

VILLANOVA UNIVERSITY

PART-TIME EMPLOYEE HANDBOOK

This Handbook is a general guideline voluntarily adopted by the University for informational purposes only. It is not intended to and does not create an express or implied contract of employment or any other contractual rights, obligations or liabilities. It does not contain any promises by the University and the University is not legally or otherwise bound by it. More specifically, the Handbook should not be considered as or relied upon by employees as establishing terms and conditions of employment.

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I. WELCOME

Welcome to Villanova University. Villanova University is one of the leading Catholic universities in the United States and was founded by the Order of Saint Augustine in 1842. To learn more about Villanova University and its mission and heritage, visit www.heritage.villanova.edu. For statistics and general information, visit www.admission.villanova.edu/viewofvu/profile/index.html. We are proud of our University and its greatest assets – the people who work here. We are pleased that you have joined us and hope that you will quickly feel at home, enjoy your work and find your employment with us both gratifying and rewarding.

We know you will take pride in being a member of our community and in your association with the many distinguished professionals and skilled support personnel who have contributed to our pursuit of excellence. We expect that your skills, enthusiasm and team effort will make an important contribution to our overall success.

We value YOU as a member of our community. We believe that working together in the spirit of a mutual respect and goodwill will make employment with Villanova University a productive and fulfilling experience for us all! Thank you for joining us!

II. INTRODUCTION – IMPORTANT NOTICE

This handbook applies to all part-time staff employees of Villanova University. Many general University policies, also apply to faculty, so this document may be viewed by faculty for that purpose. However, faculty are reminded that there is a Faculty Handbook for their use. We encourage you to read this document carefully.

This Handbook is a general guideline voluntarily adopted by the University for informational purposes only. It is not intended to and does not create an express or implied contract of employment or any other contractual rights, obligations or liabilities. It does not contain any promises by the University and the University is not legally or otherwise bound by it. More specifically, the Handbook should not be considered as or relied upon by employees as establishing terms and conditions of employment. Additionally, because staff employment is at-will, you are not guaranteed employment or any particular job or type of work for any specified period of time.

We believe that every employee is an individual and that no general policy can, or should, dictate what must happen in every situation. Therefore, from time to time, situations or problems may arise which, the University believes, require or deserve special handling, even though a policy stated in this Handbook may indicate a different general rule. Accordingly, just because a particular policy or procedure is generally followed in certain circumstances does not mean that the University must apply that policy or procedure in every instance.

Because your employment is at-will, both you and the University have the right to terminate your employment at any time and for any or no reason and with or without prior notice. While the University may follow a disciplinary process from time to time, nothing in this Handbook or its application shall restrict the right of the University to terminate employees at-will. Exceptions to the employment-at-will policy apply to employees covered by a collective bargaining agreement or individual employment contracts.

Please appreciate also that the University reserves the right to interpret the policies, rules, benefits, sections and provisions contained in the Handbook as it deems appropriate in its

sole discretion. The University also reserves the right, in its sole discretion, to amend, modify, change, cancel, terminate or withdraw any or all of the policies, rules, benefits, sections and provisions of this Handbook at any time, unilaterally, with or without prior notice, in its sole discretion.

This Handbook, as well as its attachments and all subsequent revisions, supersede and/or replace all policies, rules, and benefit program descriptions issued previously.

III. GUIDELINES FOR NEW EMPLOYEES

INTRODUCTORY PERIOD

Traditionally, the first six months of service of a new employee is considered an introductory (review) period. However, this period may be lengthened and/or extended at the discretion of the department after consultation with the Associate Vice President of Human Resources or his/her designee. The introductory period permits the employee and the supervisor to evaluate the suitability of the placement. At any time during this review period, if it is determined either by you or your supervisor that the placement is not suitable for any reason, either of you may terminate the employment relationship. Departments generally conduct a performance evaluation for staff members before the end of the six-month period.

Employees covered by a collective bargaining agreement or an individual employment contract may not be subject to an introductory period. It is important to remember that an employee is not guaranteed employment for the entire introductory period. Equally important, completion of the introductory period does not guarantee employment with the University for any period of time thereafter.

NEW EMPLOYEE ORIENTATION

All new employees are expected to attend a New Employee Orientation, where they will complete their New Hire Paperwork (I-9, W-4, etc.) and learn about the University, including the following topics:

- Mission and Heritage of Villanova University
 - Campus Ministry
 - Pertinent Policies and Procedures
 - Public Safety/Parking
 - Benefits
 - Staff Development Plan
 - Villanova Quality Improvement (VQI)
 - Training Opportunities
 - Other University Departments and Services
-

HOURS OF WORK

Exempt and Non exempt part-time personnel are expected to work the schedule assigned to them by their supervisor. Any questions concerning schedules are to be discussed with the immediate supervisor. A lunch period may or may not be part of your schedule. This will be determined by the supervisor and should be explained to you. You may be required as

part of your job to work on Saturdays and/or Sundays, to have different starting times from week to week or day to day, or to be assigned irregular work hours or work weeks. Some departments may set the standard work schedule and/or overtime requirements to meet the special needs of that particular unit.

SENIORITY

Seniority begins with the first day of employment at Villanova, and is maintained as the seniority date, except for any modifications due to previous continuous full or part-time service or termination and subsequent rehire, before one (1) year has passed. When an employee changes from part-time to full-time, an adjusted seniority date is calculated.

Former employees who are rehired by the University within one (1) year of their last day worked will not be considered new employees, and will have their date of service adjusted to reflect the length of the absence. All other former employees who are rehired by the University will be considered new employees.

SERVICE RECOGNITION

Currently, the University presents a service recognition pin to employees who have completed 10 years of service and then again at each subsequent five-year level of service. Traditionally, an annual Service Recognition Dinner is held to acknowledge those employees who have celebrated these service milestones during the year. The dinner also represents the University's official statement of appreciation to those employees who have retired during that year.

STAFF IDENTIFICATION CARDS

The Wildcard is the University's identification card. All employees are required to obtain a Wildcard and to carry it with them while on campus, and produce it if requested by the proper authority. The first Wildcard is of no cost to the employee, but if the Wildcard is lost or stolen, there will be a replacement fee. The Wildcard is the property of the University and must be returned upon termination of employment. For more information about the Wildcard, please visit their web site at www3.villanova.edu/wildcard/.

PARKING

Employee parking areas are located at several places on campus. In order to maintain a sound parking program, and to reduce congestion and inconvenience, it is important that all employees park only in their assigned areas. Cars are not admitted to these lots without a current parking permit.

All staff using University parking spaces are required to pay an annual fee for parking. You may purchase your initial permit in the Public Safety office, located in Farrell Hall, Lancaster Avenue. For more information regarding renewal of a parking permit or to obtain a copy of the University's Parking Regulations, contact the Public Safety Department at 9-6989, or visit their web site at www.publicsafety.villanova.edu.

IV. USE OF UNIVERSITY PROPERTY

TELEPHONES

The University's main switchboard number is (610) 519-4500. However, every telephone extension can be dialed directly from the outside by using the extension number with the (610) area code and the prefix "519". When calling from one employee telephone to another within the system, simply use 9 and the four-digit extension number. To call a student on campus, the prefix to use is a 1 followed by the four-digit extension. To reach an outside line from within the University, dial 8 first and then the number.

All calls, local and long distance, made from your extension are charged to your department's budget. For your convenience in making personal calls, pay phones are located throughout the campus. Use of University phones, including University owned cell phones, for a personal reason is discouraged, except in case of emergencies. Employees making frequent and/or lengthy personal calls may be charged for the cost of such calls and may also be subject to disciplinary action up to and including termination. Additionally, cell phones, whether personally owned or University owned, should not be used while driving on campus. The University also strongly discourages the use of cell phones while driving off campus, particularly for University business.

For more information, or for instructional materials regarding the University's telephone or Voice Mail system, you may call Telecommunications at extension 9-4490.

COPY and FAX MACHINES

In the course of your work, you may have occasion to use copying machines. Please be aware that the copyright laws of the United States impose certain limitations on reproducing copyrighted material. You may obtain additional guidance on this important matter from the Graphic Services department at extension 9-4470.

The use of University copy machines or fax machines for personal reasons is only permitted with permission from your supervisor.

COMPUTING, ELECTRONIC MAIL and INTERNET POLICIES

Your work may involve the use of computers and related software. You may not use University computers, printers, or computer supplies for personal use unless you obtain permission from your supervisor. To visit the Office of Information Technologies (UNIT), please visit www.unit.villanova.edu. The full text of the following University policies may be viewed by following the links below, or are available from UNIT by calling extension 9-4400. Violations of these policies may result in restriction of access to the University's computer system and/or disciplinary action:

- "Privacy Statement"
 - "Use of Computing and Information Resources"
 - "Ethical Conduct for Use of Computing and Communication Resources,"
 - "Electronic Mail Policy"
 - "Copyright Laws and Software License Agreements"
-

V. UNIVERSITY POLICIES AND GUIDELINES

NON-DISCRIMINATION and NON-HARASSMENT POLICIES AND PROCEDURE

I. NON-DISCRIMINATION POLICY

Villanova University is an equal opportunity employer and educational institution. There shall be no discrimination against any employee, applicant for employment or any student on any basis prohibited by law, including race, color, national origin, religion, sex, age, veteran status, or disability. This non-discrimination policy applies to all educational policies and programs and to all terms and conditions of employment, which include (but are not limited to): recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions and termination.

The full text of the policy can be found at www.hr.villanova.edu/Policies/nondiscrimination.htm

II. NON-HARASSMENT POLICY

It is the University's policy that all employees and students should be able to enjoy and work in an educational environment free from harassment of any nature. Therefore, harassment based on personal characteristics such as race, color, national origin, religion, gender, sexual orientation, age, veteran status or disability violates this policy. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment; or has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

III. PROCEDURE FOR REPORTING AND ADDRESSING ALLEGATIONS OF DISCRIMINATION OR HARASSMENT

A. Introduction

This procedure provides the structure for the filing and resolution of complaints of discrimination or harassment relating to the employment life of employees and the educational experience of students. All allegations of discrimination or harassment, other than sexual harassment, (which is covered by a separate policy) shall be subject to this procedure, except where both the complainant and the respondent are students, neither of whom has any role as academic evaluator of the other. In cases covered by this exception, the procedure set forth in the University's Student Handbook or applicable Code of Student Conduct shall apply.

