purchased with University funds, including grants that are made with the University as a recipient, when there is evidence that such computer has been or is being used in a way that is inappropriate to the University's mission.

STU realizes that to authorize technical personnel to examine information on a faculty or staff member's personal computer, although legal and necessary in some cases, is an invasion of privacy.

This action taken by the University is only as a last resort in the supervision and management of employees.

This action will be taken only when a supervisor has taken all steps to ensure due process to the faculty or staff member involved.

It is highly encouraged that a supervisor deal with the issue of an employee's job performance through standard human resources techniques before resorting to a legalized invasion of privacy. That is, through performance appraisals, ensuring that the employee knows the policies and procedures, documentation of instances where a personal computer may be used inappropriately, and so on.

In all cases, there should not be the administrative searching of an individual's private life, through his/her computer, in place of standard management practices to deal with unsatisfactory employee performance.

Progressive Counseling

St. Thomas University follows a program of progressive counseling and discipline. An employee who violates University policy, rules, or regulations, or is at performing substandard level will be subject to appropriate counseling and disciplinary action. (See Guidelines for Appropriate Conduct) Normally, the employee will receive a verbal warning on first offense, a written warning on second offense, and a final warning, suspension, or termination on the third offense. However, serious violation(s) of University policy may warrant different treatment. Such instances may result in immediate suspension or termination. Supervisors are advised to first consult with the Office of Human Resources before implementing disciplinary action.

Disciplinary action will be administered by the employee's immediate supervisor; or, in matters of extreme circumstances, may be administered by the employee's department head, Dean or Vice President; the Director of Administration, or the Associate Director of Human Resources. In all cases, the incident and action taken will be documented by the individual administering the action.

GENERAL EMPLOYMENT POLICIES

E-Verify®

Effective 5/16/2011, St. Thomas University is an E-Verify® Employer.

E-Verify® is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. STU will utilize E-Verify® to verify employment eligibility for all newly hired employees.

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Handbook.

Policy of Bridging of STU Service Time

***Eligible:** Full-time faculty and staff and permanent part-time staff positions are eligible. Temporary and adjunct positions will not be considered when determining a bridge in service.*

This policy applies when an employee leaves the University voluntarily or involuntarily in the case of layoffs for a certain time period and is re-hired by the University at a later time.

Breaks of 6 months or less

Employees who return to STU within six (6) months of termination of their previous employment at STU are eligible for immediate reinstatement of seniority

Breaks of more than 6 months

To be eligible for reinstatement of seniority, employees must have completed a minimum of one (1) year of service prior to a break in employment and six (6) months of employment following the re-hire date.

Vacation Time

Time on the job for the original employment period will be added to time served after the re-hire date to determine seniority.

Sick Time

Sick time balances (if applicable) will not be reinstated after a break in service.

Absenteeism & Tardiness

St. Thomas University expects all employees to assume diligent responsibility for their attendance and promptness. Regular attendance and punctuality are important factors in job success and promotions. Recognizing, however, that illnesses and injuries may occur, the University has established sick leave and long-term disability benefit plans to compensate full-time regular employees for certain time lost for

legitimate medical reasons. (Please consult the appropriate sections of this handbook for information regarding these benefits.)

Should you be unable to work because of illness, you must notify your supervisor or department head at least one (1) hour prior to the start of your normal work schedule. If you have been granted an authorized family, medical leave, different notification procedures apply (See FMLA Policy). Failure to properly notify the University results in an unexcused absence. Furthermore, an employee who fails to contact his/her supervisor or Human Resources may be considered to have voluntarily abandoned their position with the University.

If you are absent for more than three (3) consecutive workdays, a statement from a physician is required before you will be permitted to return to work.

Absenteeism or tardiness that is unexcused or excessive in the judgment of St. Thomas University is grounds for disciplinary action, up to and including dismissal.

Attendance and punctuality are important for efficient business operations. Absences cause undue hardship on co-workers as well as students, and therefore should be minimized. Each STU employee is responsible for his/her daily punctual arrival at work. Employees must notify their supervisor of unscheduled absence as soon as possible. Unexcused or excessive absenteeism, tardiness or fraudulent claims of illness or injury may result in disciplinary action up to and including discharge. The employee should contact their supervisor directly as soon as they are able to do so, but no later than one (1) hour before the start of their scheduled shift. Only in emergencies may another responsible adult call in for the employee.

Absence from work for three (3) consecutive days without notifying your supervisor will be considered a voluntary resignation.

Animals in the Workplace

It is inappropriate to bring pets into the facilities of the University. Animals, except those that assist the physically disabled, are not allowed in any University building, lab or office at any time.

Policy on Children and Minors on Campus

General Policy

St. Thomas generally does not permit non-student, minor children to be present on a frequent or continuing basis in the workplace, classroom, library or other areas on campus even when accompanied by a supervising parent. At no time may a non-student, minor child be left unsupervised by a parent in a workplace, classroom, or library or other areas on campus.

Prohibitions

Under no circumstances may a non-student, minor child under the care of an employee or enrolled student be permitted in the following areas of the campus, even for brief visits or in an emergency:

1. Power plants, shops, mechanical rooms, confined spaces, or food preparation areas.
2. Any areas, indoors or out, containing power tools or machinery with exposed moving parts or rotating equipment.

3. Areas with excessive noise, extreme temperatures, inadequate ventilation or presence of pollutants.
4. University vehicles, heavy duty or other motorized equipment.
5. An other high-risk areas (stairwells, elevators, doorways, rooftops, constructions zones, etc.).
6. Laboratories or specified work areas that include flammables, explosives, compressed gasses, sharp objects, lasers, research animals, hazardous wastes or other environmental hazards.
7. No non-student, minor children are permitted in the Science and Technology building.

Exceptions

- At officially sponsored institutional programmatic activity to which families and/ or non-student, minor children have been invited.
- When an employee brings his/her child, grandchild or other non-student minor relative to introduce that child to co-workers. These visits must be coordinated with and approved by the employee's supervisor.
- In the event of an emergency, and if there are no other alternatives, an employee may have a non-student, minor child present in the workplace for an extended period of time provided the parent obtains the immediate supervisor's prior approval. If authorized, the parent employee must supervise the child(ren) at all times and should not leave such child(ren) in the custody of another University employee or another enrolled student, even for brief periods of time. The parent accepts full legal responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence.

Emergencies

For an emergency involving a child on campus:

- Call Public Safety at 6500 immediately

To discuss a child care concern, contact:

- Dean of Students
- Director of Human Resources

For a confidential discussion of concerns within the scope of this policy, contact:

- Human Resources

Social Media

In support of its recruitment and retention efforts, the University actively participates in Social Media websites such as Facebook, Twitter, YouTube, MySpace, LinkedIn, blogs, message boards and other social platforms. It is relevant for members of the University posting in the capacity as a University employee (i.e. when posting any social media content which reference their employment at the University), those posting officially on behalf of the University, or employees with personal profiles balancing their affiliation with the University, understand STU's commitment to certain fundamental Judeo-Christian principles which holds to be demonstrable through faith and reason.

The opportunities that social media offer are very exciting – it's a way for us to take part in a global conversation about the great work that we do. However, the risks are much greater than traditional communication mechanisms.

No posting of any confidential information about the University, its staff or students, or content that violates copyright or privacy laws, is threatening or obscene, libel, or is otherwise injurious or illegal is permitted. Any content of this nature posted by a user will be removed immediately. St. Thomas University will take legal action to enforce this at its discretion.

Please refer to the [Social Media Policy](#) for additional details.

Media Relations

Effective communications are central to the success of any enterprise, and St. Thomas University is no exception. Whether it is through media relations, brochures, web pages, or other means, the consistent application of strategies to promote and protect the University's brand is vitally important.

If a University employee is interested in generating media coverage about a program, event, or achievement, please contact the Office of Communications. This University office has access to various media contacts, locally and nationally, to coordinate publicity or visibility for programs, events, or newsworthy issues.

The decentralized University structure creates varying communications needs, often leading to conflicting and inconsistent messages about the University. Successful marketing strategies and communications efforts cannot ensue from isolated or ad hoc tactics. For the University to properly communicate with a consistent voice, it is essential that the communication activities of STU be coordinated through one central office.

Please refer to the [Media Relations Policy](#) for additional details.

STU Property Issued to Employees

All STU property, as well as specific property issued to an employee, including, but not limited to, keys, computers, research materials, and safety equipment, should be treated with the utmost care. Every provision should be made by the employee to prevent University-owned property from being damaged, stolen, or lost. STU will incur all expenses associated with general maintenance, repair and manufacturer defects. In the case of lost or stolen property, STU may assess the employee for the cost of the item or a portion of the cost of the item if it is determined that the property was not properly maintained under normal circumstances. It will be at management's sole discretion to determine whether utmost care was taken to prevent University-owned property from damage or loss.

Upon separation from employment with STU, all equipment must be returned before or at the time the final paycheck is issued. If applicable, any costs as a result of unreturned, lost, or damaged property will be deducted from the employee's final paycheck.

Employment of Relatives

Definition of Relatives:

Relationships by blood: parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin.

Relationships by marriage: husband, wife (including common-law spouses and ex-spouses), step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece.

Due to the potential for perceived or actual conflicts of interest, the following restrictions apply to the hiring of relatives:

- Preference shall not be given to relatives. All hiring/promotion decisions are to be made on the basis of University needs, personal capabilities and qualifications.
- No person shall be hired, transferred or promoted to a position under the direct supervisory responsibility of a relative, unless approved by the President due to special circumstances.
- No employee shall participate in the appointment, compensation or evaluation of a relative.
- In order for a person to be hired to work within the same department as a relative, approval must be obtained from the Office of Human Resources, who may consult with the appropriate Senior Staff member.

Responsibility for Implementation

The hiring supervisor is responsible for ensuring policy compliance. Deans/Directors/Department Heads are responsible for monitoring personnel actions and to ensure compliance with this policy. The Office of Human Resources is available to answer questions or provide additional information regarding this policy.

Procedure for Hiring of Employee Relatives

- Current employees are required to disclose to the hiring supervisor any applicable relationships with potential employees prior to their hire.
- Prior to an employment offer, the hiring supervisor is responsible for notifying the Office of Human Resources of any relationship he/she may be aware of between the applicant and an employee of the University.
- The Office of Human Resources may consult with the appropriate Senior Staff member in order to make a decision.

Exceptions

Any exception to this policy requires the written consent of the relevant Vice President. In addition, at his/her discretion, the written approval of the President may be sought.

This policy applies to all categories of employment at St. Thomas University, including regular, temporary, part-time and student classifications.

Dating in the Workplace

Dating and physical relationships (1) between two employees, (2) between an employee and a student and (3) between an employee and a vendor can have an impact on the workplace. Although these relationships may be completely consensual, they may have serious consequences. Keep in mind, too, that unwanted sexual

advances and requests for sexual favors that are a condition of employment are prohibited under the University's harassment-free policy.

Dating between supervisors and subordinates is strictly forbidden. This applies to faculty and student relationships as well as to staff relationships in which one person is in a position of authority over the other.

Dating between co-workers in the same department is also strongly discouraged. One of the persons should seek a transfer to another department prior to engaging in such a relationship.

If a personal relationship creates conflicts of interest, causes dissension, interrupts the work flow of the parties or other employees, or creates a negative work environment, one or both parties may be asked to leave his/her employment.

Job Posting Policy

It is the University's policy to promote and transfer employees from within whenever possible and practical. The University has established a job posting program to give employees an opportunity to apply for positions that they are interested in and qualified for, without discrimination as to age, sex, race, color, national origin, or handicap.

Regular full-time and regular part-time vacancies are typically posted on the bulletin board designated for Human Resources in Dooner Hall and on the Human Resources web page (www.stu.edu/hr) for a minimum of five (5) business days. Postings generally include the title, department, brief comments of principal duties and qualifications, irregular shift information, if appropriate, and the application deadline date, if applicable.

At the discretion of the Office of Human Resources, available positions may also be advertised in outside publications concurrent with the postings. In most cases, an attempt will be made to first post internally, then advertise externally when necessary.

In order to be eligible to apply for a posted position, you must meet the minimum hiring specifications for the position, be an employee in good standing in terms of your overall work record, and generally have been in your current position for a minimum of six months. ([See Promotions & Transfers](#))

You are responsible for monitoring job vacancy notices and for contacting the Office of Human Resources to make preliminary inquiries in determining interest, qualifications, and additional information regarding available positions. Subsequently, you will be responsible for applying for the position following the application process indicated in the job posting.

Your indication of interest in an opening will not affect your current position, nor will it guarantee your selection for that position.

You are not required to notify your current supervisor when initially interviewing or submitting a letter of interest for a posted position. Applications submitted to the Office of Human Resources will be kept confidential until such time you are a finalist for the position. Your supervisor will be contacted prior to the completion of the application process for a recommendation as well as to discuss any operational issues that

may be relevant in the transition. All internal applicants will be notified prior to the completion of the selection process as to the status of their candidacy.

Hiring in December

Hiring of new employees during the month of December is strongly discouraged. Any exceptions will require the written approval of the appropriate Vice President.

Immigrant Work Visas and Green Cards

All hiring decisions involving persons who are in the U.S. on immigrant work visas must be approved by the President of the University prior to a job offer.

The University will follow Department of Labor (DOL) regulations regarding the payment of fees and legal costs directly related with the attainment or transfer of an employee's H-1B visa and/or Green Card petition.

H-1B Visas

By hiring a person on an H1B Visa, the University does not make any commitment towards assistance with a Green Card petition.

Permanent Resident ("Green") Cards

All decisions regarding approval of Permanent Resident ("Green") Card sponsorship will be made on a case-by-case basis. The following points will be taken into consideration:

- University need
- Type of position
- Length of service with the University of employee/petitioner
- Performance of employee

Approvals are to be obtained from the petitioner's:

1. Department Head
2. Appropriate Vice President
3. University President

After the appropriate approvals are obtained, all immigration-related documentation on behalf of STU for an existing or prospective employee must be processed by the Office of Human Resources. The University may provide an attorney referral or the employee may engage the services of his/her own attorney with approval of the Office of Human Resources.

Official Transcripts

Official copies of all post-secondary degree transcripts for staff and administration are to be included in employees' official HR personnel file. Official copies of all post-secondary degree transcripts for part-time and full-time University faculty are maintained in the Office of the Provost of the University/Chief Academic Officer. Official copies of all post-secondary degree transcripts for part-time and full-time Law School faculty are maintained in the Law School Dean's Office. It is the employee's responsibility to arrange for the receipt of these official documents by the appropriate office as outlined above. The official transcripts should be sent

to the appropriate department as outlined above directly from the college/university. All transcripts submitted to St. Thomas University become the sole property of the University and cannot be returned to current or former employees.

Parking

Free parking is available for all employees. Every employee is to obtain a St. Thomas University [parking decal from the Office of Public Safety](#). The sticker should be placed on the exterior bottom left corner of the rear window of the vehicle (driver's side) where the decal is clearly visible. On motorcycles, motor scooters, and mopeds, the parking decal shall be displayed in plain view and readable.

New parking decals are issued on or about August 1 and are valid for a period of one year. The color of the parking decals will be different each year.

Employees will be allowed to obtain up to two decals free of charge. The two decals must be for different vehicles registered to the same address. There will be a charge of \$30 for additional decals or for replacements.

All personnel are required to abide by established parking rules and regulations for the safety of all concerned. Violators may be ticketed and fined. Employees are responsible for payment of parking fines in accordance with parking regulations. St. Thomas University assumes no legal responsibility for cars or their contents while parked on campus at any time, or for damage to vehicles operated while on campus.

