EMPLOYEE HANDBOOK

ILLINOIS WESLEYAN UNIVERSITY

ISSUED: November 23, 2026

WELCOME

For those of you who are starting employment with Illinois Wesleyan University ("us", "we" "IWU", or the "University"), let us extend a warm and sincere welcome. We hope you will enjoy working here. For those of you who have been with us over the years, "thank you" for your hard work.

We prepared this Handbook, including any applicable state supplement, to assist you in finding answers to many of the most frequently asked questions regarding personnel policies, compensation, and benefits. Of course, feel free to ask your supervisor or Human Resources any questions regarding your employment.

The contents of this Handbook are guidelines only, and supersede any prior Handbook. The University has the right, with or without notice, in an individual case or generally, to change and/or modify its interpretation of any of its guidelines, policies, practices, working conditions, or benefits at any time, unless otherwise restricted by applicable law. Nothing in this Handbook should be construed as a promise of specific treatment in any specific situation upon which any employee should rely. Additionally, many matters covered by this Handbook are also described in separate official documents, and such official documents are always controlling over any statement made in this Handbook or by any supervisor or manager.

NEITHER THIS HANDBOOK NOR ANY OTHER UNIVERSITY GUIDELINES, POLICIES, OR PRACTICES CREATES AN EMPLOYMENT CONTRACT, BARGAIN, OR AGREEMENT OR CONFERS ANY CONTRACTUAL RIGHTS WHATSOEVER. UNLESS OTHERWISE PROVIDED BY APPLICABLE LAW, EMPLOYMENT WITH THE UNIVERSITY IS AT-WILL, AND EITHER THE EMPLOYEE OR THE UNIVERSITY MAY TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, REASON OR NOTICE. NO REPRESENTATIVE OF THE UNIVERSITY IS AUTHORIZED TO PROVIDE ANY EMPLOYEE, INDIVIDUALLY OR ON A COLLECTIVE BASIS, WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING THE TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR AGREEMENT IS IN WRITING AND SIGNED BY EITHER THE PROVOST AND DEAN OF FACULTY OR THE VICE-PRESIDENT FOR FINANCE AND OPERATIONS.

This notice applies to all employees regardless of date of hire.

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I. ABOUT THE UNIVERSITY

A. THE UNIVERSITY

Illinois Wesleyan University is a highly selective liberal arts university. Founded in 1850, Illinois Wesleyan has grown to become one of the nation's leading liberal arts institutions. The University enrolls approximately 1,700 undergraduates from across the nation and around the globe and our graduates can be found in all 50 states and 52 countries.

Illinois Wesleyan University's distinctive liberal arts curriculum is at the core of our 50 majors and programs. Courses of study range from the traditional liberal arts to programs in business, the fine arts, nursing and eight pre-professional programs. The curriculum is enhanced by a superb faculty, enriching interdisciplinary programs, a tradition of student research, a wealth of study abroad options and our unique 4-4-1 calendar that includes a May Term.

University profile information may be found in the IWU Fact Book at https://www.iwu.edu/institutional-effectiveness/factbook/.

B. MISSION STATEMENT

Illinois Wesleyan University, an independent, residential, liberal arts university founded in 1850, strives to attain the ideal of a liberal education while providing unique opportunities with its distinctive curricula and programs.

A liberal education at Illinois Wesleyan University fosters

- Creativity
- Critical thinking
- Effective communication
- Strength of character, and a
- Spirit of inquiry.

World-view. It deepens the specialized knowledge of a discipline with a comprehensive world-view and affords the greatest possibilities for realizing individual potential, while preparing students for democratic citizenship and life in a global society.

C. ORGANIZATIONAL STRUCTURE

- **Leadership**
- **Cabinet**
- **Staff Council**

Established in 2005, the Staff Council provides a formal channel of communication between staff and University leadership.

The Staff Council works to:

- Promote open communication and transparency between staff and the administration;
- Share information about University initiatives, policies, and operations;

- Gather staff feedback and recommendations on matters affecting staff employment and the workplace;
- Provide opportunities for staff to raise questions, concerns, and ideas;
- Support a positive, respectful, and rewarding work environment; and
- Encourage collegiality and cooperation among staff and other members of the University community.