B. Confidentiality

Confidentiality is essential in any effort to investigate and resolve allegations of discrimination or harassment. The interests of both the complainant and the respondent must be protected as information is gathered and evaluated. Therefore, only persons who have a "need to know" within the investigation and resolution of complaints and appropriate senior administrative officials are entitled to information in the application of this procedure. University employees or students who disclose information which is obtained within the informal or formal steps of this procedure to persons not in the "need to know" chain will be subject to disciplinary action.

C. Complaint Officer

Ordinarily, the individual responsible for investigating the complaint, or the Complaint Officer, will be the Associate Vice President of Human Resources/Affirmative Action Officer, or such other person or persons as are designated by the University Vice President. In most

cases, the Complaint Officer is responsible for determining if discrimination or harassment has occurred. However, as provided in this procedure, the Complaint Officer may decide to convene the Review Board to make this determination, in which case he or she will provide such administrative assistance as the Board may request. It is the expectation that the Officer would not attend the proceedings of the Board.

D. Review Board

A Review Board may be established as provided in this paragraph. The Board's function is to review referrals from the Complaint Officer and also any appeals of the decisions of the Complaint Officer as provided for in this procedure. The Review Board is comprised of three members: one is appointed by the complainant, one by the respondent, and the third person to serve as chairperson is appointed by the Complaint Officer. The Board members shall be university employees or students. Anyone who is a family member or in the same office or department of either the complainant or respondent, or otherwise has a conflict of interest in connection with the case, shall not serve on the Review Board. The Board is empowered to convene appropriate hearings and to keep its own records in a format determined for each respective case. The Board's procedures may include by example but are not limited to such approaches as open or closed hearings, individual interviews, and the examination of written documentation. However, the Board is not bound by rules of judicial or administrative hearing procedures or by formal rules of evidence.

E. Informal Resolution

The University encourages its members to attempt informal resolution of complaints of discrimination or harassment. The University has many offices and individuals who may be able to provide counseling on a confidential basis for a person who believes that he or she is the victim of discrimination or harassment. The departments of Multicultural Affairs, Counseling Center, Campus Ministry, Human Resources, Student Life Diversity Initiatives, and the like are staffed with caring and experienced specialists who may be able to help resolve concerns on an ad hoc and confidential basis. The Complaint Officer is also a resource person who may assist in informal resolution of a complaint, including through facilitated communication between the complainant and respondent.

F. Formal Procedure

1. Any employee or student who believes that he or she has been a victim of discrimination or harassment in violation of this policy who is unable to resolve the matter informally or wishes to make a formal complaint, should bring the problem immediately to the attention of the Associate Vice President of Human Resources/Affirmative Action Officer. The complainant shall be advised of the designated Complaint Officer for the case.
2. A formal, written complaint, utilizing the University's standard form, shall be submitted to the University Complaint Officer. The purpose of the complaint form is to assist the complainant in formulating a concise statement of his/her concern and to assist the Complaint Officer to see the basic facts of the allegation, along with the complainant's requested action. The complaint must be filed no later than six months from the date on which the subject conduct allegedly occurred. In unusual circumstances, the University shall have discretion to extend this deadline.
3. The Complaint Officer shall review the charges made in the complaint with the complainant, shall provide guidance and counseling as to the complainant's options and available procedures, and shall make such investigation of the charges as the Officer may deem appropriate. In order to achieve a complete view of the case, the Officer shall notify the respondent of the complaint and confer as necessary with the respondent. With the approval of both the complainant and respondent, the Complaint Officer may attempt private mediation in an effort to resolve the alleged problem without the need for additional proceedings.

4. Within 20 business days of receiving a written complaint, the Complaint Officer shall issue a written report on the case to the complainant and respondent:
 - a. If the Complaint Officer finds that the case cannot reasonably be construed to constitute discrimination or harassment, or that there is insufficient information to conclude that discrimination or harassment may have occurred, the Complaint Officer shall file a report closing the case and stating the reasons why the complaint should be dismissed. The Complaint Officer shall also advise the complainant in the written report that the decision may be appealed to the Review Board. The complainant must notify the complaint officer of his/her desire to appeal the decision within five business days of the Officer's decision.
 - b. If the Complaint Officer finds that the case can reasonably be construed to have constituted discrimination or harassment, the Complaint Officer may convene a Review Board to hear the case and shall issue a report supporting his/her finding. Alternatively, the Complaint Officer may, based on his or her own investigation, determine that discrimination or harassment has occurred, in which case, the Complaint Officer's report shall contain findings of fact supporting the conclusion that discrimination or harassment occurred. The Complaint Officer shall notify the respondent of his/her right to appeal the decision to the Review Board. The respondent must notify the Complaint Officer of his/her desire to appeal the decision within five business days of the Officer's decision. If the respondent does not appeal to the Review Board, any disciplinary action shall be taken consistent with the procedure described below following the issuance of a Review Board decision.
5. In the case of a referral or appeal to the Review Board, the complainant and the respondent will each designate his/her board member, and the Complaint Officer will designate the chairperson of the Board, all within 5 business days of the referral or notice of appeal. The Complaint Officer shall provide a copy of his or her report to the Review Board. Within 10 business days of the appointment of the Board, the Board shall begin its proceedings. In appearances before the Board, the complainant and the respondent may each be accompanied by an adviser of their own choosing who is a member of the university community (current faculty member, administrator, staff member, student), but any adviser so designated who is an attorney-at-law will not be considered to be appearing as counsel.

The Board will render its conclusions in a written report no later than 20 business days from the date of the Board's initiation of the proceedings. The Board's report shall be limited to findings of fact and the conclusion of whether or not discrimination or harassment occurred. The report shall be delivered to the Complaint Officer and to the Vice President responsible for the area in which the respondent employee is assigned, or to the Judicial Affairs Officer if the respondent is a student and the complainant is not. In the case of the School of Law, the Officer responsible for the area is the Dean.

The Vice President and/or the Judicial Affairs Officer shall communicate the Board's conclusions to the complainant and the respondent. It is the sole responsibility of the Vice President or Judicial Affairs Officer to determine and take any disciplinary action based on the report provided by the Board.

IV. NON-RETALIATION

Retaliation in any form against an employee or student who exercises in good faith his or her right to make a complaint under this policy or who cooperates in the investigation of any such complaint is strictly prohibited, and will itself be cause for appropriate disciplinary action.

V. SEXUAL HARASSMENT

Any employee or student who believes that he or she has been a victim of sexual harassment should bring the problem immediately to the attention of the University's Sexual Harassment Complaint Officer, Kathleen Byrnes, 202 Dougherty Hall, (610) 519-4550. Individuals should refer to the University's Policy on Sexual Harassment for the University's definition of sexual harassment and the procedures to follow. If a case potentially raises issues of sexual harassment and one or more other forms of discrimination or harassment, the University shall determine the appropriate procedure to follow.

VI. OTHER RELATED STATEMENTS AND POLICIES

Mission Statement - www.heritage.villanova.edu/vu/mission/index.html

Statement of Community Ideals at Villanova University -
www.heritage.villanova.edu/vu/ideals/ideals.htm

Code of Student Conduct, Non-Stereotypical Communications Policy, Posting Notice Policy
Publication Policy - www.studentlife.villanova.edu/dean/StudentHandbook.pdf

VII. CONTACT INFORMATION

The contact information for the Associate Vice President of Human Resources/Affirmative Action Officer is as follows:

Ellen LaCorte
Associate Vice President of Human Resources
Affirmative Action Officer
Suite 163, St. Mary Hall
(610) 519-4237
ellen.lacorte@villanova.edu

Any questions regarding this policy should be addressed to the above-listed individuals.

JOB POSTING and BIDDING PROCEDURES

Villanova University is an Equal Opportunity Employer and encourages the recruitment and retention of qualified candidates for all positions. As a federal contractor, Villanova University has an Affirmative Action Plan which is overseen by the University's Affirmative Action Officer in the Office of Multicultural Affairs. The University encourages members of all diverse groups to seek employment with the University through the Human Resources Department. Vacant positions are posted for seven (7) calendar days to afford internal candidates the opportunity for first consideration. Positions not filled internally are then open to external candidates for application.

Notices of job openings are published on the Human Resources website and on certain bulletin boards on campus. Those interested in applying for a posted position must complete an electronic application and apply for the job using the electronic jobsite, <http://jobs.villanova.edu>. Assistance is available by calling the applicant helpline at x97616 or by emailing your question to jobshelp@villanova.edu.

To qualify for transfer or promotion, you must have completed at least one year of service in your present position, and have a satisfactory work record. However, there may be situations where this requirement would be waived with the approval of the employee's supervisor and the Human Resources office.

Internal applicants should apply within the bidding period (7 days from the date of posting). This reflects the University's intention to provide extra focus on internal applicants. However, there is no requirement that departments interview or select an internal candidate seeking transfer or promotion.

LATENESS and ABSENCE

All employees are expected to report to work regularly and on time. If you need to be late or absent for any reason, you are required to notify your supervisor per departmental procedures. Employees are expected to know and to follow all departmental procedures with respect to punctuality and attendance. Failure to provide reasonable notice and/or satisfactory explanation of lateness or absence may result in a deduction from your pay for the time lost, as well as discipline. Repeated lateness and/or absences may also be cause for disciplinary action. An absence of three consecutive workdays without notice or satisfactory explanation may be treated as job abandonment, and in effect, a voluntary resignation. Therefore, it is very important that all absences be properly reported.

SEVERE INCLEMENT WEATHER and EMERGENCY CLOSINGS

At times the weather in our area may affect normal patterns of travel. This presents a challenge to the University to accommodate its operating needs, while still being sensitive to employees' problems in meeting their travel requirements. In certain cases of severe inclement weather, the University may decide to close or open late. When the number code is broadcast signifying that the University is closed, it means classes are cancelled, faculty need not report, and staff are released from the obligation to report. If a late opening is announced, employees are required to report at the announced later time. Exceptions to the aforementioned circumstances are noted below.