Online Instructions:

- Access the parking application by going to [Faculty and Staff link](#) at the top of the main webpage
- Scroll down to [Parking Application](#)
- Take your driver's license, proof of insurance and vehicle registration to the gatehouse to obtain your decal

Parking Spaces

Adequate space is provided for faculty/staff in the lot west of O'Mailia Hall, north of Dooner Hall and on the east side of the Carnival Cruise Line Science building. Parking in each of these lots must be in designated spaces only. Parking is not allowed on the grass at any time. Additionally, all vehicles parked on campus must display a valid parking decal displayed on the exterior lower rear portion of the driver's side windshield. If for any reason you are driving a vehicle without this decal, you must enter campus through the guest lane so as to be issued a parking pass for the day. Vehicles without a valid parking pass are subject to citation. Parking decals are distributed without charge through the Office of Public Safety located at the main entrance. For more information regarding parking and other traffic regulations, parking citations or any other Public Safety concerns, please contact the Office of Public Safety at (305) 628-6500.

Personal Appearance & Demeanor

Discretion in style of dress, grooming, personal cleanliness, and behavior all contribute to the morale of our employees and affect the business image STU presents. Employees are expected at all times to present a professional, business-like image to students and the public. Favorable personal appearance, like proper

maintenance of work areas, is an ongoing requirement of employment with the University. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Therefore, while working in an office environment, employees are required to dress in appropriate neat, clean, business attire. Employees not working in an office environment should use good judgment in choosing appropriate attire for the job being performed.

Employees who appear for work inappropriately dressed or groomed will be directed to go home and return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate attire.

Employees consistently failing to adhere to proper University standards with respect to appearance and demeanor are subject to disciplinary action up to and including termination.

Clothing

A neat and professional appearance should be portrayed at all times. Clothing must not be ripped, torn, soiled or revealing. Sweat pants, leggings, cut-offs, shorts, jeans, graphic and loose t-shirts are not appropriate.

Shoes

Flip flops, Crocs® or Croc® - like sandals/clogs, work boots, sneakers, etc. are not appropriate for the work place and should not be worn. If there is a medical need for an employee to wear sandals, a memo should be sent to the Office of Human Resources.

Spirit Day

Wednesdays are designated as “Spirit Days” at STU and everyone is encouraged to wear school colors and STU shirts with logos.

Personal Use of STU Property

In some instances, employees may be allowed to borrow certain University tools or equipment for their own personal use while on our premises. In no instance may this be done without prior management approval. St. Thomas University is not liable for personal injury incurred during the use of University property for personal projects. As an employee of the University, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

Personnel Record

The University maintains, within the Office of Human Resources, an official record of employment on each employee. These files contain documentation regarding all aspects of the employee's tenure with the University, such as performance appraisals, disciplinary warning notices, leave requests, and letters of commendation. You may review your personnel file at any time. If you are interested in reviewing your file, contact the Office of Human Resources to schedule an appointment.

To ensure that your personnel file is up-to-date at all times, please be sure to notify your supervisor or the Office of Human Resources of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

Re-Employment

An employee who at one time was employed by the University and who resigned or was terminated from a position, or who left the University for any other reason, for more than two (2) weeks and who seeks re-employment either in the same position or another position in the University, is required to re-submit an application for employment and if hired, serve a probationary period. Depending on the circumstances, STU may consider a former employee for reinstatement. Such applicants are subject to STU's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous separation of employment with STU and must have provided at least two week's advance notice of their intention to terminate their employment with STU.

In the event you return to work for STU within six (6) months of termination of your previous employment, and you terminated your previous employment with STU in good standing, you may be eligible to continue certain benefits at the level you enjoyed them (commensurate with your new position) at the time of your termination of previous employment with STU, pending approval from HR. To qualify for reinstatement of seniority, you must have been employed by STU a minimum of six (6) months prior to termination.

Reference Checks

Under no circumstances should an employee of the University release any information about any current or former STU employee over the telephone. All inquiries regarding current or former employee of the University must be referred to the Office of Human Resources.

Reference letters written on behalf of the University regarding any current or past employee should not be provided without authorization from the Office of Human Resources.

In response to an outside request for information regarding a current or former University employee, the Office of Human Resources will furnish or verify only an employee's name, dates of employment, job title, department, and, in limited cases, rate of pay. No other data or information regarding a current or former STU employee, or his/her employment with St. Thomas, will be furnished unless the employee authorizes the University to furnish this information in writing releasing St. Thomas University from liability in connection with furnishing the information, or the University is required by law to furnish any information.

Business Cards

Business cards for employees may be ordered if there is a business need and approval is granted by the employee's supervisor.

Cards are to be ordered from the University's Mail and Copy Center and will be printed in-house.

To ensure that correct titles are printed on the cards, approval from the Office of Human Resources is required prior to the release of all business cards.

Search

STU reserves the right to request employees to submit to a search of any package, purse, briefcase, toolbox, lunch box, pocket, or other container brought onto University premises. In addition, STU reserves the right to request employees to submit to a search of a desk, file cabinet, locker, or other container provided by the University or used in connection with the business of the University; and/or to allow to a search of any vehicle brought onto University premises.

A search may be conducted without notice, but will take place in the employee's presence and with the employee's consent. Searches under this policy will be handled with the utmost discretion and consideration for the affected employee. An employee who refuses to consent to such a search is subject to disciplinary action, up to and including termination.

Separation of Employment

Employees desiring to terminate their employment relationship with St. Thomas University are urged to notify the University at least two (2) weeks in advance of their intended separation. Such notice should preferably be given in writing to your supervisor and department head.

Employees who plan to retire are urged to provide the University with a minimum of two (2) months' notice. This will allow ample time for the processing of appropriate forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

Suggestions

Ask employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your supervisor, who will welcome your suggestions and ideas. As such, we encourage all employees to bring forward their suggestions and good ideas about how STU can be made a better place to work, our products improved, and our service to students enhanced. When you see an opportunity for improvement, please let us know by communicating with your Supervisor, the Office of Human Resources, or Administration.

All suggestions are listened to and valued. When a suggestion from an employee has particular merit, we provide for special recognition of the individual(s) who had the idea.

SMOKE AND TOBACCO-FREE CAMPUS – Effective August 15, 2018

St. Thomas University is committed to providing a healthy working and learning environment for the entire campus community. The University recognizes that smoking is a major cause of preventable disease. Research findings confirm, and the U.S. Surgeon General affirms, that tobacco use and exposures to secondhand smoke by non-users constitute a significant health hazard.

St. Thomas University is a smoke- and tobacco-free campus and smoking, including e-cigarettes, is strictly prohibited. This prohibition includes but is not limited to the interior of University facilities, outdoor areas, and undeveloped property, as well as in any vehicle or golf cart owned, leased, or operated by the University.

This policy applies to all faculty, staff, students, contractors, vendors, and visitors. **The University prohibits the smoking of tobacco products, including electronic cigarettes (vaping) the carrying of lighted tobacco products, or chewing tobacco. The use, possession, or cultivation of marijuana for medicinal purposes is not allowed on University property; not, is it allowed at any University sponsored event or activity.**

Enforcement

All members of the University community share in the responsibility of adhering to and enforcing this policy. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of everyone. Anyone in violation of the policy should be informed of the University's Tobacco and Smoke-Free Policy and asked to comply by discarding the item.

Conflicts among employees related to smoking should be brought to the attention of the employee's supervisor and, if necessary, referred to the Office of Human Resources. Members of the STU community alleged to be smoking in University facilities or on University property in violation of this policy may be subject to disciplinary action through the applicable process. Visitors, including vendors, contractors and any service providers, will be subject to whatever remedies are available to the University.

In accordance with the applicable law and STU policy, any individual can voice objections to smoke that gathers in any smoke-free area without fear of retaliation.

[Smoke – and Tobacco-Free Campus Policy](#)

Uniforms

For employees working in jobs where University uniforms are required, St. Thomas will provide them at no charge. However, the cleanliness and professional appearance of uniforms are the responsibility of each individual employee. Upon termination of employment, all uniforms must be returned or the cost will be deducted from your final paycheck.

Use of Telephone, Mail & Fax

Personal phone calls should be kept to a minimum and must not interfere with work. Employees are permitted to make limited local area calls on University telephones for essential personal business, and should not abuse this privilege. Long distance calls of a personal nature are not permitted at the University's expense.

Additionally, for safety purposes, Physical Plant employees may not carry or make use of personal cell phones during work hours. Cell phones may be used during lunch or break time only. Employees who fail to adhere to this policy are subject to disciplinary action up to and including termination.

Emergency calls to employees may be directed to the Office of Physical Plant at (305) 628-6594. The employee will be contacted by the Office of Physical Plant. The message will be relayed and, if applicable, the employee will be given the opportunity to attend to the emergency.

Please do not use ST.THOMAS UNIVERSITY as a personal mailing address or utilize University postage for personal mailings. The University is under no obligation to forward mail to you following termination of employment. The use of fax machines is restricted to University-related business only.

PAYROLL POLICIES & INFORMATION

Pay Cycle

STU's pay periods are semi-monthly with 24 paydays each year. The workweek begins at 12:01 A.M. Sunday and runs continuously until 12:00 midnight on Saturday. Paydays are usually scheduled on the 15th and the last day of each month except when other contractual arrangements have been made. If a scheduled payday falls on a Saturday, Sunday, or University-observed holiday, you will usually be paid on the day preceding the weekend or holiday. Published pay date schedules are available in the Office of Human Resources.

Paychecks are distributed by each department on paydays. Every effort is made to avoid errors in your paycheck. However, if you believe an error has been made, inform your Manager immediately so the discrepancy can be researched to assure that any necessary correction is made properly and promptly.

Hours of Work

Regular University office hours may vary among departments. Your precise working hours, schedule, and meal periods will be arranged and designated by your supervisor.

Daily and weekly work schedules may be changed by the University from time to time to best serve our student population, schools, departments, campuses, and outreach centers. Changes in work schedules will be announced as far in advance as practicable.

Employees who are hired to work on a part-time basis may not exceed their assigned weekly hours without prior written approval from their manager and from the Office of Human Resources.

Direct Deposit

All full-time and permanent part-time employees are encouraged to utilize direct deposit to have their earnings automatically deposited into a checking or savings account each payday. This service of direct deposit offers the most convenient and efficient way to receive your paycheck. Your money will already have been deposited in your account. Note: It takes two pay periods for the initial direct deposit to be activated. It is always important to check your bank statement each pay period to ensure the deposit has occurred without error. You may start or stop direct deposit at any time. **If you change banks, you must notify the Payroll Office immediately to insure proper depositing.**

Lost or Stolen Paycheck

In the event that your paycheck is lost or stolen, you should notify the Payroll Manager/HRIS Specialist immediately. Upon bank verification, the Payroll Office will place a stop-payment on the original check, and you will be issued a replacement check. (Please note that a stop-payment order may take up to four days.) Unfortunately, St. Thomas University is unable to take responsibility for lost or stolen paychecks, and if the University is unable to stop payment on your check, you alone will be responsible for such loss.

Time Reporting

It is the policy of St. Thomas University to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours where applicable) and accrued vacation and sick time you have taken, as well as to ensure you are paid in a timely manner, all employees will be required to report absences each pay period using the Absence Reports.

The following actions may result in disciplinary action, up to and including discharge:

- Altering, falsifying, tampering with time records, or recording time for another employee
- Reporting sick time for vacation absences
- Failure to report vacation/sick time absences

It is the supervisors' responsibility to ensure that employees are properly recording vacation and sick time absences.

Overtime Pay

On occasion, it may be necessary for you to perform overtime work in order to meet operational or scheduling demands. However, all employees must receive prior authorization from management to work in excess of their regularly scheduled hours. Working unapproved overtime for non-exempt employees may be grounds for disciplinary action.

In accordance with the Fair Labor Standards Act, non-exempt employees are entitled to overtime pay at one and one-half their regular rate for any hours worked in excess of forty (40) within one workweek. Employees who are required to work thirty-five (35) hours per workweek will be paid their regular rate for hours worked between the thirty-fifth hour and fortieth hour.

Payment for overtime will normally be received in the pay period following the period in which such overtime is worked, provided the timesheet has been properly prepared, approved by your supervisor, and forwarded to the Office of Human Resources in a timely manner.

"Hours worked" refers to time spent in the performance of duties actually working, and as such, holidays, paid time off, etc., do not count towards hours worked for overtime calculations.

Time Off Plan

When possible, overtime payments for hours worked in excess of 40 hours a week are made in the form of a "time off plan" at the rate of time and a half. Time off for hours worked in excess of 35 hours per week but less than 40 hours per week are normally compensated in the form of time off at the regular rate. "Time Off" must be taken during the same pay period in which it is earned. If the work schedule does not permit the employee to take time off during that period, then the employee must receive overtime payment for those hours.

The overtime hours worked and the "time off" (at straight time for 35-40 hours and/or at 1½ times for 40+ hours) must be clearly documented in the Employee Absence Report that is submitted to Payroll.

Web Advisor – Information available

- Open the STU website: www.stu.edu
- Click on “My Bobcat” at top right of page
 - Log in:
 - User ID: your STU login ID
 - Password: your STU system password

Payroll Advices and Payroll Checks

- Under WebAdvisor (light blue shaded column at left of page):
 - Select Employee Profile
 - Pay Advices
 - Choose time period to view and/or print

Total Compensation Statement

This statement will show you the current annual value of all benefits the University provides on your behalf, in addition to your salary. You will be able to see how much you contribute toward each benefit on an annual basis as well as how much the University contributes on your behalf.

- Under WebAdvisor (light blue shaded column at right of page):
 - Select Employee Profile
 - Total Compensation

W-2 Statements

In order to view W-2 statements on-line, the employee will need to provide “W-2 Electronic Consent”.

- Under WebAdvisor (light blue shaded column at right of page):
 - Select Employee Profile
 - W-2 Electronic Consent
 - Choose year –2010 through 2017 are available at this time

By choosing this option, you are authorizing the following:

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

Although the system states that by providing W-2 Electronic Consent, employees will receive W-2s only in electronic format, the Office of Human Resources will provide paper copies of W-2 statements for all employees, regardless of this option.

Declared University Closings

On occasion, by direction of the President and/or Executive Committee, certain University holidays or closings may be declared to honor a specific person or event, for inclement weather, for days of mourning, or for acts of God. (See Emergency Handbook for further explanation.)

The following pay policy is applicable to unique, one-time closings that are generally of not more than one day's duration:

1. Full-time regular and part-time regular employees who are scheduled to work, or who are in an active pay status but do not work due to the closing(s) of the University for the aforesaid reasons, will be paid according to the hours they were scheduled to work that day. An employee will be considered to have worked, or have been scheduled to work, on the declared day if the majority of his or her regularly scheduled shift falls on the declared day. Employees who are not scheduled to work or those who are on a scheduled day off will not receive compensation.
2. Non-exempt employees who are required to work to maintain essential or necessary services on the declared day will receive their regular rate of pay for their normally scheduled hours, plus a comparable amount of pay at 1½ times their regular hourly rate for all hours actually worked.

This policy excludes closings or reductions in work force related to energy or resource shortages, any University vacation periods that may be declared, or other conditions beyond University control. Such closings or reductions in work force shall be considered temporary or permanent, as appropriate.