II. KEY WORKPLACE PRINCIPLES

A. EQUAL EMPLOYMENT OPPORTUNITY

The University is committed to providing equal employment opportunities. The University does not discriminate against any applicant, employee or other member of the University community on the basis of actual or perceived race (including traits associated with race like hair texture and protective hairstyles), color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions, and lactation), gender identity or gender expression, sexual orientation, marital status, military service and veteran status, disability, protected medical condition as defined by applicable state or local law, genetic information, or any other status protected by applicable federal, state or local law or ordinance. The University is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. Reports of discrimination should be made in accordance with the Reporting Procedures set forth in the Discrimination, Harassment & Retaliation Prevention policy (See Section II(E)) as well as any procedures set forth in any applicable state supplement. We will not allow any form of retaliation against employees who raise issues of equal employment opportunities in the workplace

B. REASONABLE ACCOMMODATIONS

The University is committed to complying with applicable federal, state and local laws governing reasonable accommodations of individuals, including but not limited to the Americans with Disabilities Act, 42.U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008 (collectively, the "ADA") and the Illinois Human Rights Act (775 ILCS § 5/1-101 et seq.). To that end, the University will provide reasonable accommodations to a qualified individual who has requested an accommodation or for who the University has notice may require such an accommodation, without regard to any protected classifications, related to an individual's: (i) disability; (ii) sincerely held religious beliefs and practices; (iii) needs as a victim of domestic violence, sex offenses or stalking; (iv) needs related to pregnancy, childbirth or related medical conditions; and/or (v) any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of the University's business and such undue hardship exception is permitted by applicable law.

Any individual who believes they need a reasonable accommodation based on any of the reasons set forth above should bring that matter to the attention of the Human Resources Office. Accommodation requests can be made in writing using a form which can be obtained from Human Resources. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the individual should contact the Associate Vice President for Human Resources.

After receiving a request for an accommodation or learning indirectly that an individual may require such an accommodation, the University will engage in an interactive dialogue with the

individual. Even if an individual has not formally requested an accommodation, the University may initiate an interactive dialogue under certain circumstances, such as when the University has knowledge that an individual's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the reasons set forth above, in compliance with applicable law. In the event the University initiates an interactive dialogue with an individual, it should not be construed as the University's belief an individual requires an accommodation, but will serve as an invitation for the individual to share with the University any information the individual desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, the University will communicate openly and in good faith with the individual in a timely manner in order to determine whether and how the University may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, the University will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the individual. The University is not required to provide the specific accommodation sought by an individual, provided the alternatives are reasonable and either meet the specific needs of the individual or specifically address the individual's limitations. As part of the interactive dialogue, the University reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

The University will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding an individual's underlying reason for needing an accommodation.

C. PREGNANCY & MENOPAUSE-RELATED ACCOMMODATIONS

In compliance with Illinois law, the University will not discriminate against an employee because of pregnancy or menopause-related conditions, will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth, medical or common conditions related to the pregnancy or childbirth or menopause-related conditions, and will endeavor to provide a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of the University's business and such undue hardship exception is permitted by applicable law. For the purposes of this policy, "menopause-related conditions" means perimenopause, menopause, and associated medical or symptomatic conditions that include, but are not limited to, vasomotor symptoms, sleep disruption, cognitive or mood changes, and osteoporosis-related changes.

Such accommodations include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed, including but not limited to more frequent or longer bathroom, water intake, or rest breaks; private non-bathroom space for expressing breast milk and breastfeeding; seating accommodations or acquisition or modification of equipment; assistance with manual labor, light duty, or a temporary transfer to a less strenuous or non-hazardous position; job restructuring or a part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; flexible scheduling or modified work hours; temperature or climate-adjusted workspaces; assignment to a vacant position; or providing leave to recover from childbirth or pregnancy.

The University will not require an employee to accept an accommodation that the employee did not request or to which the employee did not agree, nor will the University force an employee to take leave if another reasonable accommodation is available.