A. When the University has announced that it is closed:

When the University is announced as "closed," most staff employees will be excused from work and will be paid their normal rate of pay.

However, **non-exempt employees in certain classifications and positions may be required to remain on duty or to report for work.** In these cases, they will be paid twice their regular rate of pay for the applicable hours worked, except that there will be no "pyramiding" of overtime pay. To qualify for this assignment and premium rate, the designation of these employees must be **pre-approved** by the department head and the Director of Human Resources. Some employees and/or positions will have been identified and approved in advance **in such areas as steam plant, health center, dining services, maintenance, grounds, custodial services, public safety, and the like.**

Exempt management and supervisory employees are not eligible for additional pay, and **should confer with their supervisors as to the need to report for work.** Exempt employees who do not have supervisory duties would normally not be expected to report, unless instructed otherwise by their supervisors. Exempt employees in this category would then receive one and one-half times their pay rate subject to **pre-approval** by the Associate Vice President of Human Resources. Employees who are not required to report, but who report because they reasonably were not aware of a closing announced in the early morning hours, would then be sent home and paid their normal pay plus a two hour "reporting bonus."

When the University is closed, employees who are required to remain on duty for more than a double shift or who must remain on campus beyond a consecutive period of sixteen hours, will be provided meals at no charge or will be reimbursed for reasonable meal costs with the

presentation of a receipt. The department head and the Associate Vice President of Human Resources must approve any use of commercial sleeping accommodations at University expense.

B. When the University opens late or closes early:

When the University announces a delayed opening, the first class (on Tuesday and Thursday) or first two classes (Monday, Wednesday, and Friday) are cancelled.

In situations where the University announces a delayed opening for all, employees that report at the later start time and complete the normal shift will receive their regular day's pay for the shortened day. When a delayed opening is announced, and an employee arrives early, the employee may be released by the supervisor early. This is to be done in hour blocks based on the number of hours early that the employee reported.

In situations where the University dismisses all employees early, the appropriate pay provisions (non-exempt or exempt) for employees who are required by their supervisors to remain at work, will be in effect.

Individual departments are not authorized to dismiss employees from their areas early nor to approve late reporting. When no general late start or early dismissal has been announced, the department head/supervisor with appropriate Vice President/ Executive Director approval, may allow individuals to report late or to leave early, but the hours of absence must be charged to vacation or leave without pay, in that order. Employees must also follow departmental call-out procedures: failure to do so may result in disciplinary action.

C. When the University is not closed:

Where weather conditions are such that there appears to be a need for reasonable accommodation to individual travel problems on any given day as determined by the supervisor and/or the Associate Vice President of Human Resources, employees will be expected to make more than a normal travel effort in the face of the adverse condition. In these instances, employees who do not report at all, come in late or who request to leave early will have their absence charged to vacation or leave without pay, **in that order**, upon approval from their department head/ supervisor and the appropriate Vice President/Executive Director. Departmental call-out procedures must also be followed; failure to do so may result in disciplinary action.

D. Use of Paid Sick Time

The use of sick time is not allowed for time not worked as relating to reasons of adverse weather. When persons report illness for a period where there appears to have been some degree of adverse weather conditions, the University may require employees to submit documentation for any and all absences claimed under sick leave for that period of time.

E. School Closing or Delay Announcement

The announcement concerning closing or delayed opening is normally made on the University snow and emergency number (610-519-4505), the Law School snow and emergency number (610-519-7744), the voice mailboxes of University telephones, and KYW Radio (AM 1060) by 6:30 a.m. However, in the case of an announced delayed opening, if the situation should worsen and if a subsequent decision is made to cancel classes and close the University, a closing announcement normally would be made by 8:30 a.m. Villanova faculty, staff and students are therefore advised to recheck the announcement on a regular basis until 8:30 A.M., prior to departing for school/work.

Evening class closure announcements will be made in the same manner, normally prior to 2:00 p.m. An evening class closure announcement does not necessarily mean the University

is closed. Employees may still be required to remain on duty or to report for work; employees with questions about this must confer with their supervisor.

KYW does not mention school names, using instead a number identification system. Villanova's identification numbers on KYW are:

Identification Numbers	University Programs
528	Full-time Undergraduate Day School
524	Evening programs: Part-time Studies, Continuing Education on campus, and Graduate Programs (Liberal Arts and Sciences, Commerce & Finance, Engineering and Nursing)
471	Law School
2471	Graduate Tax Program

EMPLOYEES WITH DISABILITIES

The University makes every effort to assist employees and prospective employees who need and request reasonable accommodations to assist in performing the essential functions of a position. The employee is an integral part of the accommodation process; should an accommodation be necessary, please provide a written request of need to your supervisor and the Office of Affirmative Action, or Human Resources.

WORK PLACE HEALTH and SAFETY

Many federal, state, and local laws apply to the safety and health of employees at the University. These laws, are administered by the federal Occupational Safety & Health Administration (OSHA), the federal Environmental Protection Agency (EPA), and their state and municipal counterparts. Compliance with these laws is very important, and is overseen by the Office of Environmental Health and Safety.

You play an important part in the goal of maximizing work place safety. You should report any concerns regarding unsafe conditions or practices to your supervisor, and to the University's Director of Environmental Health & Safety at extension 9-7838.

SEXUAL HARASSMENT

The complete text of the University's policy prohibiting sexual harassment may be found at www.hr.villanova.edu/Policies/Sexual_Harassment/index.html Under this policy, the University forbids unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature by anyone at Villanova University in either a business or educational context, as more fully described in this policy. Prohibited behavior also includes verbal or visual communications via voicemail, email or the Internet. The policy applies to all employees regardless of job grade or department as well as

between employees and students. Violations of the policy may subject an employee to disciplinary action up to and including termination.

To encourage a positive approach to prevention as well as the sensitive and professional handling of complaints, the University designates a Sexual Harassment Complaint Officer. Other administrators are also available for informal resolution as listed in the policy and the brochure available from the offices of Multicultural Affairs and Human Resources.

For the most up-to-date listing of resources persons, the name of the current Sexual Harassment Complaint Officer, the complaint procedure and forms, please see www.hr.villanova.edu/Policies/Sexual_Harassment/resourcedir.htm or call Human Resources at extension 9-7900.

PERSONAL RELATIONSHIPS

Certain relationships may arise in the work and educational environment that have the potential for compromising or appearing to compromise the fairness and objectivity of a supervisor, in relation to subordinates, and which may result in a conflict of interest. The University recognizes that all individuals are entitled to freely choose their personal associations and relationships. However, when a supervisor enters into a romantic and/or sexual relationship with a staff member or student whom he or she supervises, a power differential may exist which can compromise an individual's exercise of such choice in personal relationships. Others may also perceive such a relationship as one of preferential treatment that may be detrimental to themselves or others. Consequently, romantic and/or sexual relationships between managers and staff or students under their supervision - even though consensual - are discouraged. If such relationships are entered into, they should be approached in a sensitive manner and with an understanding of how they may be perceived by others. Similarly, relationships among individuals on the same level, where there is no component of authority by one individual over another, may be misinterpreted by others and should also be approached in a sensitive manner.

REQUIRED REPORTING

If a supervisor is engaged in a romantic and/or sexual relationship with a subordinate staff member or student, the supervisor is required to notify his or her immediate supervisor of the relationship and to make alternate arrangements for supervision of the subordinate staff member or student, including especially decision making regarding any employment or educational action pertaining to the subordinate staff member or student.

Personal relationships between faculty and students are governed by the Policy on Sexual and Romantic Relationships Between Faculty and Students found in the Faculty Handbook.

DRUG-FREE WORKPLACE POLICY AND PROGRAM

Besides the University's Policy on Drug-Free Schools promulgated under the federal "Drug-Free Schools and Communities Act Amendments of 1989," Villanova University adopts the following Drug-Free Workplace Policy and Program pursuant to the federal "Drug-Free Workplace Act of 1988." The full text of the policy under the "Drug-Free Schools and Communities Act of 1989" is distributed annually to all employees.

DRUG-FREE WORKPLACE POLICY

A. Prohibitions

Villanova University prohibits the unlawful manufacture, distribution, dispensation, sale, possession, or use of any drug by its faculty, staff, and student employees (together "Employees") in its workplace. Each University employee will, as a condition of employment, abide by this policy. In addition, any employee engaged in the performance of a federal grant or contract is required to notify his or her supervisor no later than five (5) days after any conviction under a criminal drug statute for a violation that occurred in the workplace.

B. Sanctions

Any University employee who violates the prohibitions under this policy or who is convicted under a criminal drug statute for a violation whether occurring in the workplace or outside the workplace will be subject to the University's disciplinary procedures up to and including dismissal; if the employee is not discharged under this policy, he/she may be required as a condition of continuing employment to participate to the University's satisfaction in a drug abuse assistance or rehabilitation program approved by the University.

DRUG-FREE WORKPLACE PROGRAM

A. Villanova University has established a drug-free awareness program to inform faculty, staff, and student employees (together "Employees") about:

1. The dangers of drug abuse in the workplace, communicated through the provision of educational literature and materials;
2. The University's policy of maintaining a drug-free workplace, communicated through distribution of this policy and other related statements to all employees;
3. The availability of drug counseling and rehabilitation programs, provided through confidential counseling within the University's Employee Assistance Program (EAP), at no cost to the employee, or through referrals on an individual basis to the EAP program or other programs by the University's Associate Vice President of Human Resources or designee;
4. The University's intention that employment penalties may be imposed upon Employees for violations of the prohibitions concerning involvement with unlawful drugs.