Payroll Deductions

STU is required to make certain payroll deductions on your behalf. Withholdings vary according to pay rate, number of exemptions, and other factors. These deductions are made until the maximum year-to-date amount is reached. Any change in name, address, telephone number, marital status, or number of exemptions must be reported to management immediately to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes. Required withholdings may include:

Federal Income Tax	Wage Withholdings/Garnishments
Social Security	
Medicare	

Wage Withholding (*Court Ordered*)

It is the policy of STU to comply with all valid claims against the wages of employees such as garnishments, levies, support orders and/or wage garnishments, in accordance with applicable law.

Payroll will continue to withhold monies from an employee's salary for the entire period specified in the garnishment, federal, family court, or other assignment, or until the employee or appropriate legal authority presents STU with a written release or notice that the employee's financial obligations have been satisfied.

If a dated release is received, and the monies have been deducted but not yet paid to the court, the employee may be able to receive a reimbursement dependent upon the language of the order and/or release.

PERFORMANCE REVIEWS

Performance Reviews

To ensure that employees perform their job to the best of their abilities, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvement when necessary. Management is continuously evaluating your job performance. Day-to-day interaction should give you a sense of how your performance is perceived. However, your supervisor will conduct a formal, written performance review upon completion of an employee's 45th and 90th day of employment, and at least once annually thereafter. Annual evaluations are due to the HR office on or about July 16th of each year. A review may also be conducted in the event of a change in duties and responsibilities or to clarify performance deficiencies.

During formal performance reviews, management will consider the following criteria, among others:

- Attendance, initiative, and effort
- Knowledge of your work
- The quality and quantity of your work
- Adherence to University and departmental policies, procedures, and protocols

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in weaker areas. The review also serves to clarify and document performance standards in conjunction with the goals and description of your position. As well as being a tool basic to good personnel management, performance evaluations also assist in achieving desired work performance, receiving ideas and inputs, identifying training needs, and documenting shortcomings for positive discipline procedures that may be necessary. Frequent guidance and feedback are necessary to maintain optimum performance and job satisfaction.

This is a good time to discuss your interests and future goals. Management is interested in helping you progress and grow in order to achieve personal as well as work-related goals. As a result of these meetings, further training or additional opportunities may be recommended or provided.

Promotions & Transfers

The employment policies instituted at the University are designed to assist departments in obtaining the most qualified and suitable candidates for position vacancies and to ensure compliance with federal, state, and local laws, policies, and procedures concerning employment. Additionally, the University hopes to assist employees in their efforts to grow and develop professionally. Therefore, it is the policy of St. Thomas University to promote and transfer qualified, regular employees whenever possible and practical.

This policy covers non-faculty appointments for part-time and full-time regular positions. "Promotion" is defined as a move to a position of higher classification requiring increased responsibilities and will normally be accompanied by an increase in compensation. A "transfer" means the appointment, on a regular basis, of an employee to a different position within the same or similar range of job classification to which the employee's current position is assigned. An increase in salary will not normally accompany a transfer. In all cases, any compensation adjustment must have prior approval by the Office of Human Resources.

A promotion or transfer may be initiated by the University or the employee. To be eligible for promotion or transfer, you must have completed at least six (6) months of regular employment in your current position. Any exceptions to the six month waiting period must be approved by the appropriate Senior Staff member/s. You should also first satisfy the education and experience requirements established for the desired position. If you believe you have the required experience, you should first meet with a representative of the Office of Human Resources to discuss your interest and intent.

If your education and experience satisfy the requirements for the position, you will be considered for the position. During the course of the selection process, the department with the vacancy shall review such things as (but not limited to) your work history, attendance record, attitude, and general appraisal of previous work performance. Other factors taken into account are such things as your ability to assume greater, expanded, and/or diverse responsibilities as well as an assessment of your ability to understand and perform management and/or administrative functions.

If you are selected, the position will be offered to you by the Office of Human Resources. If you accept the offer, the effective date of the transfer or promotion shall be arranged at a time mutually agreeable to the two departments, but should normally not be later than four weeks from the date of your acceptance. Normal notice is two weeks. You will also be subject to a probationary period not exceeding ninety (90) calendar days. ([See Probationary Period](#))

REWARDS & RECOGNITION

Bi-monthly announcements are sent out by e-mail from "HR Communications" to announce:

- New hires
- Service Anniversaries
- Promotions

Service Anniversaries

Eligible: All regular full-time faculty and regular full-time staff

The University has a program in place to recognize service anniversaries on an incremental 5-year basis.

In recognition of years of service, employees will be presented with a certificate from: <http://www.spendyourserviceaward.com/>. Here they will be able to select a gift from one of many on-line vendors or obtain a gift card to exchange at a store of their choice.

Certificate Awards will be presented at University General Assemblies, scheduled by the President.

Years of Service	Award
5	\$100
10	\$200
15	\$300
20	\$400
25	\$500
30	\$600
35	\$700
40	\$800
45	\$900
50	\$1,000

For purposes of this program, a person's date of hire will be determined as follows:

- Original hire date for full or permanent part-time employment. Work study, adjunct, or temporary assignments will not be considered
- Or
- In the case of employees who worked for the University, left their employment and were re-hired at a later date:

Time on the job for the original employment period will be added to time served after the re-hire date to determine service time.

SAFETY & SECURITY POLICIES

At STU, we always put safety first. We believe it is our duty to provide you with as safe a workplace as possible. Safety is everybody's business. We want to protect you against occupational injury and illness, as well as minimize the potential loss of production.

General Safety Rules

- Immediately report to management all accidents, injuries, illnesses, hazardous/unsafe conditions, needed repairs, or any related incidences, which may occur during the course of performing work for STU.
- Attendance at University-scheduled safety meetings is mandatory.
- To the extent possible, avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Smoke only in designated areas and never empty ashtrays into wastebaskets or open receptacles.
- Loose clothing, jewelry or rings must be removed before operating machinery.
- Avoid "horseplay" or practical jokes.
- Inspect tools, machines, and equipment prior to each use, and start work on any machine only after safety procedures and requirements have been explained (and you understand them). Never remove or bypass guards or safety devices. Never take "short-cuts" or make repairs to equipment.
- Keep work area clean and neat at all times.
- Use proper lifting techniques and get help with heavy loads.
- Always use the right tool, machine, or equipment for the job and never use tools, machines, or equipment that is damaged or defective.
- Never climb up/on anything without utilizing the proper safety equipment to reach overhead items/materials.
- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all security alarms and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave STU's premises, make sure that all entrances are properly locked and secured.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary action, up to, and including termination of employment. STU reserves the right to inspect all packages, parcels, or closed containers brought into or taken out of the work area.

We will continue to provide a clean, safe, and healthy place to work. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat.

Accident Prevention

STU is guided by an established accident prevention policy. This policy is based upon a sincere desire to eliminate personal injuries, occupational illness, and damage to equipment and property, as well as to protect the general public, wherever the public may come in contact with, or is affected by, the University's work. All faculty and staff members are charged with the responsibility of preventing the occurrence of incidents or conditions that could lead to occupational injuries or illness. While the ultimate success of a safety and health program depends upon the full cooperation of each individual employee, it is the University's commitment to provide all employees a safe environment in which to work. It is likewise management's responsibility to see that safety and health rules and procedures are adequately in place and enforced.

Safety should never be sacrificed. It must be considered an integral part of quality control, cost reduction, and job efficiency. STU has achieved an outstanding record in the area of safety and is proud of its accomplishments in accident prevention. However, we also recognize that as long as any possibility exists for even one person to suffer injury, we must continue to stress safety and to strive for improvement.

Our goal is the total elimination of accidents from our operation. There are three sound reasons for this:

1. No endeavor is worthy if it results in human suffering through disabling injury or loss of life.
2. A good safety record reflects the quality of management, supervision, and the entire workforce. It also serves to promote business and thereby contributes to the continuing growth and success of the university.
3. Poor accident experience increases costs and results in loss of profits. Our policy is to accomplish work in the safest possible manner consistent with good work practices.

Essential Personnel

St. Thomas University conducted a needs assessment and determined the positions and functions within the University that are critical for responding to and recovering from an emergency. If a position or function was determined to be critical, the employee responsible for that position or function was designated as essential personnel. Essential personnel are required to remain available for assignment during a declared emergency as a condition of their employment. Employees are advised annually if they are essential in the case of a declared emergency. Essential personnel are required to carry their STU issued identification card in order for scene security to be maintained.

The University reserves the right to designate additional functions as essential according to circumstances and the needs of the University.

Criminal Background Screening Policy

Purpose

To ensure the safety and well-being of students, faculty, staff, youth, the elderly, the aged and the disabled in conjunction with the policy of the Archdiocese of Miami.

General

All St. Thomas University employees including administration, staff, full-time faculty, part-time faculty and employees of on-site contractors will be screened. Background screenings will include, but shall not be limited to, fingerprint screening through local (FDLE) and/or national (FBI/VECHS) law enforcement, and, shall occur every 5 years. Only screenings conducted by the Archdiocese of Miami's approved vendor will be accepted. Instructions may be obtained from the Office of Human Resources.

Notification to prospective employees

During the application and/or interview process, prospective employees will be verbally advised by the hiring manager or HR representative of the University's criminal background screening policy. The policy will be reiterated during any formal offer of employment conversation and a statement will be included in an offer confirmation letter issued by the Office of Human Resources. Employment can be subject to an acceptable screening.

Procedure

Once an offer of employment has been made and accepted, individuals will be required to provide fingerprints prior to the start of employment at one of several locations available. Information will be provided by the Office of Human Resources.

Results of background screenings

If a background check shows evidence of a conviction or other negative information, the Archdiocese of Miami's Office for the Protection of Children & Vulnerable Adults (COPCVA) will make a determination as to whether the person is eligible for employment at St. Thomas University. The COPCVA will notify the Vice President for Administration/Chief Financial Officer who will review the information with the Office of Human Resources. A final determination regarding the person's employment will be made in conjunction between the COPCVA and St. Thomas University.

If the conviction or other negative information is deemed egregious to the extent hiring of the person must be denied or employment termination must occur, said employee shall be told by the Director of Administration or the Associate Director of Human Resources. The COPCVA will provide said employee a letter stating the reasons for the rejection or restriction, along with the FCRA Notice to Employee, a Summary of Rights Under the Fair Credit Reporting Act, and a copy of the report. A sexual offense may be grounds for denial of employment or immediate dismissal with no recourse.

The COPCVA may also request additional information or paperwork from the potential employee in order to make a decision regarding eligibility for employment.

If the background check indicates negative information which may have occurred more than five (5) years prior, the COPCVA in consultation with the Director of Administration or the Associate Director of Human Resources and the Vice President for Administration/Chief Financial Officer will determine whether the employee can continue employment with the University or be terminated.

Reconsideration of employment termination

If the individual feels there is any error, or that he or she is being unfairly treated, he or she will be required to provide written documentation within ten (10) days to the Office of Human Resources for the decision to be reconsidered.

Non-compliance to this policy

The failure of prospective St. Thomas University employees to submit to background screening as required by this policy shall result in denial of employment.

For persons hired prior to the inception of this policy, failure to submit to background screening shall result in termination of employment. Prior to any such termination, St. Thomas University employees shall be provided with advance written notice of non-compliance and a reasonable opportunity to comply with this policy.

VIRTUS Training

In response to the growing public awareness of child sexual abuse, the Catholic Bishops of the United States authorized a training program called VIRTUS, created by the National Catholic Risk Retention Group. The purpose of VIRTUS and its “Protecting God’s Children” component is to educate and train adults (clergy, religious, teachers, staff, volunteers, and parents) who teach in religious institutions, about the dangers of abuse, the warning signs of abuse, the ways to prevent abuse, the methods of properly reporting suspicions of abuse, and responding to allegations of abuse.

As an Archdiocesan institution, all employees, vendors and volunteers of St. Thomas University must receive this important training. While faculty and staff of St. Thomas University may not generally work with minor children, there are many instances when minors are present on our campus. At one time or another, we all interact with children. In addition to passing a background check in order to work at STU, it will be mandatory for all current and new employees, vendors and volunteers of St. Thomas University to be VIRTUS trained.

The VIRTUS training sessions will run approximately three hours long. As part of the training, employees must sign a Code of Conduct and an affidavit of Good Moral Character. Volunteers and Vendors likewise, will sign a Code of Conduct and affidavit of Good Moral Character and Volunteers will also sign a Volunteer Agreement.

To register for a VIRTUS “Protecting God’s Children for Adults” session:

- Visit www.virtusonline.org
- Click on “Registration” on the left-hand side
- Click on “Begin the Registration Process”
- Under “select your archdiocesan organization”, scroll down to “Miami, FL (Archdiocese)”
- Create a User Name and Password

- For primary location, scroll down and select “Saint Thomas University” (Miami)
- Please select your role (Employee - Diocese) and type in your position title
- Next screen, choose (Employee Lay, etc.)
- Scroll down and select the session you’d like to attend

Once your attendance is verified and your account is activated, you will be able to log in and print your certificate of completion anytime through your online VIRTUS account. For questions, please contact J. Rayburn in the Safe Environment Office at jrayburn@theadom.org or 305-762-1250.

In order to remain compliant after the training, employees are required to read monthly training bulletins they will receive by email and to correctly answer the questions included at the bottom of the bulletins.

Standards of Disqualification for Employment

The University will follow the guidelines set forth in Fla. Stat. §§ 435.04, 1012.315 and 408.809 to identify those offenses which may result in disqualification for employment.

The statute identifies the following types of offenses for which a plea of **guilty**, a plea of **no contest**, a **conviction** or an **arrest waiting final disposition** may result in disqualification from employment:

Sexual Misconduct - sexual battery; prostitution; lewd and lascivious behavior; incest; obscene literature; with certain developmentally disabled clients or mental health patients; with certain forensic clients and reporting of such sexual misconduct

Relating to Minors - assault/aggravated assault; battery/aggravated battery,, taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings; battery on a detention or commitment facility staff; contributing to the delinquency or dependency of a child; negligent treatment of children; sexual performance by a child; drug abuse if any other person involved in the offense was a minor

Adult Abuse – abuse, aggravated abuse, neglect or exploitation of aged persons or disabled adults; lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.

Murder/Manslaughter - Killing of an unborn child by injury to the mother; vehicular homicide; aggravated manslaughter of an elderly person or disabled adult; aggravated manslaughter of a child

Felonies - theft, robbery, burglary and related crimes; fraudulent sale of controlled substances; drug abuse; exploitation of an elderly person or disabled adult

Kidnapping or false imprisonment

Firearms or Weapons - Exhibiting firearms or weapons within 1,000 feet of a school; possessing an electric weapon or device, destructive device, or other weapon on school property

Other - resisting arrest with violence; depriving a law enforcement correctional or correctional probation officer means of protection or communication; aiding in an escape; aiding in the escape of juvenile inmates in correctional institutions; encouraging or recruiting another to join in a criminal gang; inflicting cruel or

inhuman treatment on an inmate resulting in great bodily harm; harboring, concealing, or aiding an escaped prisoner; introduction of contraband into a correctional facility

The University retains the right to disqualify individuals from employment for other non-listed offenses when, in the discretion of the University, the criminal history report indicates unsuitability for the particular job duties.

Appellate Process

Individuals disqualified pursuant to this policy may retain the right to an appellate process when there are mitigating factors involved. Mitigating factors may include: dated convictions, evidence of rehabilitation, etc.

Upon receipt by the University of a Background check for a current or prospective employee who has been disqualified pursuant to this policy, the individual will be contacted by the Director of Administration. It will be the duty of the individual to appraise the Director of Administration as to the mitigating circumstances. The Director of Administration may seek the advice of University Counsel and will make the decision on less egregious offenses. In the case of more serious offenses, the offenses will be brought to the attention of a committee (made up of Human Resources and the Vice President for Administration). The committee will render a decision as to whether the person is to be disqualified for employment. The person will be notified within 24 hours.

A final determination regarding the person's employment will be made in conjunction between the COPCVA and St. Thomas University.

Drug-Free Workplace Policy

A part of the mission of St. Thomas University is our commitment to competence and objectivity. Through its personalized and caring environment, the University strives to provide a safe learning and working environment and encourages personal health. As such, the abuse of drugs or alcohol within the educational setting is an unsafe and counterproductive practice and is considered to be directly contradictory to our mission.

It is, therefore, the policy of ST THOMAS UNIVERSITY to create a drug-free school and workplace environment in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and the Drug Free School & Communities Act Amendments as of 1989. The use of controlled substances is inconsistent with the behavior expected of both students and employees. In this connection, any student or employee found with the presence of alcohol or a controlled substance in his/her system, in possession of, using, selling, trading, or offering for sale controlled substances or alcohol will be subject to disciplinary action up to and including dismissal.

Substance abuse includes unlawful possession, use, purchase or sale of drugs or alcohol on University premises, including parking lots. It also includes reporting to work under the influence of drugs or alcohol. Controlled substance includes, but is not limited to, marijuana, cocaine, heroin, morphine, as well as other barbiturates and amphetamines. In addition, employees should notify their supervisor if the use of properly prescribed prescription drugs will affect the work performance. Abuse of prescription drugs will not be condoned.

Alcohol purchase and consumption is authorized only in licensed campus facilities, such as the Rathskeller, or at special events/locations which have been authorized by appropriate campus authorities. An employee reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work and may be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee, if necessary. An impaired employee will not be allowed to drive. Employees convicted of controlled substance-related violations in the workplace (including pleas of nolo contendere, i.e., no contest) must inform the University's Office of Human Resources within five calendar days of such conviction or plea.

The University has designed its medical plans and additional resources to help employees combat substance addiction. Those in need of assistance are strongly encouraged to review their medical plan booklet to determine the level of coverage available and/or contact the Office of Human Resources to identify other available resources. Employees may not be terminated simply because they have enrolled in a substance abuse program; however, employees who are found to have violated this policy during work hours will face disciplinary action, up to and including termination.

Alcohol Served at University Events

Alcoholic beverages served at University events may only be served by employees of Metz Culinary.

Workers' Compensation Insurance

Eligible: All University employees (defined as individuals receiving remuneration from the University)

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related injury or illness, you are covered by Workers' Compensation Insurance. The amount of benefits payable and the duration of payment depend upon the nature of your injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness is paid in full, and partial salary payments of your average weekly wage (as defined by Florida statutes) may be provided, depending upon the nature and extent of the injury or illness.

If you are injured or become ill on the job, you must immediately report such injury or illness to the Office of Public Safety (extension 6500), who will complete an incident report and notify the Office of Human Resources. You must also notify the Office of Public Safety if you are injured after normal business hours, so that they may log the incident. This ensures that St. Thomas University can assist you in obtaining appropriate medical treatment. Your failure to follow this procedure may result in the appropriate Workers' Compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

Questions regarding Workers' Compensation insurance should be directed to the Office of Human Resources.

GROUP INSURANCE & RELATED BENEFITS

Disclaimer

The University retains the right to modify employee benefits at any time without advance notification. This description of benefits is intended to be a convenient overview of the benefits offered by STU. The information in this Handbook is merely a summary of the very specific benefit plans that may be available through STU and which are subject to change at the sole discretion of the University, as are all other policies, procedures, benefits or other programs. If any of the information contained in this Handbook conflicts with a particular Benefit Plan or Summary Plan Description, the Benefit Plan or Summary Plan Description will be controlling. This Handbook, does not amend, supercede or expand any of the particular benefits contained in the benefit plan documents.

Change in Family Status

If you have a change in family or employment status such as marriage, divorce, or legal separation; birth, adoption or change in custody of an eligible dependent; change in your (or your spouse's) employment status; or loss of insurance (for reasons other than increase in premiums), **you have 30 days from the date of the change, i.e., marriage, birth, etc. to add an eligible dependent.** A premium increase from another provider is NOT considered a change in family status. Proof of change documentation must accompany the request or it will not be considered.

Medical Insurance

Eligible: All regular full-time faculty and regular staff working 30 hours or more per week.

New employees can receive benefits following 30 days of employment. You must apply for insurance benefits within the first 30 days of employment, or wait until the next open enrollment period.

The cost to provide this benefit to you and your eligible dependents is currently shared by you and the University. You have the option to pay the insurance premiums before or after taxes. ([See Premium Only Plan](#))

St. Thomas University gives you the opportunity of choosing from four health insurance options to protect yourself, your spouse and your eligible dependents. The Archdiocese of Miami Health Plan Trust offers Florida Blue Choice PPO, BlueCare standard HMO, Value HMO and High Deductible plans. You are encouraged to study each option carefully and choose the one that best serves your needs.

Transferring from one option to another is permitted during an institutional open enrollment period or if you experience a change in family or employment status.

Health insurance coverage terminates on the last day of the month during which you were actively at work for St. Thomas University.

See Section on HIPAA Rights – Special Enrollment Rights - for information regarding enrollment of new dependents during the plan year.

As part of the Health Reform Act, you will be able to insure **children up to age 26** (through the end of the calendar year of their 26th birth date) as part of your plan regardless of dependency, student or marital status. Only birth certificates or adoptions papers are required.

Dependent Children between 26-30 years of age

Effective July 1, 2009, health/dental insurance is available for dependent children between the ages of 26 and 30 provided they meet the following eligibility criteria:

1. Unmarried without dependents of their own; and
2. A Florida resident or a full-time or part-time student; and
3. Not covered under any other health plan or policy; and
4. Not entitled to coverage under Medicare.

Either a PPO or an HMO option is available. A separate premium amount will be charged per child and the dependent child(ren) must have the same coverage (HMO or PPO) as their covered parent.

Dental Insurance

Eligible: All regular full-time faculty and regular full-time staff working 30 hours or more per week

You must apply for dental benefits within the first 30 days of employment, or wait until the next open enrollment period. Group dental insurance benefits are available to you, your spouse and dependent children up to age 19 (full-time students up to age 25), through [Florida Combined Insurance Agency](#).

The Dental Plan plan offers two options:

- 1) HMO Option - BlueDental Care Prepaid Plan PS220. In order to receive the benefits of the Plan, you must select a primary care general dentist. Each enrolled family member can choose his or her own dental facility. A list of participating dentists may be found in the Blue Cross Website: www.bcbsfl.com.

- 2) PPO Option; a network of dentists who have contracted with Florida Combined Insurance Agency to charge a set, and typically, reduced fee which can result in increased savings. Deductibles and co-payments will apply.

Employees may select either of these two dental plans without regard to medical participation. Both medical and dental will require an election and/or waiver of coverage.

Benefits under this plan terminate on the last day of the month during which you are actively at work for St. Thomas University.

Vision Insurance

Eligible: All regular full-time faculty and regular full-time staff working 30 hours or more per week

You must apply for vision benefits within the first 30 days of employment, or wait until the next open enrollment period. Group vision insurance benefits are available to you, your spouse and dependent children up to age 19 (full-time students up to age 25), from Florida Blue through Davis Vision. Two options are available with different levels of coverage.

Vision Discount

Eligible: All regular full-time faculty and regular full-time staff working 30 hours or more per week and enrolled in the group health plan.

A discount program is available through Davis Vision at participating providers. Members receive 15% off usual & customary fees for eye examinations and discounts for other services and products. You must be enrolled in the group health plan in order to receive the discount; there are no claims to file. Davis Vision's toll-free number is (888) 897-9350.

AFLAC Supplemental Insurance

Eligible: All regular full-time faculty and regular full-time staff

AFLAC offers four supplemental policies (Personal Cancer Indemnity, Personal Accident Indemnity, Voluntary Hospital Indemnity, and Personal Recovery Plus) which provide for supplemental income (which does not take the place of medical coverage). This coverage is effective on the first of the month after 30 days of service with the University, and is fully paid by eligible employees. Coverage is effective on the first day of the calendar month following the completion of 30 days of service, during open enrollment, or if employee experiences a change in family status.(See Medical Insurance). Deductions for any of these policies will occur on a pre-tax basis. Policies must remain in force until the end of the current plan year, unless you experience a change in family status. (See Medical Insurance)

Life & Accidental Death & Dismemberment Insurance

Eligible: All regular full-time faculty and staff

Coverage under this program is available for you only. Dependent life insurance coverage is available as a separate plan. (See Dependent Life Insurance) Coverage is effective on the first day of the calendar month following the completion of 30 days of service.

Under this program, you are covered by a term life insurance policy and an accidental death and dismemberment (AD&D) insurance policy. Each is equal to one time your annual base salary up to fifty thousand dollars (\$50,000.00). Life and AD&D benefits reduce at age 70 and again at age 75.

The cost to provide this basic benefit is currently paid completely by the University. You may elect to purchase additional coverage (in increments of \$50,000 to a combined basic and Voluntary Life maximum of \$1,000,000).

The Employee Guarantee Issue is 3 x Annual Salary or \$250,000 whichever is less. The additional coverage is available at your expense.

You are automatically covered by the basic benefit after the eligibility period specified previously. If you wish to purchase additional coverage, you are required to select the level of life insurance and accidental death and dismemberment insurance benefits within 30 days of date of eligibility, or wait until the next open enrollment period. During the open enrollment period, you may request to purchase additional levels of coverage over the \$250,000 Guarantee Issue by completing an "Evidence of Insurability" form. This form is then submitted to Cigna, our life insurance/long-term disability carrier, for their approval or denial decision. Additional coverage can only be dropped during open enrollment.

Life insurance and accidental death and dismemberment insurance benefits terminate on the date your employment with the University terminates. You have the option to convert the life insurance policy to a personal life insurance policy covering an amount equal to or less than the amount terminated by completing a conversion application and submitting it into the insurance carrier within 31 days from the date the life insurance terminated.

Dependent Life Insurance

Eligible: All regular full-time faculty and staff may cover their eligible dependents

Coverage for eligible dependents is effective on the first day of the calendar month following the employee's completion of 30 days of service. You are required to apply for dependent life insurance benefits within 30 days of date of eligibility, or wait until the next open enrollment period. The coverage is available at your expense.

Spouse: You may elect coverage for your spouse in the amount of \$12,500, \$25,000 or \$50,000.

***Dependent coverage may not exceed 50% of the amount of your life coverage.**

Child: You may elect coverage for your dependent children in increments of \$2,000, up to \$10,000. Children are covered from 6 months to age 19, or to age 25 if a full-time student.

Long-Term Disability Insurance

Eligible: All regular full-time faculty and staff

St. Thomas University provides a long-term disability (LTD) insurance benefit tailored to provide you and your family with the monthly income benefits you may need if you become disabled and cannot work. Coverage is effective on the first day of the calendar month following the completion of 30 days of service.

Under this program, faculty and staff who are disabled for more than 90 days because of injury or sickness (in accordance with the definition of "disability" specified in our plan document) are eligible to receive a benefit equivalent to 60% of their base monthly earnings to a maximum benefit of \$6,000 per month (less other income benefits). Benefits continue for as long as your qualifying disability continues in accordance with the maximum benefit periods specified in our plan document.

The cost to provide LTD benefits after a 90-day elimination period is currently paid completely by the University. You may elect to have LTD benefits payable after 60 days of total disability at your own expense.

You are automatically covered by the basic benefit after the eligibility period specified previously. If you wish to reduce the elimination period from 90 days to 60 days, you are required to select that optional LTD plan within 30 days of date of eligibility, or wait until the next open enrollment period. The 60-day enhancement can only be dropped during open enrollment.

Coverage under this plan normally terminates on the date your employment with the University terminates. If, however, you are receiving LTD benefits at the time of your termination, these benefits continue for as long as your qualifying disability continues, as previously noted.

Short-Term Disability Coverage

Eligible: All regular full-time faculty and staff

The Hartford Insurance Company offers you a voluntary policy, which will provide benefits to replace 66.67% of your income up to a maximum of \$600 per week if you are unable to work due to a disability. There is a 1-day elimination period for accidents and a 7-day elimination period for illness. These benefits are payable up to 13 weeks.

Employees can now file a claim directly over the phone with Hartford at (866) 957-6913.

For more information, contact the Office of Human Resources.

Life Assistance & Work/Life Support Program

Eligible: All regular full-time faculty and staff

Free benefit – through Cigna to help you and your family find a solution to life’s challenges and restore your peace of mind. Get extra support for handling life’s demands. Call for a referral to a service in your community or advice on topics such as Legal Consultation, Parenting, Senior care, Child care, Pet care, or Temporary back-up care.

1 (800) 538-3543 or www.Cignabehavioral.com/CGI

World-Wide Travel Assistance

Eligible: All regular full-time faculty and staff

Free benefit from Cigna Secure Travel - Provides around-the-clock emergency travel assistance when traveling for business or pleasure more than 100 miles away from home.

To learn more, call 888 226-4567

Premium Only Plan (P.O.P.)

Eligible: All regular full-time faculty and staff

Faculty and staff who contribute toward the cost of St. Thomas University healthcare insurance premiums are eligible to take advantage of the provisions of Section 125 of the Internal Revenue Service Code. Section 125 affords you the opportunity to deduct healthcare premiums from your gross salary before taxes are computed. If you select this option, your gross income will be reduced by the amount you contribute to premiums, and you will not be taxed on that amount; i.e., you will not have to pay the Federal Withholding Tax and Social Security/Medicare tax you normally pay on that amount.

You may voluntarily sign up for this program within 30 days of date of eligibility, or wait until the next open enrollment period.

Faculty and staff who choose to have their health insurance premiums paid on a pre-tax basis may only alter their healthcare coverage when any one of three events occur: (1) a new Premium Only Plan form is completed during open enrollment; (2) the employee experiences a Family Status Change as allowed by the IRS Code; or (3) the University discontinues the plan.

Eligibility for participation in the group benefits plans ends on the date your employment with the University terminates.

For more information, contact the Office of Human Resources.

Flexible Spending Accounts (WageWorks)

Eligible: All regular full-time faculty and staff

Faculty and staff are eligible to take advantage of another provision of Section 125 of the Internal Revenue Service Code by participating in the Reimbursement Accounts plan, administered at no cost to the employee by WageWorks. The money you direct the plan to set aside in your Reimbursement Account(s) is not subject to Federal or Social Security/Medicare taxes.

Current regulations allow for the payment of co-payments, dental expenses (excluding cosmetic) deductibles, and much more.

Important to Know: As a result of the new healthcare reform law, over-the-counter medications are not generally covered. They may be covered with a prescription from your healthcare provider.

Employees will receive a WageWorks Healthcare card that may be used at drugstores, doctors' offices, etc. to pay for co-pays and services. You must keep your receipts for all expenses, per IRS regulations, and also in case WageWorks (the Flex vendor) requests verification of an item. Please note: All dental and vision expenses will require itemized receipts after the fact.

If you have signed up for this benefit, you'll need to register online to begin using it. To register, just visit www.wageworks.com and click "Log in /Register" and select "Employee Registration". You'll need to answer a few simple questions and create a user name and password.

EZ Receipts mobile application: Use your smartphone to file claims and take care of your account paperwork from anywhere. Go to www.wageworks.com to learn more.