B. Each University Employee will be given a copy of the University's Drug-Free Workplace Policy.

C. Each employee, as a condition of employment, will abide by the policy. In addition, any employee engaged in the performance of a federal grant or contract will, as a condition of employment, notify his or her supervisor no later than five (5) days after any conviction under a criminal drug statute for a violation that occurred in the workplace. When a supervisor is notified by an employee of such a conviction, he or she shall immediately notify the Associate Vice President of Human Resources and the Director of the Office of Research and Sponsored Projects. The Director of the Office of Research and Sponsored

Projects will notify the appropriate federal agency within ten (10) days of receiving notice of such conviction.

D. Any University Employee who violates the University's policy or who is convicted under a criminal drug statute whether for a **violation occurring in the workplace** or for a **violation occurring outside the workplace** will be subject to the University's disciplinary procedures up to and including dismissal and/or may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.

E. The University will make a good faith effort to continue to maintain a drug-free workplace through implementation of this program.

DRUG-FREE SCHOOLS and WORK PLACE

The full text of the policy under the Drug-Free Schools and Communities Act of 1989 is distributed annually to all employees.

WORKPLACE VIOLENCE

Villanova University seeks to provide a safe workplace for all employees. To ensure a safe workplace, and to reduce the risk of violence, all employees should review and understand all provisions outlined below:

1) Prohibited Conduct

The University does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Physically assaulting, attacking or otherwise intentionally causing physical injury to another person with whom you interact in connection with your employment
- Making threatening or intimidating remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- Intentionally damaging or threatening to damage University property or property of another employee
- Possession or concealment of a weapon while on University property or while on University business, including bringing a weapon of any type onto campus

2) Reporting Procedures

Any potentially dangerous situations should be reported immediately to a supervisor, Public Safety, or the Human Resources office. Reports can be made anonymously. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

3) Enforcement

Any employee who violates any of the prohibitions stated above will be subject to disciplinary action, up to and including termination, and may be subject to criminal prosecution. Non-employees engaged in violent acts on University property will be reported to the proper authorities. The University's Department of Public Safety is responsible for campus security. Therefore, all criminal activity or other safety concerns should be reported to Public Safety.

WORKPLACE ATTIRE

The manner in which you dress depends, to an extent, on the type of work duties related to your position. Some employees may be required to wear uniforms or safety equipment, which may be provided by the University. In all cases, neatness, cleanliness, and appropriate/professional attire as defined by your department and/or supervisor are expected. Employees with questions about appropriate attire should consult with their supervisor.

PERSONNEL FILES

The University collects and retains information about individual employees for valid business, regulatory, or legal purposes. Employees are allowed access to the materials in their personnel files in accordance with state law, provided reasonable advance request to the Human Resources office is made.

If you would like to view your own personnel file, call the Human Resources office to schedule an appointment. Human Resources will generally require no more than three (3) business days' notice before the appointment can be held. Contents of personnel files are the property of the University. Therefore, requests for copies will be denied.

It is important that your personnel records be kept up-to-date, especially for payroll and benefits purposes. Notify your supervisor and/or Human Resources if you have a change in any of the following:

- name or marital status
- address or telephone number
- number of dependents or exemptions for Tax withholding
- the names and telephone numbers of the person(s) to contact in the case of an emergency
- beneficiaries (for life insurance and/or pension)

Note: Each employee and their supervisor is responsible for communicating these changes to Human Resources via Personnel Action Form (PAF).

ATTACHMENT OF WAGES OR GARNISHMENTS

The University is obliged by law to honor court and qualified administrative orders in favor of creditors, taxing authorities, or other court or agency ordered payments.

EMPLOYMENT OF RELATIVES

Close relatives of employees may be hired by the University, but not in a position which involves a direct supervisory relationship with a Relative. Further, No employee may work in a position in which he or she has the authority to influence, directly or indirectly, any term or condition of employment of the Relative. Relatives are considered a spouse, ex-spouse, child, parent, sibling, grandparent, aunt, uncle, niece, nephew, step-relatives and in-laws. This policy applies to all full-time, part-time, temporary and student worker positions.

GIFTS TO EMPLOYEES

Employees should not seek or accept gifts or other favors from persons or organizations with whom the University conducts business, unless they are of nominal value and do not affect in any way the relationship between the University and the person or organization.

CONFLICT OF INTEREST AND BUSINESS ETHICS POLICY

This Conflict of Interest and Business Ethics policy, which was adopted by the Board of Trustees on December 8, 1987, applies to all University employees. The essence of the policy is that all employees will conduct the University's business with integrity, in compliance with applicable laws, and in a manner that excludes consideration of personal advantage.

1. Employees shall avoid any situation which involves or may involve a conflict between their personal interest and the interests of the University.
2. Employees shall make prompt and full disclosure in writing to the President and appropriate Vice President of any association, relationship, business arrangement or circumstance which may involve a conflict of interest. This includes, but is not limited to:
 - a. A significant ownership interest by an employee, or by a member of the employee's family, in any outside enterprise which does or seeks to do business with or is a competitor of the University ("Significant ownership interest" is a direct or indirect aggregate interest of an employee and family members of more than 1% of any class of outstanding securities of a firm or corporation, or more than 10% interest in a partnership or association.)
 - b. Serving as a director, officer, partner or consultant, whether or not compensated in any outside enterprise which does or is seeking to do business with or is a competitor of the University.
 - c. Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the University or its interests.

After review of an employee's full disclosure, the President and appropriate Vice President in consultation with legal counsel will determine whether or not an employee should be authorized to make decisions regarding the utilization of the University's resources.

3. Employees shall neither seek nor accept for themselves or for the benefit of others, any gifts (Other than those of nominal value which are associated with customary business practices, loans (other than conventional ones at market rates from lending institutions) favors (other than ordinary social amenities), services or payments from any person or enterprise which does or seeks business with or is a competitor of the University.
4. Employees shall not provide others at University expense with gifts, favors or entertainment unless they are consistent with customary business practices, are not excessive in value, and are not in contraventions of applicable law or ethical standards.
5. Employees shall not give or release, without proper authority, and data or information of a confidential nature obtained through University employment or anyone not authorized to receive such data or information.

6. Employees shall not use nonpublic data or information obtained while in the University's employment for personal profit.
7. Employees shall not make any contribution of University funds, property or services to any political party or committee, or to any candidate for or holder of any local, state or national governmental office.
8. If instructed by a superior to execute a decision which the employee considers unethical or immoral, employee shall bring the matter to the attention of the superior and request that the matter be reviewed by a higher authority.
9. With respect to accounting standards and record keeping, employees shall document all transactions in a manner which clearly describes and identifies the true and complete nature of them.

Strict adherence to this policy will protect the University and its employees from criticism, litigation or embarrassment that might result from alleged or real conflicts of interest or unethical practices.

CONFIDENTIALITY STATEMENT

Many employees come into contact with confidential information about the University, its employees, students, alumni, and donors. Examples of confidential information include, but are not limited to salaries, performance evaluations, information contained in the Banner database, and charitable donations. Employees must respect this confidentiality, and refrain from using it for personal gain or disclosing information of a confidential nature to people who do not have a need to know, including other employees of the University or family members. Unauthorized disclosure of confidential information relating to the University is considered a serious offense, and may be cause for disciplinary action up to and including termination of employment.

Additionally, upon your separation from the University, regardless of the reason and whether initiated by the University or you:

- You must return to the University, retaining no copies, any and all files, records, correspondence, documents, electronic diskettes, computer compact discs, computer and electronic-mail printouts, drawings, specifications, writings and similar items, which relate to or reflect the University's business operations.
 - You may not use and/or disclose the University's confidential and/or proprietary information at any time, at any place, for any reason.
-

SMOKING

Villanova University is a smoke-free environment. This includes all work-spaces and common areas inside University buildings. All faculty and staff members are subject to the smoking prohibition within all of the University's buildings and vehicles.

TERMINATION OF EMPLOYMENT

1) Voluntary Resignation

Employees are expected to provide at least two weeks notice in writing to their supervisor to preserve a positive relationship with the University. If you have more than one year of service and you do provide the minimum two weeks notice of resignation, you will be paid for any unused vacation. If you do not give the minimum two weeks notice, pay for your vacation time will be forfeited.

You may initiate or you might be asked to participate in an exit interview with a Human Resources representative prior to your last day of work. This visit will give you a chance to provide the University with your candid feedback about University operations and programs. Additionally, if you so desire, representative will review the status of your insurance and retirement benefits.

Upon termination, you are expected to turn in any and all University property such as your Wildcard, keys, University-issued equipment or clothing.

2) Discharge for Cause

All employees are considered "at will" and serve at the pleasure of the University, and consequently may be discharged at anytime regardless of circumstances. However, the University normally attempts to provide employees with poor work records the opportunity to improve through corrective actions such as coaching, counseling and progressive discipline. Of course certain behaviors and actions are serious enough as to warrant immediate termination of employment. Any employee discharged for cause will not be paid for unused vacation and may not be eligible for COBRA benefits coverage.

VI. PERFORMANCE MANAGEMENT, DISCIPLINE & GRIEVANCES

PERFORMANCE MANAGEMENT PROGRAM

Villanova's performance management, evaluation and development program for staff is the annual process for providing feedback on goal accomplishment and performance..

Performance evaluation is an opportunity to guide staff development. Done effectively, the process creates a link between individual and institutional goals, and serves as a guide for continuous improvement and continuous learning. The University has chosen not to specify a formula for correlating annual salary increases to the Overall Rating. However, the salary increase percentage should be consistent with the employee's Overall Rating. Although one of the benefits of the process is to guide salary decisions, it is by no means the only, or even the most important, benefits of this process. The following describes the specific benefits the performance management program provides to staff, supervisors, and to the University overall.

For *staff*, the University's performance evaluation process offers opportunities for:

- increasing job satisfaction;
- learning recognition;
- increasing a sense of ownership and self-direction; and,
- improving job performance

For *supervisors*, effective performance evaluations of staff can:

- yield better teamwork and cooperation;
- set clearer expectations;
- produce better departmental performance;
- clarify roles as supervisor and mentor;
- signal that the supervisor cares and is making an investment in his/her staff; and,
- develop the supervisor as a leader.

For the *University*, effective performance evaluations contribute to:

- better service to students and other members of our community;
- staff alignment with strategic goals;
- enhancement of a climate that values all employees;
- an overall improvement in work performance; and,
- more consistent goal achievement.