You will receive one Visa® debit card. If you require additional cards, you will need to request them directly from WageWorks by visiting www.wageworks.com. Enter your user name and password, click on "Flex Debit Card" and then "Extra Cards" and enter the necessary information for your eligible dependent(s).

Information on available funds is also available on the web site.

Please note it is your responsibility to insure the Flex debit card is used for allowable expenses only. Please visit www.wageworks.com for a list of allowable expenses.

The maximum contribution is \$2,650 per plan year (July 1 – June 30) for Health Care expenses and \$5,000 for Dependent Care expenses. The Plan shall provide for a carryover of up to \$500 of any amount remaining unused in a health flexible spending account as of the end of the plan year.

Participation may begin on the first day of the calendar month following the completion of 30 days of service. You are required to apply within 30 days of eligibility, or wait until the next open enrollment period.

You can elect to participate in one or both of two accounts: one to pay for eligible Health Care expenses; the other to pay for eligible Dependent Care expenses. Eligible Health Care expenses include many expenses you pay out of your own pocket for health care, such as deductibles and co-payments not paid by your health care coverage, and items such as prescription eyeglasses and contact lenses. Eligible Dependent Care expenses include expenses that enable you to provide care for your dependents because you work, such as approved daycare charges.

Those who choose to set aside dollars in a Reimbursement Account may only alter their election when any one of three events occurs: (1) a new Reimbursement Accounts Enrollment Form is completed during the open enrollment period; (2) the employee experiences a Family Status Change as allowed by the IRS Code; or (3) the University discontinues the plan.

For further information regarding the Flex Plan, contact the Office of Human Resources.

Continuation of Group Health Coverage

Health plan participants and their covered dependants under the Archdiocese of Miami Health Plan have the opportunity to continue their existing medical/dental coverage for up to 12 months after the date you cease to be eligible for the health plan benefits.

Election of Continuation: In a situation where dependent coverage is lost due to divorce, death of the employee or a child losing dependent status under the plan, the employee or family member must notify the Archdiocese of Miami Health Plan Office within 30 days. The eligible spouse and/or dependents will then have

60 days from the date the coverage ends to apply for coverage under the Continuation of Group Health Coverage Plan. Information concerning the Continuation of Group Health Coverage Plan and an Election Form will be sent to the last known address. If you do not provide notice within 30 days of the occurrence, you will not be eligible for coverage under the Continuation of Group Health Coverage Plan.

If you lose coverage due to termination or reduction of work hours, information concerning the Continuation of Group Health Coverage Plan and an Election Form will be sent to your last known address. This Election Form and the appropriate contribution must be sent to the address provided on the form within 60 days from the date you lost coverage under the Archdiocese of Miami Health Plan. You may elect coverage for all covered dependents or your eligible spouse and dependent(s) can elect coverage separately. If you do not provide the completed Election Form and contribution payment by the date specified on the form, you will not be accepted for coverage under the Continuation of Group Health Coverage Plan.

Contribution Remittance: You and your dependent(s) will be offered the opportunity to remain enrolled in the same medical plan in which you were participating in the day prior to termination or loss of coverage, but will be responsible for full payment of the premium, plus a 2% administrative fee. The Archdiocese of Miami Health Plan Trust reserves the right to change or alter coverage benefits or contribution at their sole discretion. All contribution payments are made of the first of the month and must be received by BCL Systems, Inc. (our continuation plan service provider) no later than 30 days after the due date to ensure continuation of coverage.

For further details regarding the group benefits plans, consult the Benefits Enrollment Guide, or contact the Office of Human Resources.

HIPAA Rights

- *Special Enrollment Rights:* Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, employees are given the opportunity to enroll under his/her employer's group plan if they lose other coverage or gain new dependents.

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 30 days after your other coverage ends and you provide appropriate proof of loss of coverage. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement of adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

- ***Pre-existing Condition Exclusions:* As of 7/1/14, as a result of the Affordable Care Act, the wait period for pre-existing conditions has been eliminated.**

Preferred Legal Plan

Eligible: All University employees

Legal Services – 2 providers to choose from

Preferred Legal Plan is a licensed legal expense organization providing its members with full service and representation on all types of legal services, including divorce, traffic tickets, buying or selling a home, bankruptcy, wills, probate, DUI, immigration, identity theft, credit report issues, child support, custody and visitation, garnishments, defense of collections, foreclosures, criminal defense, lawsuits, small claims court, personal injury, landlord-tenant disputes, domestic violence and more. Cost to STU employees is \$9.95 per month.

ProtectMyId – A Part of Experian (In Partnership with Preferred Legal)

Identity Theft and Credit Protection Plan available for an additional \$7.00 per month for employee only and \$14.00 per month for employee plus spouse when added to Preferred Legal Plan (or \$9.00 stand-alone for employee only, \$18.00 stand-alone for employee plus spouse).

Legal Shield is a legal service plan that provides professional legal advice and counsel. Some of the services offered are 24/7 emergency assistance, letters and phone calls on your behalf, legal document review, standard will preparation, motor vehicle services, IRS audit legal services and much more. \$14.96 per month for employee or \$18.96 for family.

IDShield

Provides continuous monitoring with activity alerts, single-bureau credit report with score and analysis, comprehensive restoration by Kroll and unlimited consultation on identity theft matters. Covers the member, the member's spouse and up to 8 dependents under the age of 18. Cost \$8.66 per month for employee or \$18.96 for family.

Combined (Legal + IDShield) monthly cost: \$23.40 for employee or \$33.90 for family.

Retirement Savings Plan 403(b)

Eligible: All full-time faculty and staff; and all part-time staff scheduled to work a minimum of 20 hours per week

St. Thomas University has established a retirement savings plan, 403(b), to assist you in your post employment years. You are encouraged to begin planning for retirement early in your career so that the University retirement benefits, benefits from the federal government's Social Security program, and income from your personal investments can grow together to provide future financial security.

You may begin participation in this retirement savings plan on a voluntary basis on the first day of the month following your date of hire.

New – Effective 8/1/18

Eligible employees who enroll in one of the 403(b) plans shall be eligible to receive a plan contribution from the University beginning on the first day of the month following your date of hire.

Under the plan, the University will contribute four percent (4%) of your gross base annual salary compensation if you elect to have the University withhold four percent (4%) through payroll deductions (to a maximum amount per year as defined by the Internal Revenue Service) and contribute that amount to the plan as a savings contribution.

Contributions will start upon the effective date of your voluntary application to the retirement savings plan of your choice, and will occur on a monthly basis. You may choose from two providers:

(1) **TIAA** (Teachers Insurance Annuity Association)

(2) **VALIC** (Variable Annuity Life Insurance Company)

You may suspend your contributions and also increase or decrease the amount of your contributions by completing a new Salary Reduction Agreement form, available from the Office of Human Resources.

The University's contribution will terminate on the date your employment terminates with the University. You may still contribute to your plan by sending contributions directly to the provider, and you will still be entitled to withdraw funds contributed by both the University and you, in accordance with plan specifications and subject to penalty for early withdrawal as designated in plan specifications.

For further details regarding your retirement savings plan, please refer to the plan document, or contact the Office of Human Resources.

529 College Savings Program

Eligible: All employees

This plan is managed by BlackRock and enables individuals to save and invest on a tax-deferred basis in order to fund future college and graduate school expenses of a child or other beneficiary. Contributions are invested into one of three investment options and any income to this plan will not be taxed until withdrawn for qualified higher educational expenses and will be taxed at the beneficiary's tax rate.

Tuition Benefit

New – Effective 8/1/18

The tuition benefit program is available immediately after the start of employment with St. Thomas University for full-time faculty and staff and for part time seasonal coaches.

Eligible: FOR UNLIMITED NUMBER OF CREDITS PER YEAR: All regular full-time faculty and staff, their spouse and eligible dependent children; and, all permanent part-time coaches (undergraduate only, not to include dependent spouses or children).

For separating employees and their dependents, the tuition benefit will apply through the end of the current registered term.

Eligible: FOR LIMITED NUMBER OF CREDITS PER YEAR: All seasonal part-time coaches (not to include dependent spouses or children). Seasonal part-time coaches include Athletic, Cheer, Dance and Band Coaches.

In order to participate in the tuition benefit program, seasonal part-time coaches taking graduate courses should earn a minimum of \$1,000 annually in order to cover the tax deductions mandated by the IRS.

Seasonal part time coaches are eligible to take graduate courses under the tuition benefit as follows:

Fall:	6 credits
Summer:	3 credits
Spring:	6 credits

Any additional credits will be billed at regular rates.

Seasonal coaches who do not work during a term in which they are enrolled for Masters level classes will be billed for those courses.

Seasonal coaches who do not return to work the following contract season will forfeit their right to the tuition benefit.

Dependent Child: Natural born, adopted child, step-child or one for whom employee has legal guardianship. Proof of relationship may be required in the form of parents' marriage certificate, child's birth certificate and any other documentation necessary to prove relationship. Valid through December 31 of the calendar year the child turn 26 years old.

- In order for an employee's dependent child to be eligible for the Tuition Waiver Benefit, the employee will be required to attend a Tuition Benefit Workshop 6 months prior to when the student is expected to enroll at STU. This workshop will be held twice each year (April and November). The Workshop will be conducted by the Offices of Financial Aid and Human Resources.
- Before the tuition discount can be approved, all eligible employees and their dependents must submit a completed and valid FAFSA to determine eligibility for the Florida Resident Access Grant (FRAG).
- Employee dependents that are high school students anticipating attending St. Thomas University through the Tuition Waiver Program must complete the *Initial Student Florida Financial Aid Application* for the Florida Bright Futures Scholarship. This application must be submitted in the student's last year of high school prior to graduation. Failure to apply or meet the renewal criteria will result in a charge back to the employee/dependent's student account.
- The tuition benefit will not be applied to any course that the student takes more than once.

- This refers to courses dropped after the add/drop deadline, for courses which the student received a grade of “F” and to courses repeated for the purpose of improving the original grade.
- The tuition benefit will only cover a maximum timeframe of 125% of credit hours attempted toward the degree. Credits earned over this limit will be the responsibility of the employee/employee dependents.
- Employees/employee dependents that lose FRAG eligibility due to failure to meet renewal criteria (satisfactory progress)* will be charged back the FRAG amount to cover that tuition cost.
- A dependent child may receive the Tuition Benefit through December 31 of the calendar year in which he/she turns 26 (twenty-six).
- There is no limit on the number of credits that an employee or dependent child may take in a calendar year.
 - Employees must obtain the approval of their supervisor to ensure that courses taken do not interfere with the duties of their position.
 - Employees may not take classes which take place during their normally scheduled work hours.
- The benefit does not include courses taken at St.Thomas University’s School of Law.

*** Satisfactory Progress: Defined**

To meet satisfactory academic progress standard students (employees/dependents) must fulfill 2 conditions:

1. Have a minimum cumulative GPA of 2.0 at the undergraduate level or a minimum cumulative GPA of 3.0 for graduate courses, and
2. Complete 24 credits per year if FRAG eligible, or complete 75% of courses taken as an undergraduate student; graduate students must complete 75% of the course load taken per year.

Satisfactory progress is measured at the end of the spring semester, and thus affects eligibility for the subsequent semester.

Book Fee – effective Fall 2015

Undergraduate Students

All undergraduate students are charged a mandatory book fee, as follows:

Full-time (per semester)	\$375
Less than full-time (per course)	\$75

Employees and Employee Dependents who are undergraduate students are responsible for 100% payment of the book fee.

Employees/employee dependents who are undergraduate students and who qualify for Pell Grants and/or Bright Futures Scholarships will be requested to use these proceeds to cover the cost of the book fee.

Graduate Students:

Graduate students are responsible for obtaining their own books. A book fee will not be charged.

Pell and Bright Futures Scholarships

Beginning with the 2016-2017 Academic Year, all excess Pell or Bright Futures funds will be applied to the student's account to offset the Tuition Waiver and fees.

Doctoral Programs

A 40% discount will be given to full-time eligible employees of STU for courses taken towards the Ed.D. degree offered through the Department of Professional Studies and for the Ph.D. degree in Practical Theology.

The discount for the doctoral programs does not apply to seasonal part-time coaches or employee dependents.

Note: employees who opt for the 40% discount towards the Ph.D. degree in Practical Theology will not be eligible for any other scholarships.

Policy:

- Per IRS Publication 970 Tax Benefits for Education – 2006 – Chapter 1 – Scholarships, Fellowships, Grants, and Tuition Reductions
- Per IRS Code, Section 117, pertaining to undergraduate courses
- Per IRS Code, Section 127, pertaining to graduate courses

Education Below the Graduate Level

If you receive a tuition reduction for education below the graduate level (including primary, secondary, proprietary, or high school), it is a qualified tuition reduction, and therefore **tax free**, only if your relationship to the educational institution providing the benefit is described below.

1. You are an employee of the eligible educational institution.
2. You were an employee of the eligible educational institution, but you retired or left on disability.
3. You are a widow or widower of an individual who died while an employee of the eligible educational institution or who retired or left on disability.
4. You are the dependent child or spouse of an individual described in (1) through (3) above.

Graduate Education

A tuition reduction that you receive for graduate education is qualified, and therefore **tax free**, if **both** of the following requirements are met.

- It is provided by an eligible educational institution, and
- You are a graduate student who performs teaching or research activities for the educational institution.

For all others IRS Code, Section 127 applies:

- Tax-free tuition assistance for active employees enrolled in graduate-level courses will be granted in an amount up to \$5,250 per year. Graduate-level tuition benefits provided in excess of \$5,250 are considered taxable income and subject to federal, social security and medicare tax withholding.
- The full amount of tuition benefits for graduate-level courses provided by the University to dependents (spouse or children) of eligible employees is considered taxable income.

Conclusion

Tuition Waivers for Undergraduate education are not taxable to the employee or to the employee's dependent(s).

Tuition Waivers for Graduate Education for employees or employee dependents who are classified as: Graduate Teaching Assistants and Graduate Research Assistants are considered tax-free.

Tuition waivers for Graduate Education of active employees are considered tax-free up to \$5,250 and taxable thereafter.

Tuition waivers for Graduate Education of employee dependents are fully taxable.

Taxable amounts will be determined and reported as follows:

- Using the Graduate per credit hour rates published in the University's Tuition and Fees Schedule for the current year.
- All reasonable offsets will be subtracted to obtain the taxable amounts, i.e. financial aid, company reimbursement programs, other third party subsidizing, etc.
- Will not include the cost of courses from which the student withdraws during the normal add/drop period.
- Will include the cost of courses for which the student receives a grade of "F".
- Any tuition reduction that is taxable (for employees and employee dependents) will be included as Wages in Box 1 of the employee's W-2 statement. Appropriate taxes will be withheld from the employee's wages based on the taxable income.

Taxation Procedure

Employees enrolled in graduate programs or who have dependents enrolled in graduate programs, will be asked to submit a "Taxation Estimate" form at the beginning of each calendar year. This form will be used for the employee to estimate the number of credits per semester which he/she or his/her dependents plan to take during the calendar year.

Taxation will begin immediately so that the employee may avoid heavy taxation at the end of the calendar year.

Changes to the original estimate should be reported to Payroll during the year.

A report will be run by Payroll after the start of the Fall, Summer and Spring Semesters to obtain the names of employees or employee dependents enrolled in graduate education. An attempt will be made to contact those persons who have not submitted a "Taxation Estimate" form. In the event that a "Taxation Estimate" form cannot be obtained, a determination will be made by the Payroll Department as to how much will be deducted in taxes.

Tax Calculation

Total credits estimated by employee to be taken in calendar year x
Current year's graduate tuition rate per credit =
Subtotal less
\$5,250 (for employees only) =
Total amount to be taxed x
Employee's Individual Federal tax rate + 1.45% Medicare + 6.2% Social Security =
Tax to be deducted from employee's during calendar year
If amount is \$200 or more, then the amount will be divided into
24 pay periods =
Tax amount to be deducted per pay period

If the estimated tax amount is less than \$200, the University will not deduct taxes. It will be up to the employee to account for this when filing a Federal tax return with the IRS at the beginning of the following year.

In the case of seasonal coaches whose annual salary is not sufficient to cover taxation, the value of graduate tuition will be reported as income in the W-2 statement at the end of the year. The employee will be responsible to pay his/her own taxes when filing with the IRS.

Benefit Conditions and Stipulations:

- A. Faculty and staff and their spouse/dependents eligible to receive the tuition benefit must consult with the Director of Financial Aid regarding the forms needed to satisfy financial aid eligibility. The forms identified must be submitted, in compliance with financial aid application deadlines, before receiving the Tuition Benefit. Tuition benefits will be awarded only after any and all reasonable offsets (i.e., financial aid, company reimbursement programs, other third party subsidizing, etc.) are pursued and verified.
- B. Faculty and staff and their spouse/dependents must complete the registration process within established deadlines, and according to established policies, for the courses at St. Thomas University in order to receive the Tuition Benefit.
- C. All applicable fees and charges incurred by the student for registration, books, student services, parking tickets, etc., are the financial responsibility of the employee and are to be paid in accordance with University policy.
- D. Faculty and staff and their spouse/dependents are not eligible to receive other St. Thomas University institutional financial aid while receiving the Employee Tuition Benefit. (i.e., Institutional Work Study)

- E. All persons entitled to the tuition benefit must either apply for, and be granted, admission to St. Thomas University by the respective graduate or undergraduate admissions committee, or submit the Special (Non-Degree) Student Application to the Registrar's Office if appropriate.
- F. All students receiving said benefits must maintain satisfactory academic progress as defined in the Financial Aid section of the St. Thomas University Undergraduate Catalog.
- G. Faculty and staff, or their eligible spouse/dependents, who apply for the Tuition Benefit, register for courses, and subsequently separate employment before the semester begins, or within the 100% Refund period, will not be entitled to receive the Tuition Benefit. The student's account will be charged for tuition, and the student will be liable for payment, in accordance with Business Office Policy.

Application Procedures:

To apply for a tuition benefit for yourself, your spouse, or dependent children, the following procedure must be followed within time limits established by the Registrar's and Financial Aid Offices each semester/term:

1. Obtain a faculty/staff Application for Tuition Benefit form from the Office of Human Resources. Complete the student data and course information section.
2. Obtain employment verification from the Office of Human Resources.
3. Obtain signature of approval from your department head for a pre-determined number of courses/credits. (Employee only)
4. Present form to the Registrar's Office for verification (employees) or to the Student Success Center for verification (employee dependents).

For further information regarding the tuition benefit, please contact the Office of Human Resources.



**Graduate Tuition Remission
Taxation Estimate Form**

Date: _____

Employee Name: _____

Employee Dependent (If Applicable): _____

The following is an estimate of the number of credits per semester I plan on taking during calendar year 2019. Please begin taxing my paycheck as soon as possible, so that I may avoid heavy taxation at the end of the calendar year. I understand that I should also use this form to notify you of changes during the year.

Spring	# of credits _____
Summer	# of credits _____
Fall	# of credits _____

Please check which graduate program you are enrolled in?

- Education, Theology, Counseling _____
- MA in Liberal Arts
- MS in Science Teaching
- Professional Studies/Cohort Programs _____
- All Others _____

Or, if it is your dependent that is enrolled, is the person

- An ADOM Catholic School Teacher _____ (If so, proof must be submitted to HR)

Adjustments:

It is important that you report any changes from the original estimate to Payroll during the year.

Signature of Employee: _____

Send Form: to Sylvia Rodriguez – srodriguez@stu.edu

Tuition Exchange Programs

The Tuition Exchange, Inc.

St. Thomas University is a member of The Tuition Exchange, Inc. (TE), which provides a national scholarship exchange program for dependent children of full-time faculty and staff from among its membership of over 520 U.S. colleges and universities.

New – Effective 8/1/18

Dependent children of eligible employees may elect to participate in the benefit immediately after the employee's hire.

Colleges and universities participating in this program have agreed to remit tuition for participants from other member institutions. Some partner institutions also remit room and board. For 2018-2019, partner institutions will remit a scholarship of up to \$35,000, which is the level determined by the Board of Directors of TE. The primary obligation of a member institution is to maintain a balanced exchange pattern, a reasonable match between student "exports" and student "imports". A member institution may import as many students as it wishes; however, it may not export more than it imports.

A. Definitions:

1. **Eligible Employee:** Any currently employed full-time faculty or staff. Only one (1) dependent child may receive Tuition Exchange at any given time.
2. **Dependent Child:** Any child born to an employee, legally adopted by an employee, or for whom legal guardianship can be documented. To be eligible for this benefit, a dependent child must enroll in a program of undergraduate study prior to his/her 23rd birthday.
3. **Applicant:** The dependent child of an eligible employee who has applied for full-time, undergraduate study to a college or university that participates in the TE Program. Scholarships are not granted for graduate study, non-degree study or second undergraduate degrees.
4. **Maximum scholarship:** TE scholarships will not exceed a maximum of four years (8 semester tuition remission units) per eligible employee. The eight units may be divided among dependent children of an eligible employee, but a TE scholarship will be awarded only to one child from an eligible employee at a time. Each child must undertake the eligibility and application process.
5. **Tuition Exchange Liaison Officer:** Lenore Prado, Associate Director of Human Resources, (305) 628-6514, lprado@stu.edu.

B. Procedures:

1. By **November 1** of the current academic year, dependent children of eligible St. Thomas University faculty and staff who are seeking admission to a partner institution will notify the TE Liaison Officer of intent to apply for a TE scholarship by completing the Application/Certification for Tuition Exchange Scholarship, available in the Office of Human Resources and returning it to the TE Liaison Officer. Failure to return this form in a timely fashion may result in forfeiture of application.

2. The TE Liaison Officer will verify the eligibility and seniority of the employee/parent.
3. By **December 1** of each academic year, St. Thomas University will know the number of TE units available for upcoming academic year. The number of available units is determined by the current number of STU “imports” and “exports”; correspondingly, these will vary from year to year. Units will be assigned to applicants. These will correspond to the number of scholarships available.
 - a. If the number of applicants is equal to the number of TE scholarships available, each applicant will be given the opportunity to apply for a TE scholarship.
 - b. If the number of applicants exceeds the number of TE scholarships, candidates will be selected on the following priority ranking:
 - (i.) First priority will be given to students who are already enrolled in a member institution, who are holding TE scholarship. The student must also be in good academic standing (at least a 2.0 on a 4.0 scale).
 - (ii.) Second priority will be given to applicants based on employment seniority of the parent. Seniority is based on years of full-time continuous service at St. Thomas University.
 - (iii.) Among applicants whose parents have the same years of seniority, priority will be determined by financial need as measured by the Parents’ Confidential Statement.
 - (iv.) Last priority will be given to students with siblings who have already received a TE scholarship for two years.
 - c. Applicants who are not selected as TE recipients will be placed on a waiting list as alternates for the upcoming academic year in accordance with the priority ranking in item b. above.
 - d. In the event that a TE recipient chooses to attend a non-TE institution or otherwise forfeits the right to receive a TE scholarship, alternates will be reconsidered for any available slots.
 - e. Alternates who are not selected may reapply for a TE scholarship for the following academic year in accordance with the priority ranking described in item b. above.
4. The TE Liaison Officer certifies the selected applicants for the TE scholarship. The selected applicants must accept the TE scholarship award **in writing by May 1**, for the upcoming academic year, and notify the TE Liaison Officer of the decision to enroll in a TE member institution. Applicants who do not meet this requirement will forfeit their awards to alternates on the waiting list.
5. Students will ordinarily be able to remain in the program for four years, but continued participation depends upon yearly certification of eligibility, the student’s adequate academic standing at host institution, and St. Thomas University’s ability to attract sufficient “imports” to offset or balance its “exports”. Accordingly, the Scholarship Recertification and Renewal Form must be completed and processed in a timely manner.
6. Eligibility to apply for a TE scholarship is determined by St. Thomas University; however, the host institution grants TE scholarships. St. Thomas University cannot guarantee that any applicant will receive a TE scholarship from the host institution.

7. Continued participation in the program is contingent upon maintaining a GPA of at least 2.0 on a 4.0 scale. Each recipient who is awarded a TE scholarship must submit a transcript to the TE Liaison Officer within one month after the end of each academic year.
8. If a TE recipient takes a leave of absence or withdraws from school, the student must immediately notify the TE Liaison Officer at St. Thomas University and the host institution.
9. St. Thomas University reserves the right to modify these guidelines to insure an appropriate balance between “import” and “export” students.
10. 100% on-line programs are not applicable.

CIC TEP (Council of Independent Colleges Tuition Exchange Program)

St. Thomas University is also a member of the CIC Tuition Exchange Program which has a current membership of nearly 380 participating institutions.

For a listing of participating institutions and complete information on the Program, log into: www.cic.edu

New - Effective 8/1/18

Dependents of eligible employees may participate in the benefit immediately upon the employee’s hire.

Eligibility: Spouses and Dependent children of full-time employees.

The CIC-TEP is a network of CIC colleges and universities willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP institutions. Each participating institution in the network agrees to import a limited number of students on the same admission basis as they accept all other students, without regard to the number of students it exports.

Features:

- CIC –TEP has no limitations on the number of exports.
- The host institution is required to “import” a minimum of three new admissible CIC-TEP applicants each year.
- The host institution’s commitment to each student is limited to full tuition remission. Host institutions may use other tuition-specific student financial aid to offset some of the remission.
- Students are responsible for all non-tuition charges—room, board, and fees—at the institution in which they enroll.
- Students are eligible for TEP benefits for a total of eight semesters (consecutive or nonconsecutive). Host institutions are under no obligation to extend the benefit beyond eight semesters.
- 100% on-line programs are not applicable.

Application for Institution

Student applicants must be admissible at the host/importing institution in accordance with regular institutional admission standards and must comply with all of the host institution’s financial aid policies and procedures. Applicants must maintain good academic standing and satisfactory academic progress.

Disclosure of Financial Aid Awards

Student applicants are required to submit all financial aid awards to the host/importing institution.

Application for CIC-TEP

Student applicants must contact the Liaison Officer at the home/exporting institution and complete the Tuition Exchange Program Student Participation Form. Once completed, the Liaison Officer at the home/exporting institution will direct the application to the Liaison Officer at the host/importing institution for determination of acceptance to CIC-TEP.

Student Continuation

Continued eligibility for participation is determined by the annual filing of the CIC-TEP Student Participation Form by the home/exporting institution's liaison officer. Students in good standing are automatically eligible for up to three years of annual renewal of tuition remission for undergraduate work (for a total benefit of four years).

If the parent becomes ineligible for the benefit in the middle of a term, the benefit will cease at the end of the term.

Disclaimer:

While students usually receive the benefit for four years, it is not "guaranteed." The student must continue to meet the college's academic standards, both schools must remain as participants in the program, and the employee must continue to meet the eligibility requirements of the benefit.

CIC-TEP Tuition Exchange Liaison Officer

Lenore Prado, Associate Director of Human Resources, (305) 628-6514, lprado@stu.edu.

Catholic High School Discounts

Eligible: All Full-Time Employees

Pace High School (Miami Gardens)

An agreement exists between St. Thomas University and Monsignor Edward Pace High School whereby children of full-time STU employees are eligible to receive a tuition discount for attendance at Pace High School.

To receive the discount, an eligibility letter, typed on institutional letterhead, must be obtained from the Office of Human Resources to be presented to Pace High School.

Other Catholic High Schools

Other Catholic High Schools may offer tuition discounts to children of Archdiocesan employees. You should directly contact the High School you are interested in to find out if a discount is available.

Unemployment Insurance

Unemployment compensation provides temporary income for workers who have lost their jobs through no fault of their own. State and Federal unemployment insurance covers all STU employees. This insurance is provided 100% by STU and requires no contribution by the employee. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State Unemployment Office as soon as possible.

STU will contest any unjustified claims for unemployment compensation where the employee has become unemployed through some fault of his/her own, or as the result of an employee's voluntary decision to leave employment with STU.

Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, STU is required to deduct this amount from each paycheck you receive. In addition, STU matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

TIME-OFF BENEFITS

NOTE: The following section (except HOLIDAYS) applies to non-faculty positions.

For faculty, if time-off is needed due to death in the family, jury duty, or other reasons, you must contact the chairperson of your department and the Dean of the appropriate school for arrangements that guarantee that your classes will be covered and faculty obligations fulfilled. Faculty should inform the Provost of the University of the arrangements that are being made.

Bereavement Leave

Eligible: All regular full-time and part-time staff

You will be compensated for time lost from your regular work schedule in accordance with the following guidelines when a death occurs in your family:

You will be granted up to three (3) workdays leave with pay immediately following the death of a member of your immediate family or household. (Immediate family is defined as husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, stepdaughter). One additional funeral leave day will be granted for funeral services for a member of the immediate family that are conducted beyond a 300-mile radius of the University. You will be granted funeral leave of one workday with pay for the funeral of the following relatives: grandfather, grandmother, grandchild, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece.

Requests for bereavement leave should be made to your immediate supervisor. The supervisor should notify the Office of Human Resources as soon as possible. Include the days taken for bereavement leave in the "Other" column of the "Record of Employee Absence" form and indicate the nature of the leave taken in the "Comments" column.

If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave. STU reserves the right to request supporting documentation for any bereavement leave. An excused absence for a family death must take place within 30 days of the passing.

Holidays

Eligible: All regular full-time and part-time faculty and staff

St. Thomas University provides paid time off to faculty and staff that would normally be scheduled to work on the following holidays:

New Year's Day, Martin Luther King's Birthday, Presidents' Day, Holy Thursday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, STU Founder's Day (celebrated the day before Thanksgiving), the day after Thanksgiving, and the week between Christmas Eve and New Year's Day, in accordance with the following master calendar:

IF CHRISTMAS FALLS ON	FIRST DAY OFF	FIRST DAY BACK	TOTAL DAYS OFF
SATURDAY	Fri, 12/24	Mon, 1/3	6
SUNDAY	Fri, 12/23	Tues, 1/3	7
MONDAY	Mon, 12/25	Tues, 1/2	6
TUESDAY	Mon, 12/24	Wed, 1/2	7
WEDNESDAY	Mon, 12/23	Thurs, 1/2	8
THURSDAY	Wed, 12/24	Mon, 1/5	8
FRIDAY	Thurs, 12/24	Mon, 1/4	7

Note: Depending on the needs of the University, some departments may be required to work during the Holidays.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. You are notified prior to the beginning of each calendar year of the actual dates on which each of these holidays is observed. St. Thomas University reserves the right to modify the holiday schedule at its discretion.

In order to be eligible to receive holiday pay, you are required to work your regularly scheduled hours the workday preceding and the workday following the holiday. Holiday pay will be calculated at your regular rate of pay. Full-time non-exempt employees scheduled to work on a designated holiday will be paid at their regular rate of pay for any hours actually worked that day, plus 8 hours of holiday pay. Holiday pay is not considered hours physically worked, and therefore, does not count towards hours worked for overtime purposes.