More information on the SDP process, as well as the applicable forms, is available from the Human Resources office, or from the HR website, www.hr.villanova.edu/Employment/staffdevelopment.htm

PERFORMANCE IMPROVEMENT GUIDELINES

As prescribed by the Staff Development Program, staff employees (except those covered by a collective bargaining agreement) usually receive a formal performance evaluation each year. When an employee's work performance is unacceptable, because of factors relating to competency as opposed to behavior, the employee will typically be further evaluated prior to any consideration of termination. Generally, the supervisor meets with the employee to express his or her concerns and to discuss possible remedies to improve the employee's performance. Alternatively, an initial formal written "**Performance Improvement Plan**" (**PIP**) may be created for the employee, and would likely contain the following elements:

- Statement of the performance deficiencies
- Statement of the expected behaviors to correct the deficiencies
- Statement of the time frame by which the corrections are expected to be achieved
- Statement of consequences for failure to correct the deficiencies

Normally, a PIP will be issued after departmental management has consulted with the Associate Vice President of Human Resources or his/her designee. Where this is the case, a follow-up evaluation to determine the employee's success at correcting the deficiencies will normally be conducted with the employee and his/her supervisor. Failure to meet the expectations outlined in the initial Performance Improvement Plan may result in discipline up to and including termination of the employment relationship.

DISCIPLINARY GUIDELINES

All employees not under a written individual or collectively bargained contract are “at will” employees who serve at the pleasure of the University. Subject to its obligations under federal and state law, the University reserves the right to employ, discipline, suspend, discharge, or take such other personnel actions it deems appropriate.

The University has legitimate and reasonable rights and expectations when it comes to employee performance and behavior. Among others, these include the right to expect a staff member to: be on time and maintain regular attendance, put in a full day's work, learn the job responsibilities, respond positively to supervision and direction, adapt to change, perform cooperatively and positively with supervisors, coworkers, and customers, and learn and follow organizational policies and procedures.

Employees are expected to conduct themselves in a business-like and professional manner in conformity with all University policies, practices and standards as set forth for employees in this Staff Handbook, in other general statements of policies, and in any specifically defined policies or practices in individual departments. Also, the generally accepted behavioral standards of the community form additional standards governing employee conduct. Thus, such misconduct as possession of a weapon, fighting, theft, abusive language, claiming pay for time worked which was not actually worked, and the like, even if not precisely set forth in University rules, will subject an employee to discipline, including immediate termination, because they are commonly known to be improper conduct.

Should employees violate the standards of proper conduct, the general principle of progressive discipline should guide the supervisor, unless the violation is so severe that stronger steps are immediately implemented. Normally, this disciplinary approach uses a string of increasingly more severe penalties as violations occur, and an accumulation of violations may lead to discharge. However, every performance or disciplinary problem is different, and the seriousness of the problem will determine the course of action to be taken.

Disciplinary action that may be used is listed below; the severity of the misconduct will determine the action taken. However, nothing herein should be interpreted to mean that all acts of misconduct require that each of these steps be used before more severe disciplinary action is taken whether for the same offense or for other subsequent offenses. Disciplinary action will be determined on a case by case basis and should involve discussion with the Associate Vice President of Human Resources or his/her designee.

- Verbal warning with documentation
- Written warning
- Final written warning or suspension
- Discharge

GRIEVANCE/COMPLAINT PROCEDURE

The University seeks to resolve problems that employees may feel are obstacles to the full and satisfying performance of their duties. While not all problems can always be fully resolved, just the effort to resolve problems can often do a great deal to improve the working situation for both the employee and the supervisor. The positive resolution of problems serves well the institution's mission to deliver quality educational services to its students and other constituencies. This Grievance Procedure is available only to employees who have successfully completed their introductory period. Additionally, the Grievance Procedure does not apply to decisions about salary adjustments or annual reviews.

The Grievance Procedure is a complaint procedure whereby a concern of a serious nature can be presented, regardless of whether any defined policy or procedure is involved. This procedure is designed to provide a channel for employees to formalize concerns of a serious nature, and to have such concerns reviewed by a higher level(s) of management. An employee with a concern of a serious nature should approach his or her supervisor in a private meeting to discuss the problem within five (5) workdays of becoming aware of the problem. Supervisors should make prompt provision for a private meeting upon the request of the employee.

If the meeting with the supervisor does not resolve the concern, the employee within five (5) workdays of the meeting, must complete the official University Grievance Form (available from Human Resources), and send it to the supervisor's immediate superior, with a copy to the Associate Vice President of Human Resources. ***When the complaint involves alleged discrimination, a copy of the form is also to be sent to the Affirmative Action Officer in the Center for Multicultural Affairs.*** The supervisor's immediate supervisor will arrange a meeting with the employee, normally to take place within ten (10) work days of receipt of the Grievance Form, and shall deliver a written response to the employee normally within ten (10) work days of the meeting.

If the effort to resolve the problem at the level of the supervisor's immediate superior is unsuccessful, the employee may notify the supervisor's vice president or executive director of the continuing concern. This must be done within five (5) workdays of receipt of the supervisor's immediate supervisor's decision. The vice president/executive director (or his/her designee) will arrange a meeting with the employee normally to take place within fifteen (15) workdays of the receipt of the complaint.

The vice president or executive director will deliver the final disposition of the employee's concern in a written statement normally within ten (10) workdays of the meeting. The application of the above steps may be adjusted as needed, and as practicable, to fit the number of reporting levels involved or the particular facts and circumstances of the case.

Separate procedures are provided under University policy for those complaints that may be considered to be sexual harassment or other forms of harassment, and can be found at the following links:

www.hr.villanova.edu/Policies/Sexual_Harassment/index.html

or www.hr.villanova.edu/Policies/nondiscrimination.htm. The office of Affirmative Action and the Associate Director for Affirmative Action serve as resources to assist employees in handling complaints of alleged discrimination and harassment.

VII. COMPENSATION PROGRAM

SALARY and CLASSIFICATION PROGRAM

The University seeks to attract and retain employees of high caliber to support its educational goals. In recognition of the valuable contributions that its staff employees make toward the achievement of these goals, the University has established a comprehensive and competitive wage and salary system as one of the components of a total rewards program of employee compensation and recognition.

Normally, each staff position has a written job description which describes the position's general purpose, defines some of the specific tasks and responsibilities involved, and identifies the minimum education, experience, and skills required to perform the job. Each year during the annual performance review process, you and your supervisor should review your job description for accuracy. If your job responsibilities and/or job requirements should change significantly, your supervisor should work with Human Resources to revise your job description.

EMPLOYMENT CLASSIFICATIONS

Upon hire, your employment will be assigned a specific classification. Classifications are defined as follows:

- **Exempt Employees:** Personnel whose jobs are classified under the Fair Labor Standards Act as being of an **Executive, Professional or Administrative** nature. These employees are not eligible for Overtime payments.
- **Nonexempt Employees:** Personnel whose job duties qualify them for coverage under the Fair Labor Standards Act. These employees are eligible for Overtime payments.

Your employment will be further defined as follows:

- **Regular Part-Time:** This describes the employment of those persons who are regularly scheduled to work less than thirty-five (35) hours in a work week. As a Regular Part-Time employee, regularly scheduled to work 1,000 hours or more per year, you may be eligible for the benefits described in this Handbook.
- **Temporary Part-Time:** This describes the employment of those part-time persons who are hired for a period of time not to exceed six (6) months (unless an extension is granted) and definitely not more than one year. Part-time Temporary personnel are not eligible for any benefits.

Most job bands include many different job categories and job families. Each job band is assigned a salary range. The salary range structure specifies the minimum base salary and the maximum base salary that should be paid for any job in that corresponding job band. In addition, each salary range is based primarily on the market value of jobs in that band as well as internal relationships between job band within the University.

The University has traditionally established a percentage guideline for annual increases, based on a variety of economic factors that employees may be eligible for in June.

A **promotion** occurs when you move to a job in a higher job band than your current job. Factors such as internal equity and the external market are important considerations in determining the amount of the salary increase. Human Resources works with the department to determine the exact amount of the promotional salary offer. If you are promoted one band, you could receive a promotional increase in line with the most recent general increase in the salary pool. However, if you are promoted two or more bands, a factor greater than the amount for a one band promotion may be given. If the promotional increase does not take you to the minimum of your new salary range, your salary would be further increased to that minimum. If the promotional increase takes you beyond the maximum of your new salary range, you would be limited to that maximum.

A **demotion** occurs when you move to a job in a lower job band than your current job. If the demotion is a result of your request, and your salary is within the range of the lower band job, your salary normally will not be reduced. If your salary is above the maximum of the lower band job, your salary would be reduced to this maximum. The one exception is a demotion within one year of a promotion. In this case, you would normally return to the salary you were earning prior to the promotion, plus any annual increase adjustment to your old rate.

A **lateral transfer** occurs when you move from one position to another within the same salary band. In a lateral transfer, there is typically no change in your salary, subject to the application of internal equity considerations.

Please be reminded that the final decision on the amount of any salary change comes from a consensus reached by the department and Human Resources.

PAY SCHEDULE, DIRECT DEPOSIT and PAYROLL DEDUCTIONS

You will be paid every other Friday, either by check, or through direct deposit, which is available for most banks. The pay period is Monday through Sunday. If you were to be absent from work on a payday, your check or direct deposit statement would be held by your department, and you would make any arrangements with your supervisor to obtain it.

Direct deposit is a safe, convenient way to get access to your pay as quickly as possible. If you choose to enroll in the direct deposit program, the University will automatically deposit your pay, after deductions, into one or more bank accounts which you designate. You will receive a statement of deposit instead of a check, and your regular pay stub listing all the pay periods additions and deductions will be attached.