You may take time off to observe other religious holidays not listed above. If available, a full day of vacation time may be used for this purpose, otherwise the time off will be granted without pay. You must notify your manager at least ten (10) business days in advance.

Jury Duty/Witness Leave

Eligible: All regular full-time and part-time staff

As a citizen, it is your duty and privilege to participate in certain governmental affairs. If you are a full-time regular employee summoned for jury duty, St. Thomas University shall continue to pay you your regular salary amount, minus any remuneration received by the court for jury services, in accordance with Dade County Ordinances and/or State Statutes. In such a case, you are expected to report for work all or part of any day you are not engaged in jury duty.

All faculty and staff are allowed unpaid time off if summoned to appear in court as a witness, or on their own behalf.

To qualify for jury or witness duty leave, you must submit to your supervisor a copy of the summons to serve as soon as it is received, but no later than five (5) working days prior to the reporting date, and attach it to a completed Leave of Absence Request form. In addition, proof of service and payment from the court must be submitted in the same manner when your period of jury or witness duty is completed.

St. Thomas University will make no attempt to have your service on a jury postponed except where business conditions necessitate such action.

Family and Medical Leave

St. Thomas University will comply with the Family and Medical Leave Act (FMLA) implementing Regulations as revised effective October 28, 2009. The University posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act in the Office of Human Resources bulletin board located outside of Dooner Hall, Room 104.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact, in writing, Lenore Prado, Associate Director of Human Resources, at lprado@stu.edu or by mail directed to the Office of Human Resources, Attn: Lenore Prado, 16401 NW 37 Avenue, Miami Gardens, FL 33054.

A. General Provisions

Under this policy, St. Thomas University will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- 3) The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) *The birth of a child and in order to care for that child*
- 2) *The placement of a child for adoption or foster care and to care for the newly placed child*
- 3) *To care for a spouse, child or parent with a serious health condition (described below)*
- 4) *The serious health condition (described below) of the employee*

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within thirty (30) days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under University's sick leave policy are encouraged to consult with the Office of Human Resources.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the University may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) *Qualifying exigency leave for families of members of the National Guard and Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty*

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and, 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

- (a) In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- (b) In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) *Military caregiver leave (also known as covered servicemember leave) to care for an ill or injured service member or veteran*

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term "covered servicemember" means:

- (a) A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (b) A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy;

The term "serious injury or illness" means:

- (a) In the case of a member of the Armed Forces (including a member of the National Guard or Reserves) means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render

the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

- (b) In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The University will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the University will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the University will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the University and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the University and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, the University will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the University will require the employee to reimburse the University the amount it paid for the employee's health insurance premium during the leave period.

Under current University policy, the employee pays a portion of the health care premium. While on paid leave, the University will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee may be asked to make this payment, either in person or by mail for the duration of the leave in order to continue the employee's health care coverage. The payment must be received by the Office of Human Resources by the 1st day of the month. If the payment is more than 30 days late the employee's health care coverage may be dropped for the duration of the leave. The University will provide 90 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the University will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the University may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the University may discontinue coverage during the leave. If the University maintains coverage, the University may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The University may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the University's leave policy) prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The University may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned

medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the University and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the University before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

The University will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-E.pdf>).

The University may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the University will obtain the employee's permission for clarification of individually identifiable health information.

The University has the right to ask for a second opinion if it has reason to doubt the certification. The University will pay for the employee to get a certification from a second doctor, which the University will select. The University may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The University and the employee will mutually select the third doctor, and the University will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The University will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>).

The University may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The University will not use the employee's direct supervisor for this contact. Before the University makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy

Rules, the University will obtain the employee's family member's permission for clarification of individually identifiable health information.

The University has the right to ask for a second opinion if it has reason to doubt the certification. The University will pay for the employee's family member to get a certification from a second doctor, which the University will select. The University may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the University will require the opinion of a third doctor. The University and the employee will mutually select the third doctor, and the University will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The University will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov/esa/whd/forms/WH-384.pdf>).

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The University will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member (<http://www.dol.gov/esa/whd/forms/WH-385.pdf>).

M. Recertification

The University may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the University may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The University may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

EMPLOYEE RESPONSIBILITY

FMLA administration is handled by The Hartford. If the employee will be absent or foresees an absence for more than three consecutive days due to injury or illness, they should contact The Hartford at (866) 957-6913.

The Hartford will be the main point of contact with the employee for the process.

The Hartford will:

- Contact the employee

- Send employee a packet including:
 - Initial claim letter (if employee has voluntary short-term disability coverage)
 - FMLA Eligibility and Rights & Responsibilities Notice
 - Appropriate Certification of Healthcare Provider Form (CHCP)
- Follow up with the employee if necessary
- Contact the physician if necessary
- Obtain return to work authorization
- Perform all administrative functions of FMLA
- Refer to Short-Term Disability claims department, if applicable
- Provide copies of correspondence and management reports to the Health Plan, if applicable

O. Intent to Return to Work from FMLA Leave

The University may require an employee on FMLA leave to report periodically on his/her status and intent to return to work. The University may also directly contact the employee from time to time to obtain status information.

An employee on FMLA leave who fails to communicate with his/her supervisor with regard to their return-to-work status may forfeit the right to receive sick time pay.

Leave for Military Duty

Eligible: All regular full-time and part-time staff

The Uniformed Services Employment and Reemployment Rights Act of 1994 (**USERRA**) applies when an employee is called to serve on active duty with the Military (all United States uniformed services and their respective reserve components).

The law states: Returning service-members are to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

A returning employee is entitled to accrued seniority, as if continuously employed. This includes status, rate of pay, pension vesting, and credit for the period for pension benefit computations.

USERRA establishes the cumulative length of time that an individual may be absent from work for military duty and retain reemployment rights to five years.

Employee Responsibility

USERRA requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances.

Leave for Military Duty will be granted by St. Thomas University on an “un-paid” basis. Employees may choose to be paid their accrued vacation while performing military duty.

The University is entitled to request proof from the returning employee that military duty was actually performed. The returning employee must, upon the University’s request, provide documentation that establishes length and character of the service performed.

Benefits while on military duty

USERRA gives an employee the right to elect continued health insurance coverage, for himself or herself and his or her dependents, during periods of military service. For periods of up to 30 days of training or service, the employer can require the person to pay only the normal employee share, if any, of the cost of such coverage. For longer tours, the employer is permitted to charge the person up to 102 percent of the entire premium. If the employee elects coverage, the right to that coverage ends on the day after the deadline for him or her to apply for reemployment or 24 months after the absence from the civilian job began, whichever comes first.

Other University-paid benefits (i.e. life insurance, LTD, AD&D) will continue to be provided during the period of absence for military leave. The employee may choose to continue elective benefits (employee-paid). Arrangements must be paid by the employee to re-pay the University for those elective benefits provided while on leave.

Personal Leave

Eligible: All faculty and staff members (at the discretion of University Administration)

A faculty/staff member who is designated a “Key Employee” may be denied restoration to his/her position after leave if the University deems his/her absence to be substantially injurious to its operations and so notifies the faculty/staff member; and the faculty/staff member proceeds to take the leave or fails to return to employment upon receiving such notice.

Unpaid personal leaves of absence for a period of more than two weeks and less than three months may be requested by full-time regular and part-time regular staff. You must request personal leave by submitting a request, in writing, to your supervisor and the Office of Human Resources at least thirty (30) calendar days prior to the time you wish such leave to commence. If the leave request is necessitated by an emergency, you or a member of your immediate family must notify your supervisor or the head of your department as soon as is practicable; this should be followed up with a written explanation of the nature of the leave and the expected length of your absence. In such emergency situations, the written explanation must normally be submitted within three days of the beginning of your leave. The department head will review the supervisor's recommendation, the employee's work record, the employee's length of service, leave previously granted, and the reason the leave is being requested in making the determination to grant the employee's request.

Personal leave may be granted for justifiable reasons at St. Thomas University's discretion, provided the leave does not seriously disrupt University operations. Personal leaves are not granted until all accrued unused vacation days have been exhausted.

If granted, the personal leave guarantees the employee the right to return to their former position or to a position comparable in status and pay at the expiration of the leave. An employee's seniority continues to accrue during an approved personal leave; however, vacation and sick leave are not accumulated during the leave. Staff on personal leave may continue participation in the Group Insurance Benefits. Costs for such insurances shall be at the regular employee contribution rate. All premium payments must be received in the Office of Human Resources five (5) days after the first of each month to ensure continued group insurance coverage. The employee should communicate directly with the Office of Human Resources regarding this issue.

Failure to return at the expiration of the leave will be considered a voluntary resignation. In such cases, the first day of the personal leave will be considered the actual separation date from the University. Staff members who voluntarily resign from the University before working an amount of time comparable to the leave granted will be required to reimburse the University for the Group Insurance Benefit contributions made by the University on behalf of the employee during the leave period.

If the circumstances under which the personal leave was granted change, either from the perspective of the employee or of the University, the leave may be canceled and the employee may be required to return to work.

Time Off to Vote

Eligible: All regular full-time staff

For purposes of voting in presidential elections, or any other State or Federal elections, staff will be entitled to arrive to work one (1) hour later than employee's scheduled starting time, or to leave work one (1) hour earlier than employee's scheduled quitting time; provided employee's personal schedule cannot accommodate time to vote prior to or after his/her scheduled work hours. This policy does not apply to those employees that are not citizens of the United States, or for whatever reason(s) are not eligible to vote in such elections. You should notify your supervisor at least one day in advance if you intend to arrive late or leave early to vote.

Sick Leave

Employee Eligibility: All regular full-time staff

St. Thomas University recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the University provides paid sick days to full-time regular staff. (Part-time regular staff may schedule additional hours for work equal to those lost to make up hours lost from work due to illness, upon prior approval from their supervisor, as long as sufficient work exists and overtime is not incurred in any given pay period.)

The University may request a doctor's note if the employee is absent due to illness or injury for three or more consecutive days.

An employee's right to receive sick time pay is at the University's discretion.

Exempt Employees

Accrued sick time banks will not be maintained for exempt employees. Instead, exempt employees will be paid for sick time whenever they are unable to report to work due to illness, medical and dental appointments, hospital stays, etc.

As with all employees, misuse of sick leave benefits may result in disciplinary action, up to and including dismissal. Long-term illnesses for full-time employees may be covered under the University's long-term disability benefit plan.

All exempt employees will be required to report sick time (in full day increments only) to the payroll department, in order to comply with the Federal Family & Medical Leave Act (FMLA).

Non-Exempt Employees

Accrual of sick days

Eligible staff accrue sick days from the first day of full-time regular employment at the rate of three-quarters (3/4) day per month for an equivalent of nine (9) paid sick days per year.

Negative sick leave balance

Employees will be allowed to carry a negative sick balance of up to nine (9) days.

Accumulation of sick leave days

Sick leave days may be accumulated from year to year to ensure that such days are available in the event of a long-term illness, up to a maximum of sixty (60) days. Once that limit is reached, sick leave will stop accumulating.

Separation from the University

Unused sick leave will be forfeited on the employee's effective date of separation from the University. No payments are made for accrued unused sick days at any time, in the event of termination. Additionally, the sick time pool cannot be transferred to other employees.

In the event that the separating employee has a negative sick leave balance on the books, the negative sick time will be paid back from the employee's vacation balance to the extent that vacation time is available. Otherwise, the negative balance will be deducted from the separating employee's last pay check.

Usage of Sick Time Benefits

Sick leave benefits are provided only for absence due to employee illness or doctor appointments. Sick leave benefits may not be used as vacation days, personal days, or for any other reason except those noted prior. The University may require proof of employee illness and/or written verification of appointments at its sole discretion. Misuse of sick leave benefits may result in disciplinary action, up to and including dismissal.

Sick time for non-exempt employees may be taken in one hour increments.

Long-term illnesses for full-time employees may be covered under the University's long-term disability benefit plan. Payment of sick time for catastrophic illnesses will be handled on a case-by-case basis.

Donations of sick time to other employees are not allowed.

Workers' Compensation

Eligible: All employees

Employees who are injured on the job will be paid up to 2/3 of their salary by Workers' Compensation Insurance and up to 1/3 of their salary by St. Thomas University until the time that either they are able to return to work or they go on Long Term Disability (LTD), if applicable. The time paid by St. Thomas University will **not** be deducted from sick time.

Employees who go on LTD will be paid 60% of their salary by LTD insurance and may be paid up to 40% from St. Thomas University at the discretion of management. The time paid by St. Thomas University will not be deducted from sick time.

All time away from the job will be considered a part of the 12 weeks of allowable family medical leave. After the 12 weeks of FMLA are up, payment of salary by St. Thomas University and holding the job open will be subject to an administrative decision. Additional time off needed in addition to the 12 weeks of FMLA will also be subject to an administrative decision.

Maternity/Paternity Leave

Employee Eligibility: All full-time and part-time staff who has been employed for at least one year and who have worked at least 1,250 hours during the previous twelve months.

The University will grant a paid leave of up to three (3) weeks to eligible full-time and part-time employees for the care of a child after birth or adoption as part of FMLA available leave. The (3) weeks are to be taken on a consecutive basis.

The three weeks begin on the day the child is born or adopted. Any time taken prior to the birth of the child will be considered vacation or if medically necessary (with a note, following the advice of a doctor), the time may be deducted from sick.

Maternity/Paternity pay is an independent benefit and will not be deducted from an employee's sick or vacation time.

Following the three weeks of paid maternity leave, if the employee wishes to take additional time off, the time will be deducted from sick for weeks 4-6. After six weeks (beginning with week 7), the time will be deducted from vacation. In the case where the additional time off is medically necessary (with a note, following the advice of a doctor), the time may be deducted from sick.

Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The University has designated the room located in Donnellon Hall, Room 108 for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting Lenore Prado in the Office of Human Resources. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Vacation Leave

Employee Eligibility: All regular full-time staff

Because St. Thomas University recognizes the importance of vacation time in providing the opportunity for rest, recreation and personal activities, annual paid vacations are granted to eligible full-time regular staff. The amount of vacation to which an employee is entitled depends on his/her classification and length of service as of his/her anniversary date at the University.

In order to accommodate varying schedules and the need for flexibility, the University has designed its vacation leave as an accrual process. Every month of employment with the University, employees are granted an amount of vacation leave. Accrued vacation leave may be used at any point in time as long as the periods chosen meet with departmental approval. Annual vacation leave is accumulated on a semi-monthly basis at the rate of one-twenty-fourth (1/24) of the employee's annual award.

Accrual Rules

From start date of full-time employment, or effective date of classification

1. Full-time employees in positions classified as Administrative shall accrue vacation leave at the rate of:

22 days/yr.

1. Full-time employees in positions classified as General or Professional Staff shall accrue vacation leave as follows:

2.92 hrs./pay period	during 1st-5th yr.	10 days/yr.
4.38 hrs./pay period.	During 6th-9th yr.	15 days/yr.
5.83 hrs./pay period	10th year and over	20 days/yr.

Increments

Vacation for exempt employees may be taken in one-day increments.

Vacation for non-exempt employees may be taken in one-hour increments.

Accumulation Limit

Annual vacation leave will stop accumulating once the accumulation reaches 150%, or one and one-half, of the annual award. (Example: If a person is entitled to 22 days per year, the maximum limit would be 33 days; for those eligible for 10 days per year, the maximum limit is 15 days, etc.) Once a person reaches the maximum limit, vacation leave will stop accumulating. Vacation time off will then need to be taken in order to resume the accumulation process.