For further information on payroll distribution options, or for a direct deposit enrollment form, contact the Payroll office, extension 9-4261, or visit the Payroll website www.payroll.villanova.edu

Deductions which may be taken from your pay are:

- Social Security Tax (Old-Age, Survivors, and Disability Insurance program (FICA OASDI))
- Medicare (FICA MED))
- Federal Withholding Tax
- State Withholding Tax
- Radnor Township Occupational Tax (currently \$10 each year after the first \$1,000 of earnings in the year)
- SDI/UC (Employee obligations to the state unemployment compensation fund when the state's fund falls to a defined low point)
- Philadelphia City Wage Tax (for residents of Philadelphia)
- Supplemental and Dependent Life Insurance premiums

- Employee contributions to the Basic Retirement Plan
- Employee contributions to the Supplemental Retirement Plan
- U.S. Savings Bond purchases
- Parking fee
- United Way pledge
- Gifts to the University

Please note that deductions for your local township Earned Income Taxes, if applicable, are not currently available.

OVERTIME COMPENSATION

The Fair Labor Standards Act (FLSA) defines the terms of pay when an employee works over 40 hours in one week. Nonexempt employees are compensated for overtime work, approved by their supervisor, at the rate of one and one half (1 1/2) times their regular rate of pay for any hours actually worked or covered by a paid absence beyond 40 hours in one work week. For example, a paid holiday or sick day would count toward your 40 hours, but your lunch hours in the week would not. All time worked on an overtime basis must be authorized by your supervisor.

The University has the right to require that non-exempt employees work a reasonable amount of overtime. The FLSA allows the University to give compensatory time off rather than payment for overtime work above 40 hours in the defined work week, as long as, the compensatory time is taken within the same work week.

Exempt employees are not eligible for overtime pay. An exempt employee is expected to devote whatever time beyond the normal workday is necessary to complete his/her work. Department heads may authorize, at their discretion, compensatory hours or days off based on their recognition of **extraordinary time commitments** by exempt employees. It is recommended that the department keep records of time granted and used. Compensatory time should be taken as soon as is feasible, within 60-90 days, and not be accumulated to an excessive amount. Compensatory time is not a paid benefit and will not be paid out upon termination of employment.

SHIFT DIFFERENTIAL

Some employees who work second or third shift may be eligible for a shift differential in addition to their regular pay. The amount of the differential depends on the position and the shift worked. The shift differential will be cancelled should the employee return to the normal business hours of that department.

FAIR LABOR STANDARDS ACT (FLSA) NOTICE

If your job is classified as exempt, your pay does not depend on the number of hours you work per day and/or per week. Rather, exempt employees receive a fixed salary each work week without regard to (i) the number of hours they work or (ii) the quantity or quality of their work, subject only to those deductions specifically authorized by the FLSA as consistent with their exempt status.

Under the FLSA, exempt employees are not entitled to payment for any work week in which they perform no work for Villanova. In addition, the salary of an exempt employee may be prorated in the first and last weeks of employment.

If you are an exempt employee paid on a salaried basis, your pay is subject only to certain deductions as permitted by the FLSA regulations. No deductions will be taken from an exempt employee's pay inconsistent with the exempt employee's salaried status. Moreover, no policy or statement in our Employee Handbook or any other University policy or procedure shall be construed as permitting or authorizing an exempt employee's pay to be subject to deductions inconsistent with the exempt employee's salaried status.

For example only:

1. As a general rule, no deductions will be taken from an exempt employee's pay for absences less than a full day. Rather, subject only to the one exception set forth below, deductions from your pay for absences due to illness or disability or for personal reasons will be in full day increments only (to the extent you are not eligible for or have exhausted your eligibility for payments under our paid time off policies/ disability plan(s) in accordance with their respective terms, conditions and restrictions). The one exception is that an exempt employee's pay may be subject to deductions for absences of less than a full day to the extent such absences are covered by the federal FMLA.
2. Exempt employees may be suspended without pay for infractions of workplace conduct rules in accordance with policies distributed to all employees, including, but not limited to the policies included in our Employee Handbook (for example, our policies prohibiting harassment and violence). Suspensions of exempt employees under these circumstances will be implemented in good faith in full day increments only.
3. For any work week in which an exempt employee is on witness duty, jury duty or temporary military leave and performs any work for Villanova, the exempt employee will receive his or her full salary (minus only military, jury or witness fees).

If you believe your salary has been subject to an impermissible deduction inconsistent with the FLSA's salaried basis requirement, or if you have any other concerns about your pay, please contact Human Resources at (610) 519-7900.

Villanova University will conduct an immediate investigation of your concerns, disclosing them only to those who have a need to know in order to investigate and/or to take corrective action. If an improper deduction has been taken from your pay, you will be reimbursed for the improper deduction in the next possible paycheck. We also will ensure that, in the future, no similar deductions are taken from your pay or the pay of other exempt employees. Regardless of whether an improper deduction was taken from your pay, we also will ensure that there is no retaliation against you for bringing your concerns to our attention.

VIII. BENEFIT PROGRAMS

This description of the University's benefit programs is only a summary and is not meant to be a controlling legal document or contract of employment between the employee and the University. If any questions should arise, the legal plan documents, contracts and insurance policies will always govern. Villanova University reserves the right to terminate, suspend, withdraw, amend or modify any benefit plan at any time, for any reason with or without notice.

The University offers various benefits as part of the regular part-time employees' compensation package. **To be eligible for the University sponsored benefits, noted below with an asterisk, a regular part-time employee must be regularly scheduled to work 1, 000 or more hours per year.** Therefore, regular part-time employees scheduled for less than the 1,000 minimum hours per year are eligible for only a limited number of the benefits outlined below. All part-time employees must first meet the stated eligibility requirements outlined within each individual benefit, i.e., Family and Medical Leave.

WORKERS' COMPENSATION INSURANCE

In accordance with the Pennsylvania Workers' Compensation Act, if you are injured or become ill while performing your duties at work, you are entitled to payment of your medical expenses. If you must miss work as a result of your injury you may be entitled to compensation, subject to certain maximums, which is equal to approximately two-thirds (2/3) of your average weekly wage. Medical costs associated with work-related injuries will not be paid through your health plan, so proper reporting of work-related injuries is very important.

To be assured payment of this benefit:

- You must report the injury to your department head/supervisor immediately;
- Your supervisor must immediately report the incident to the University's workers' compensation carrier;
- Your supervisor must submit a University accident form to the Human Resources office within two work days of the onset of the illness or injury; and
- You must obtain medical treatment from the University's panel of physicians, treatment centers and/or Bryn Mawr Hospital for the first ninety (90) days of treatment. Your case will be coordinated by specialist nurses and physician advisers under a plan currently provided by the PMA Insurance Group, who helps manage the University's work-related injuries. All medical bills should be submitted to the PMA Insurance Group and/or the University's Human Resources office for payment.

Workers' Compensation procedures, telephone contacts and physician panel listings can be found on the Human Resources web site, www.hr.villanova.edu/Benefits/Workcomp/medproviders.htm, as well as at various bulletin board locations. Accident forms are located in the University form centers, the Human Resources office, and through the Environmental Health and Safety office.

In the event your workers' compensation claim is denied, you are entitled to prompt notification stating the grounds upon which the denial is based, as well as your rights of appeal. The Human Resources office is available to assist you with your claim. If you require further assistance, you may contact the Pennsylvania Bureau of Occupation Injury and Disease Compensation by calling toll-free 1-800-482-2383.

TRAVEL ACCIDENT INSURANCE

The University provides business travel accident insurance in the amount of ten times base salary for all employees less than 70 years old, with a minimum of \$500,000 and a maximum limit of \$1,000,000. For employees who are 70 years or older, the benefit is \$250,000. There is a three million dollar aggregate limit for all employees under our travel accident insurance policy. The travel accident insurance is in effect for all authorized travel for which you are reimbursed by the University. Travel in the immediate Philadelphia area and travel to and from your residence is not included in this coverage.

Please remember there are various limitations and restrictions on the above coverage. You will find additional information on this program in the University Travel Policy. A copy of the policy is available for inspection in the Human Resources office.

* TUITION REMISSION FOR PART-TIME EMPLOYEES

* Applies only to employees who are regularly scheduled to work 1,000 hours or more per year.

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Part-time faculty, staff, spouses and dependent children are eligible for tuition remission according to the schedules provided below. The following terms and provisions (which are consistent with, and analogous to, those that govern tuition remission for full-time faculty and other full-time and part-time employees) apply:

Tuition Remission Schedule for Part-time Faculty and Staff hired before August 30, 1999

Completed years of continuous service	Tuition Remission for Part-time Faculty/Staff (self)	Tuition Remission for Spouses & Dependents of Part-time Faculty/Staff
1 through 3	50% remission	25% for Division of Part-time Studies, graduate* courses, and/or Summer Session
4 through 6	75% remission	50% for Division of Part-time Studies, graduate* courses, and Summer Session; 30% for regular undergraduate and Law*
7 through 9	100% remission	75% for Division of Part-time Studies, graduate* courses, and Summer Session; 60% for regular undergraduate and Law*
10 through 12		90% remission
13 and over		100% remission

Tuition Remission Schedule for Part-time Faculty and Staff hired on or after August 30, 1999

Tuition Remission for Part-time Faculty/Staff (self)	Tuition Remission for Spouses & Dependents of Part-time Faculty/Staff
1 through 3 completed years continuous service: 50% remission	1 through 4 completed years continuous service: No tuition remission
4 through 6 completed years continuous service: 75% remission	5 through 9 completed years continuous service: 25% tuition remission*
Over 7 completed years continuous service: 100% remission	10 through 12 completed years continuous service: 50% tuition remission*
	Over 13 completed years continuous service: 50% tuition remission*

****For students entering Fall, 2003 or later, tuition remission will not apply toward graduate or Law school tuition.**

ELIGIBILITY

Eligibility for tuition remission is based on the number of years of a part-time faculty or staff member's continuous service at Villanova, as indicated on the above charts.

Part-time Faculty:

A year of service for part-time faculty consists of a fall-spring-summer sequence during which the part-time faculty member teaches a total of six or more credit hours (graduate or undergraduate). Beginning in September, 1999, a one year break in the continuity of service will not be deemed an interruption of continuous service if the faculty member has taught at Villanova for a total of at least five full years (at six or more credits per year). A break in service of two years (either consecutive or non-consecutive) will not be deemed an interruption of service for those faculty who have taught at Villanova for ten or more years (at six or more credits per year). Once a faculty member achieves eligibility for tuition remission during any given academic year (fall, spring, summer), the indicated amount of remission may be applied during the following fall, spring, or summer; and it may continue to be applied as long as eligibility is maintained.

Part-time Staff:

A year of service for part-time staff consists of a rolling calendar year forward from the employee's date of hire in which the employee has worked at least 1000 hours.

PART-TIME FACULTY/STAFF ELIGIBILITY AND RESTRICTIONS

Subject	Part-time Faculty (self)	Spouses and Dependents
Coverage of tuition/fees	Tuition only (according to schedule)	Tuition only (according to schedule)
Courses available for tuition remission	All undergraduate and graduate courses except courses in the School of Law	Starting fall semester, 2003, only undergraduate courses and those graduate courses approved for application toward the baccalaureate degree
Maximum number of courses/credits	Two courses in any semester or summer session	Maximum of 175 credit hours attempted. Beginning with the fall semester, 2003, no tuition remission will be available after the spouse or dependent has achieved a bachelor's degree.
Age restrictions	None	Eligibility for dependent children entering Villanova extends only through the fall semester of the year prior to the 24 th birthday. The University reserves the right to require proof of dependency status.
Eligibility for on-campus housing	None	Beginning in the fall semester, 2002, children of PT faculty/staff who receive tuition remission are not eligible for regular on-campus housing.

In cases of financial need, part-time employee dependents are eligible to apply for Villanova financial assistance through the normal procedures, and all are strongly encouraged to apply for external public and private grants and scholarships. Part-time employee dependents wishing to forego tuition remission in order to be eligible for residence living may also apply for financial assistance through the normal channels.

OTHER ELIGIBILITY REQUIREMENTS

- a. A child may receive tuition remission for part-time study, but in order to qualify for tuition remission as a part-time student, the employee's child must still be claimed as an exemption on the parent's federal income tax return. In order to claim an exemption for a child who is age 19 or older, the child must not earn on his or her own more than the amount of that year's federal tax exemption amount. If a child is enrolled as a full time student, the earnings limitation does not apply. Thus a student who is taking classes only part-time must restrict his or her own earnings to the stated exemption amount.
- b. Currently, tuition benefits for undergraduate programs for the employee, spouse, and eligible dependents are non-taxable. Tuition benefits for employees for graduate courses (up to a maximum value of \$5,250 per year) are currently tax-free as well.
- c. University Retirees, their spouses and eligible dependent children continue to be eligible for tuition remission benefits upon the employee's retirement from the University.

PROCEDURE

Your signed tuition remission request form should be submitted in advance of the semester or term, and sent to the Human Resources office for review and approval. Human Resources will forward a copy of the tuition remission form to the Bursar's Office and return to you a copy of the tuition remission form.

Tuition remission request forms must be submitted to Human Resources no later than the close of business on the last day for drop/add changes in the applicable semester or summer session. You will be responsible for any and all late fees. Additionally, employees, spouses or dependents who drop graduate courses later than the end of the fourth full week of the semester will still be subject to the tuition reported as income and the appropriate tax withholdings will be made.

The University may require the submission of the employee's and/or a child's tax return to document eligibility for the tuition benefit.

Tuition remission forms are available from the office of the Bursar, extension 9-4258.

* VACATION

* Applies only to employees who are regularly scheduled to work 1,000 hours or more per year.

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The University grants paid vacation to part-time employees who have completed five (5) years of continuous service beginning on the January 1st following the five (5) year anniversary. Thereafter, vacation days are granted on January 1st of each calendar year.

Years of Service	Vacation Entitlement
January 1 of the year after the employee reaches five (5) years of service	1 week*
January 1 of the year after the employee reaches ten (10) years of service	2 weeks*

* A week is defined as the number of hours an employee is regularly scheduled to work in a pay week.

Vacation must be taken within the calendar year. No payment will be made for unused vacation entitlement unless your failure to use vacation is at the request of the University. When you terminate employment with the University, you may be eligible for payment of your unused vacation days.

Vacation schedules within a department are generally arranged according to the needs of the department, seniority, and employee preference. Part-time employees must provide at least two weeks notice of their resignation to be paid for unused vacation days.

*** HOLIDAYS**

* Applies only to employees who are regularly scheduled to work 1,000 hours or more per year.

Part-time employees are entitled to six paid holidays per year, provided that the given holiday falls on a day, or is celebrated by the University on a day which they are normally scheduled to work.

If a holiday falls on an employee's vacation day, the day will not be charged to the employee's vacation bank.

Employees not in active pay status, i.e., unpaid leave of absence, are not eligible for holiday pay. In order to receive holiday pay, an employee must work his/her scheduled workdays before and after the holiday, unless such absence is occasioned by illness or accident, in which case, the day the employee returns to work he/she shall furnish the University with a certificate from a licensed physician stating that the specific absence and length of such absence was due to an illness or accident.

JURY DUTY

If you are summoned for jury duty, the University encourages your participation. As soon as you are summoned present a copy to your supervisor. You will receive your regular pay for any regularly scheduled work hours during which you serve as a juror. Upon your return to work, you must provide a copy of any payments received to the Payroll Office. Payroll will then reduce your next pay by the amount you received, excluding any amount received for travel, meals, etc. For example, if you received a check for \$10.50 where \$9.00 was for jury duty and \$1.50 was for travel, you would cash the check and send a copy detailing the payment to Payroll. Payroll would reduce your next pay by \$9.00. Payments for jury duty are not subject to Federal or Social Security taxes.

If a copy detailing your payment is not presented to the Payroll office, you will not be paid for any regularly scheduled work hours during which you served as a juror.

*** BEREAVEMENT LEAVE**

* Applies only to employees who are regularly scheduled to work 1,000 hours or more per year.

In the event of a death in your immediate family, you may be entitled to be absent up to five (5) University work days and you will be paid for any time during the five days you were normally scheduled to work. The absence is allowed so that you may make arrangements for, and to attend, the funeral or other appropriate service. "Immediate family" applies to your spouse, parent, stepparent, legal guardian, child, stepchild, sister, or brother.

In the event of a death of your grandparent, grandchild, mother-in-law, or father-in-law, you are entitled to be absent up to two (2) University work days and you will be paid for the time during the two days you were normally scheduled to work. The absence is allowed so that you may make arrangements for and to attend the funeral or other appropriate service.

In the event of the death of your or your spouse's brother-in-law or sister-in-law, you will be paid for the day of the funeral or other memorial service if you were normally scheduled to work on that day.

It is important that you notify your supervisor or the HR department as soon as possible if you are required to take bereavement leave, so that alternate arrangements can be made for your work. The amount of paid time, and any additional unpaid time, for any occurrence must be arranged with your supervisor. Proof of death may be required before leave with pay is granted.

* PAID SICK LEAVE

* Applies only to employee who are regularly scheduled to work 1,000 hours or more per year.

The University grants paid sick leave, beginning on the January 1st following the five year anniversary, to part-time employees who are scheduled for 1000 hours or more per calendar year and have completed five years of continuous service. Thereafter, paid sick leave is granted on January 1st of each calendar year.

Eligible part-time employees are granted the equivalent of one week of sick leave per year, based on the number of scheduled hours in their normal work week at their regular rate of pay. Paid sick leave not taken during the calendar year does not roll over. No payment will be made for unused sick leave at any time.

LEAVES OF ABSENCE

All requests for leaves of absence must be approved first by the supervisor, then by the employee's vice-president/executive director/director and by the Department of Human Resources. An authorized leave of absence does not generally constitute a break in continuous service. The following leaves of absence are the only types authorized by the University:

I. Leaves of absence under the Family and Medical Leave Act (FMLA)

The University complies with the legal requirements of the Family and Medical Leave Act of 1993 (FMLA), subject, of course, to the exercise of any discretionary elements granted the employer under the law or regulations. To this end, the following policy has been established, modifying where necessary the University's policy on medical and other leave entitlements.

In accordance with the FMLA, it is the policy of Villanova University to grant up to 12 weeks* of family or medical leave during any 12-month period to **eligible employees**. This leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave. The employee's return to the same or equivalent position is normally assured, in accordance with the law, at the end of any segment(s) of FMLA leave. The year is defined as the twelve (12) month period measured forward from the first day any absence covered under this FMLA program is taken, as determined by Human Resources.

*A week is defined as the number of hours an employee is regularly scheduled to work in a pay week.

Generally, the FMLA provides that:

- A. An **“eligible employee”** is an employee who:
 - 1. **has been employed by the University for at least twelve (12) months; and**
 - 2. **has worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.**

- B. FMLA leave is available to “eligible employees” in the following situations:
 - 1. for the birth of a son or daughter and to care for the newborn child;
 - 2. for the placement with the employee of a child for adoption or foster care and to care for the newly placed child;
 - 3. to care for an immediate family member (spouse, child or parent, but not a parent “in-law”) who suffers from a documented serious health condition
 - 4. the employee is unable to work because of a documented serious health condition.
 - 5. In the case of (1) and (2), the leave must be completed within twelve (12) months of the birth or placement of the child.

- C. A documented serious health condition includes an illness or injury involving inpatient care in a hospital, hospice, or residential medical care facility. The term also covers outpatient situations where the employee or an immediate family member as defined in section (b) above, is receiving continuing treatment under the supervision of a physician or other health care provider:
 - 1. for a condition which involves a period of incapacity requiring an absence from work of more than three (3) consecutive days;
 - 2. for a chronic or long term health condition that results in a period of incapacity requiring an absence from work of more than three (3) consecutive days.

Under the FMLA, an employee may request one (1) total segment of up to twelve (12) weeks, or intermittent leave, where medically necessary, in the case of a documented serious health condition. Employees must attempt to schedule intermittent leave to minimize disruptions to their department and may be reassigned to an alternative position (at the same pay and benefits) which better accommodates the University's needs during the leave.