Negative Vacation Accrual

An employee who does not have sufficient time accumulated on the books may be allowed to take vacation time off. In such an instance, negative vacation time will be recorded on the books to be paid back with future vacation accruals. At no time, however, will the negative amount carried on the books be greater than the employee's annual award.

Pay in Lieu of Vacation

Employees are required to take their earned vacation. No payments will be made in lieu of taking vacation.

Vacation Scheduling

Vacations can be taken as individual days or in longer time periods. All vacation requests are subject to the approval of the department supervisor. Every consideration will be given to employee requests; however, requests may be denied on the basis of causing a hardship on the department if too many employees are out at the same time, or if the workload scheduled for that period cannot be accomplished in your absence. The University asks for all employees' cooperation in seeing that their department and/or area operates efficiently at all times.

Vacation Pay for Terminating Employees

Your vacation bank will remain intact while you are an active employee. You will be able to continue accumulating time up to 150% of your annual award. However, the vacation policy is not intended so that employees can bank vacation. It is in place so that employees can spend time with their families, travel, run errands, go to the beach, or just relax at home.

The University strongly encourages employees to take their allotted vacation time each year. For this reason, terminating employees **will not** receive a vacation payout upon separation, i.e. resignation, termination, retirement, or death. Any accumulated vacation that is unused will be forfeited at the time of separation.

Separating employees may not donate unused vacation time.

Terminating employees **may not** put in a termination date beyond their last day of work in order to be paid for unused vacation.

Once notice is given by a terminating employee, no vacation time will be granted.

Employees who revert from Administrative Status to Faculty Status **will also not** receive a vacation payout upon their reclassification.

Accrued vacation may not be used to extend an employee's termination date.

In the event that the terminating employee has a negative vacation balance on the books, the negative vacation time, computed at the employee's hourly rate of base compensation, will be deducted from his/her last pay check.

Domestic Violence Leave

All full-time and part-time employees who have been employed more than three (3) months are entitled to thirty (30) working days of unpaid leave in any twelve-month period if you or your family or household member is the victim of domestic violence or sexual violence as defined by law. You will be required to exhaust all accrued, unused vacation days prior to this leave period. For more information about this type of leave and your eligibility, please contact the Human Resources Office.

Other

Any interpretations required as a result of the University's vacation or sick time policies will be decided by the VP for Administration & CFO.

ANCILLARY BENEFITS

On-Campus Health Services

Episodic Care Services are provided by Jessie Trice Community Health. Services are offered in the Student Health Center by an Advanced Registered Nurse Practitioner qualified and licensed to practice in the State of Florida. It is recommended that you schedule an appointment. However, walk-in times are available. Faculty, staff and administrators will be charged in accordance with their current health insurance plan.

Services will include:

- Preventive Care
- Screenings
- Men's Health
- Women's Health
- Immunizations

Health Care Services Office Hours

Registered Nurse

Monday - Friday 9:00am - 5:00pm

Advanced Nurse Practitioner

Tuesday & Thursday 9:00am – 5:00pm

Counseling Services Office Hours

Licensed Mental Health Counselor (Services available for students and employees)

Monday – Friday 10:00am – 6:00pm

For questions or assistance, please contact: Student Health Center, (305) 628-6690

Athletics Events

Eligible: All University Employees and their families

St. Thomas University offers free admission to all home athletic events. Baseball, men's basketball, men's golf, soccer, softball, tennis, and women's volleyball are competitively played throughout the year. All faculty and staff are encouraged to attend and support our athletics teams. Game schedules are available through the Athletics Department located on the University's main campus.

In addition, a fitness center/weight room and recreational swimming pool are located on campus. Please call the Athletics Department for hours of operation.

ATM Service

Eligible: All University Employees

There is an ATM machine located in the Student Services building available for use at any time.

Book Store Discounts

Eligible: All University Employees

The STU Bookstore, located in the Student Services building, supplies textbooks, reference books, stationery supplies, campus novelties, snacks, and clothing. A ten percent (10%) discount is available on purchases of all items, excluding text books. For further information, contact the Follett Book Store directly at (305) 625-5179.

Campus Dining

Eligible: All University Employees

The dining facility is operated by Metz Culinary.

Visit <http://www.metzstthomas.com> to view menus of the day, special deals, campus dining news, monthly activity updates, contests, etc.).

Rates at the door are:

Breakfast:	\$6.25
Lunch	\$7.25
Dinner	\$8.25
Brunch (weekends)	\$8.25

These are exclusive of 7% sales tax.

Bobcat Café – Located in Carroll Hall

The hours of operation are Monday – Friday:

Breakfast		7:30 AM – 9:00 AM
Lunch		11:30 AM – 2:00 PM
Dinner	Monday - Friday	5:00 PM – 7:30 PM
	Saturday & Sunday	4:30 PM – 6:30 PM
Brunch	Saturday & Sunday	11:00 AM – 1:00 PM

Rathskeller - Located in the Student Center

Hours

Monday - Thursday	6:00 PM – 11:00 PM
Friday - Sunday	5:00 PM – 10:00 PM

Meal Plans for Faculty & Staff

10 Meals	\$70
25 Meals	\$173
50 Meals	\$325

Payable by Credit Card, Cash or Payroll Deductions (Contact Payroll Manager for Payroll Deductions)

Einstein Brothers Bagels – Located in the STU Campus Library

Monday – Thursday	7:30 AM – 6:00 PM
Friday	7:30 AM – 4:00 PM

Cellular Phone Discounts

Eligible: All University Employees

Available through:

AT&T. To use the discount, visit www.att.com/wireless/saintthomasuniversity. The University's company code is 2448609.

Or

Verizon. Employees get a 15% discount from Verizon Wireless. Use this website to register your existing lines or if you would like to get NEW service:

<http://www.verizonwireless.com/b2c/employee/emaildomainauthentication.jsp>

For assistance, please contact Yaroth Baca, Telecommunications Manager, at ext. 6847 or ybaca@stu.edu.

Credit Union

Eligible: All University employees, students, graduates and their immediate family members

Membership in University Credit Union is available to you as soon as you are hired.

The University Credit Union is committed to providing you with efficient, personal service on high yielding savings accounts and low cost loans. A University Credit Union representative is available on campus twice each month. Visiting dates and times are subject to change. For more information, contact the Office of Human Resources. Contact: [University Credit Union](#), (786) 425-5000.

Car Rental (for Business and Personal Travel)

Effective October 1, 2015, National Car Rental and Enterprise Rent-A-Car are our approved car rental providers. The partnership offers travelers both airport as well as neighborhood locations that can be utilized for business and personal travel. Other highlights:

- Over 450 locations (National and Enterprise)
- Complimentary “We’ll Pick You Up” service
- Unlimited miles
- Show your Emerald Club number at the counter and you will get a choice of car with National Car Rental at the airports
- Roadside Assistance is included in the rate

To book your reservation today, please follow the St Thomas University booking link below:

https://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=41R1665

Frequent renters may sign up for the complimentary Emerald Club program (Note – You will need a credit card or University P-card to join). Emerald Club members receive credit for both National and Enterprise rentals along with a list of many additional membership returns.

To enroll into Emerald Club please click on the following link, enrollment takes less than two minutes to complete: <https://www.nationalcar.com/offer/41R1665>

- **New Emerald Club members** – New Emerald Club members will need to enroll. Please make sure you have your pCard number and/or credit card number available at time of enrollment for input.
- **Existing Emerald Club members** - If you’re already an existing member of the Emerald Club, please email our local representative Yamelys.Santana@ehi.com your member # and he will have the discount number put into your profile. You will need to update your profile with a pCard number for future rental charges.
- **Status Match** – If you have elevated status with Avis loyalty program you can receive a status-match into the equivalent tier in the Emerald Club. If you’d like to seek a status match please email our local representative Yamelys.Santana@ehi.com your Emerald Club # (once received) and she will assist you with this.

Rental Car Insurance While Traveling on University Business

An individual renting a vehicle with Enterprise or National, for University business, is not required to provide the University’s liability insurance – insurance is covered in the rental fee. It is also recommended that you **always** use a University P-Card to pay for the vehicle rental, so that it provides physical damage coverage under the Archdiocese self-insured program as your secondary liability coverage provider.

When renting a vehicle in another country, outside of the the United States, it is **required** to purchase the insurance option.

In the event of an accident, employees are to contact the Associate HR Director at (305) 628-6514 and/or Director of Risk Management & Compliance at (305) 628-6648, immediately.

**** Reminder: The Archdiocese of Miami does not permit the rental and use of 13 or 15 passenger vans.**

Park ‘N Fly

Eligible: All University employees, students, graduates and their immediate family members

The 2016 Corporate Parking rate is \$8.50 at the Ft. Lauderdale Airport and \$10.20 at Port Everglades (when taking a cruise) per day + tax. This benefit can be used for business or personal travel. Your Corporate Advantage card can be requested at: <http://www.pnf.com/apply/1866.htm>

The Park 'N Fly lot is located at: 2200 N.E. 7th Avenue, Dania Beach, FL 33004; telephone number: (954) 779-1776. Continuous shuttle service is available every 3-5 minutes to take you to and from the airport. Appointments can be made at times of heavy travel.

Until you receive your Corporate Advantage membership card, simply show a business card or your University ID card upon exiting the parking lot.

TicketsAtWork

Eligible: All Active University employees

This is a Corporate Discount Program that offers St. Thomas University employees discounts and special offers for theme parks and attractions nationwide including the Walt Disney World Resort, Universal Studios, Sea world, Six Flags, Busch Gardens, Orlando Dinner Shows & more. Discounts are also available for theme parks and attractions nationwide. These savings are not available to the general public. However, you can order for friends and family.

Go to www.TicketsAtWork.com. Click on the "Sign In" Box at the top of the homepage. You will then be prompted to create a username and password, and enter the **STU code: STUEDU**.

Orders may also be placed over the phone by calling customer service at 800-331-6483.

Legoland Florida

Eligible: All Active University employees

Buy-1-Get-1 Free tickets to LEGOLAND Florida & LEGOLAND Water Park

This link will take you to the LEGOLAND Florida Ticket discount web site:

<https://legolandfloridatickets.legoland.com/LLF/shop/viewitems.aspx?CG=BTGEN2018&C=BTGEN2F1>

Shula's Hotel and Golf Club

These rates are valid for Individual Business Travelers for St. Thomas University as well as for individuals visiting STU and for employees for their leisure travel.

January 1, 2018 – April 2, 2018	Deluxe Room - \$159
April 3, 2018 – September 3, 2018	Deluxe Room - \$120
September 4, 2018 – December 31, 2018	Deluxe Room - \$139

Reservation Procedures

Call 1-800-24-Shula or 305-820-8100 and request the St. Thomas University special corporate rate or visit the website: www.donshulahotel.com; select requested dates and the CORPORATE RATES tab across the top of the menu.

Tri-Rail Discount

At time of publication, employees of St. Thomas University are entitled to a 25% discount on monthly or 12-ticket purchases. Employees may order an Employee Discount ID card by visiting: http://www.tri-rail.com/discount_programs/. Click on “Employer Discount Program” and provide the required information. Once completed, the Office of Human Resources will receive an e-mail with a request for verification. Upon verification, the employee will receive an Employee Discount Card in the mail directly from Tri-Rail. Employees must take the Employee Discount Card and paperwork received from Tri-Rail, along with a picture ID to a Tri-Rail ticket kiosk equipped with a photo station. For more information on eligibility requirements and photo station locations, call 1-800-TRI-RAIL (874-7245).

Transportation Initiatives at STU

St. Thomas University provides access to several transportation services for our students, faculty and staff. Our goal is to provide great customer service to our STU community by providing access to a variety services which provide transportation options to and from campus throughout the year. Please take a few moments to review the information below.

Blink CarCharging

STU has an electric vehicle (EV) charging station available for use at a rate of \$0.51/kWh. EV customers have the opportunity to register at Blink’s [website](#) to request a FREE Blink InCard. There are two designated spots reserved for the charging station located in the Donnellon parking lot (lot #3, aisle A).

Bobcat Shuttle

The Bobcat Shuttle offers commuters free transportation to and from the Opa-locka TriRail Station. The schedule is:

Monday – Thursday	7:30 AM to 9:45 AM and 3:45 PM to 7:15 PM
Friday	7:30 AM to 9:45 AM and 3:45 PM to 6:00 PM

Shuttle buses will stop at the following locations:

- Fernandez Center
- Sullivan Hall
- School of Law
- School of Science & Technology

You must show your STU ID card in order to ride the shuttle.

SmartTraxx

SmartTraxx allows riders to know the exact location of the Bobcat Shuttle at all times. The features include real-time tracking of the shuttle, shuttle routes and stop locations, and alerts and announcements regarding the Bobcat Shuttle.

The app is available in [Android](#) and [iOS](#) platforms.

Metro Passes/EASY Card

An EASY Card and parking permit for Miami-Dade transit system can be pre-ordered by visiting the campus bookstore located in Carroll Hall. The monthly EASY Card is \$56.25 and the parking permit is \$11.25. You **must** purchase the EASY Card and parking permit in advance (before the 20th of the month) **at the bookstore**. When the EASY Card and parking permit(s) are available for pickup a notification will be sent by the bookstore.

Emergency Ride Home Program

Get a free taxi ride from campus when there's an emergency. The Emergency Ride Home program provides commuters in Miami-Dade, Broward, Palm Beach, Martin and St. Lucie counties that carpool, vanpool, ride transit, bike or walk two or more days a week with SIX FREE taxi cab vouchers a year to use in the event of an unexpected emergency or unscheduled overtime. To register for the program, users must visit: <http://www.1800234ride.com/emergencyridehomeprogram>

Faculty/Staff Identification Card

Employees are required to have a University ID card; these are issued by the Office Human Resources. Primarily, ID cards are used to open the gate arm to enter campus. They are also used to check out books at the library, to store value for cafeteria meals, for access to certain buildings, the Wellness Center, and to use the shuttle bus to the Opa-locka Tri-Rail Station. The STU ID card is to be presented when Public Safety personnel request an employee's identification. An employee will receive one (1) ID card only. Replacement ID cards cost \$10.00 each; a free replacement will be issued upon presentation of documentation confirming the ID was stolen (such documentation will usually be in the form of a police report). Please note: ID cards should not be punctured in any way as it may result in a card malfunction. In such cases, a replacement will be issued at a cost of \$10.00.

Library Privileges

Eligible: All University Employees

The University's libraries are available for use by you. You are encouraged to use these facilities for research related to work, classroom studies, and to gain personal knowledge on subjects of interest.

Recreation Privileges

Eligible: All University Employees

The Wellness Center located in the Fernandez Family Center for Leadership and Wellness is available for use by employees. Employees must have a valid STU picture ID to use the Wellness Center and must adhere to

posted policies and procedures, in addition to completing the Par-Q & You, Membership Application, and Athletic/Recreational Release Agreement (online at <http://www.stu.edu/StudentLife/FernandezFamilyCenterforLeadershipWellness/tabid/2393/Default.aspx>) before first use of the Wellness Center to activate your STU ID.

You are entitled to the use of all other University facilities during normal hours provided this does not conflict with other scheduled program use. This includes tennis courts, basketball courts (indoor and outdoor), multi-purpose room, and the pool. You are not permitted to use any facilities or equipment for personal gain. University equipment may not be removed from University premises except with prior authorization, and only for use in a University-sponsored activity.

Intramural Sports are offered each semester. Please check the Fernandez Family Center's Facebook page for current listings of sports (<https://www.facebook.com/FernandezFC>) or call (305) 474-6874. A variety of activities featuring team and individual/dual competition include flag football, softball, basketball, volleyball, table tennis, and more.