The following guidelines also apply to the University's FMLA program:

- A. Medical leave for the employee's own documented serious health condition is addressed in the University's Sick Leave and Disability Plan.

- B. For FMLA leaves other than for your own serious health condition (i.e., for the care of an ill family member), one half of the current year's vacation entitlement, if available, must be used as part of, and will be counted against, the total twelve (12) weeks FMLA leave time before reverting to the unpaid portion of the leave. Further, if you so desire, you may utilize the remainder of any current earned vacation time rather than unpaid leave toward the twelve (12) week FMLA maximum. Employees may not use vacation time for those purposes described in the FMLA in order to lengthen the amount of time off the employee takes beyond the twelve (12) week maximum.

- C. Where both the husband and wife are employed by the University, the couple is permitted to take a combined total of twelve (12) weeks of FMLA leave during the University-determined twelve (12) month period if the leave is taken:
 - 1. For the birth of a child or to care for the newborn child;

2. For the placement of a child for adoption or foster care, or to care for the child after placement;

This limitation does not apply to leaves taken for the employee's own documented serious health condition or for the documented serious health condition of the couple's child.

- D. Employees taking leave under the FMLA policy must provide satisfactory explanation as to the need for the leave on the form prescribed by the University and available from Human Resources. The employee is required to provide thirty (30) days or more of advance notice when the need for the leave is foreseeable. The University may require additional documentation of the serious health condition making the leave necessary. The University may also require, at its own expense, a medical examination of the employee (or immediate family member) by a professional designated by the University, to determine the need for the leave.
- E. With respect to the employee's own serious health condition, the University requires a certificate from the attending physician attesting to the employee's acceptable medical condition to resume his/her normal duties.
- F. Coverage under the University's benefit plans continues during an FMLA leave provided you make the appropriate arrangements through Human Resources to pay your share of the medical, dental and life insurance premiums.

II. Leaves Without Pay

Personal and Non-FMLA leaves may be requested as follows: Employees who have at least one (1) year of service may request an unpaid leave of absence of up to one (1) year in duration with the approval of your supervisor, vice-president/director and the Director of Human Resources or his/her designee. Those with less than one (1) year may request leave equal to their length of service only. Upon return from such leave, at the University's discretion, an attempt will be made to refer you for open positions for which you may be qualified. However, openings may not always be available. If a placement in a position is made the attendant salary will be governed by the University's requirements and compensation policies.

Seniority does not continue to accrue while using this leave. An adjustment in seniority date will be made upon your return from a leave of absence without pay. The adjustment is made in accordance with the length of time that the employee is on leave without pay.

III. Military Leave

Villanova University complies with federal and state laws applicable to military leaves.

A. Eligibility

Employees are eligible for leave under this policy when they are absent from work due to service in any of the Armed Services, including Reserve units; the National Guard; the Commissioned Corps of the Public Health Service; or any other category of service designated by the President of the United States in time of war or emergency. For purposes of this policy, "service" includes active duty, duty for training, inactive duty for training, full-time National Guard duty, and absence to take an examination to determine fitness for any of the foregoing types of duty. The cumulative length of an employee's military leave generally may not exceed five (5) years, unless one of the legal exceptions to the five-year limitation applies.

Staff members who have completed one day of regular employment with the University immediately preceding the effective date of the requested military leave, and who have been ordered to report to active duty on a specific date, are eligible. Employees shall give

advance written notice of the active service, unless such notice is precluded by military necessity. Such notice should include, when possible, a copy of the signed orders or authorization mandating the absence.

B. Pay Status

If you are a member of the Military Reserve or National Guard, you may apply for a leave of absence for the prescribed annual training period (approximately two weeks per year) and/or required weekend duty. You must advise your supervisor well in advance of the dates you will be required to be absent from work. If you return to work at the beginning of the first working day after your annual training period or weekend duty is finished, you will be entitled to the difference between your military earnings and your regular straight-time salary (if the former is less) for any time you were regularly scheduled to work. When you return to work, you must submit proof to the Payroll Office of the military earnings you received in order to be compensated for the difference.

All other military leave is unpaid.

C. Return to active University service

Upon release from active military service under honorable conditions, a staff member may return to employment with the University, if he/she so desires. Insofar as it can be arranged, this return will be to the staff member's original position or to a position determined by the University to be an equivalent position.

To take advantage of this privilege, the employee shall notify his/her supervisor of the return date before the commencement of the leave, if such date is known. If the return date is not known in advance, then the request to return must be presented as soon as practicable, but in no case later than:

- the first regularly scheduled work day that would fall eight (8) hours after the employee returns home, for a leave of less than 31 days in length; or
- 14 days after the completion of service for a leave of 31 through 180 days in length; or
- 90 days after the completion of service for a leave longer than 180 days in length.

Special conditions for requesting return to active employment apply for individuals hospitalized at the time of release from military service. In this latter instance, contact Human Resources for guidance.

To ensure that timely consideration can be given with regard to returning the staff member to employment, it is helpful if the employee can indicate his/her intention to return to active University employment prior to the expiration of the military leave of absence.

RETIREMENT PLANS

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The University provides primary retirement benefits for eligible part-time staff employees under Social Security and the University retirement plans. An eligible University retiree is defined as an employee who, at the age of 55 or older, leaves active service after 10 or more years of consecutive University service at the time of termination and begins receiving a benefit under a University retirement plan.

Registration in the University's retirement plans is NOT automatic. At the time you become eligible for the University's contribution, you will receive written notice from the Human Resources office to participate in the retirement plan. Following notification, you must enroll to become an active member of the plan.

1. The Basic Retirement Savings Plan

Part-time non-exempt employees hired on or after June 1, 1999, may be eligible to participate in the Villanova University Basic Retirement Savings Plan.

Part-time exempt employees hired on or after June 1, 1996, may be eligible to participate in the Villanova University Basic Retirement Savings Plan.

An employee must work at least 1000 hours in a calendar year to be eligible to participate in this Plan.

The Basic Retirement Savings Plan is a defined contribution (DC) plan, which means that your contribution goes into your own account and is credited with actual earnings. The University automatically contributes three and a half percent (3.5%) of contract or base salary rate for all eligible faculty or staff up to the tenth anniversary of service, and five percent (5%) to employees with more than ten years of service. The University will also match percent-to-percent the first five percent (5%) of pay contributed by you into the account each year.

If you are an eligible employee, you may become a participant as of the first day of the month coincident with or next following the date you have attained age 21 and **completed one (1) year of service**. You may begin participation in the Plan by completing a salary reduction agreement and any other forms required by the University and the Funding Agents. Your contribution will begin as early as the first payroll period after the receipt of your completed salary reduction agreement by the University unless you specify a later date.

All determinations about eligibility and participation will be made by the University based on its records and the official Plan document on file.

Active participation in the Plan ends when you revoke your salary reduction agreement to make Employee Contributions, transfer to an ineligible class of employees, or terminate your employment with the University or its affiliates. However, you remain an inactive participant as long as you have an account under the Plan and you may again become an active participant on your rehire date if you return to work for the University in an eligible class of employees.

Once you participate, you are fully (100%) and immediately vested for all University contributions as well as your own, as outlined below:

Length of Service	University Contributions	University Match
through 10th anniversary	3.5%	first 5% of pay
10th anniversary or beyond	5%	

Currently, there are over 70 investment funds from which to choose, offered by Vanguard and TIAA-CREF, two leaders in retirement plan investment fund management. You choose the amount of money you wish to invest, subject to limits imposed by federal law, and select the funds in which you want your money invested.

Your contributions are made via salary reductions before they are subject to federal income tax. You pay no current income tax on these deferred dollars or their investment income as it accumulates. Accumulated dollars are taxable when withdrawn. In-service withdrawals from this plan are not permitted prior to attainment of age 70½.

2. The Retirement Income Plan

Part-time non-exempt employees hired before June 1, 1999 may be eligible for service credit under the Villanova University Retirement Income Plan. Part-time exempt employees hired before June 1, 1996 may be eligible for service credit under the Villanova University Retirement Income Plan. **To earn credited service an employee must work at least 1000 hours between June 1 and May 31 of a given year.** Each year worked of 1000 hours equals 1 year of “credited service”. To be fully vested in the Plan, an employee needs 5 years of credited service.

The Retirement Income Plan is a defined benefit (DB) plan, which means that the employee’s final average pay level and his/her length of service determines the amount of the retirement benefit. The entire cost of this plan is paid by the University; participants are not required to contribute any of their salary.

The formula which determines the annual pension amount (stated as a single life annuity at the “normal retirement date”) for plan participants: **1.25% of Final Average Earnings x Years of Service**

3. Supplemental Retirement Savings Plan

The Supplemental Retirement Savings Plan provides an additional way to save for retirement. As the name suggests, the Supplemental Plan “supplements” your contribution to the Basic Retirement Savings Plan and/or your participation in the Retirement Income Plan, depending on your elections. These accounts provide additional flexibility for your retirement savings.

Your contributions are made via salary reductions before they are subject to federal income tax. You pay no current income tax on these deferred dollars or their investment income as it accumulates. Accumulated dollars are taxable when withdrawn. Unlike the Basic Retirement Savings Plan, the Supplemental Plan provides greater flexibility in allowing for qualified hardship withdrawals, age 59½ withdrawals and loan provisions (TIAA-CREF).

Further information about the University’s retirement plans is available through the Human Resources office.

RETIREE TUITION BENEFITS

University Retirees, their spouses and eligible dependent children continue to be eligible for tuition remission benefits, subject to the tuition remission schedule for Part-Time employees. Forms to request remission of tuition are available at the University Forms Center located throughout campus (locations can be found at <http://www.hr.villanova.edu/Forms/forms.htm>), or from the office of the Bursar, extension 9-4258.

RETIREE WILDCARD

The Wildcard is the University's identification card for faculty, staff and students. Employees who retire from the University are eligible for a Retiree Wildcard, which allows access to the same services and areas as the active Wildcard, with the exception of the weight room in the Pavilion. To obtain a Retiree Wildcard, present the required authorization form from Human Resources at the Wildcard office in Dougherty Hall.