The University may require certification from the employee's health care provider concerning the employee's need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability, to the extent permitted by applicable law. Where required, a certification should include: (1) medical justification for the requested accommodation(s); (2) a description of the reasonable accommodation(s) medically advisable; (3) the date the accommodation(s) became advisable; and (4) the probable duration of the reasonable accommodation(s).

The University will not deny employment opportunities or take adverse employment action against employees if such decision is based on the employer's need to make a reasonable accommodation, and the University will not retaliate against an employee who requests an accommodation or otherwise exercises the employee's rights under the Illinois Human Rights Act.

The Illinois Human Rights Act is enforced by the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by completing the form at http://www.illinois.gov/dhr or by contacting the IDHR at IDHR.Intake@illinois.gov, or any of these offices:

Chicago Office
555 W. Monroe St., 7th Floor
Chicago, IL 60661
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield Office
524 S. 2nd Street, Suite 300
Springfield, IL 62701
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact Human Resources.

D. LACTATION ACCOMMODATIONS

Illinois Wesleyan University is committed to providing a supportive environment for employees who choose to breastfeed or express milk at work. The University will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child, to the extent required by and in accordance with applicable law. Employees may elect to use rest and meal periods already provided to the employee. Break time that does not run concurrently with rest and meal periods already provided to the employee will be paid.

The University will make reasonable efforts to provide an employee with use of a room or location shielded from view and free from intrusion in close proximity to the employee's work area, other than a bathroom, for the employee to express milk in private. This room or location may be the employee's private office, if applicable.

Employees may store expressed milk in a designated refrigerator as applicable or personal cooler.

Employees will not be discriminated against or retaliated against for exercising their rights under this policy. Employees can contact Human Resources with questions regarding this policy.

E. DISCRIMINATION, HARASSMENT & RETALIATION PREVENTION

The University does not tolerate and prohibits discrimination or harassment of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, student, customer, or any third party on the basis of actual or perceived race (including traits associated with race like hair texture and protective hairstyles), color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression, sexual orientation, marital status, military service and veteran status, disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances (referred to as "Protected Characteristics"). The University also prohibits retaliation as defined below.

The University is committed to a workplace free of discrimination, harassment and retaliation. These behaviors are unacceptable in the workplace and in any work-related settings such as remote work settings, business trips and University sponsored social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party. In addition to being a violation of this policy, discrimination, harassment or retaliation based on any Protected Characteristic as defined by applicable federal, state, or local laws and ordinances also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws and ordinances are unlawful. It is also unlawful for employers to treat people differently or otherwise retaliate against an employee because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

In compliance with the Illinois Human Rights Act ("Act"), all employees have the right to be free from unlawful discrimination or sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and termination.

Employees also have the right to reasonable workplace accommodations based on pregnancy, menopause-related conditions and disability. This means employees can ask for reasonable changes to their job if needed because they are pregnant, because of a menopause-related condition or because they are disabled. Please see the Reasonable Accommodations and Pregnancy & Menopause-Related Accommodations policy and related state supplements for additional details regarding such accommodations.

DEFINITIONS:

Discrimination: Discrimination under this policy generally means treating differently or denying or granting a benefit to an individual because of the individual's actual or perceived protected characteristic.

Harassment. Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual based on or because of any actual or perceived Protected Characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws and ordinances. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment: Sexual harassment includes harassment on the basis of sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression, and/or sexual orientation. Sexual harassment includes unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature or which is directed at an individual because of that individuals' sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression, and/or sexual orientation when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sex-Based Harassment as defined by Title IX can be found in the University's Sex-Based Harassment Policy.

Examples of conduct that violates this policy include, but are not limited to:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, brushing up against someone's body, blocking normal movement
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- Obscene or vulgar gestures, posters, or comments
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- Propositions, or suggestive or insulting comments of a sexual nature
- Derogatory cartoons, posters, and drawings
- Sexually-explicit emails or voicemails
- Uninvited touching of a sexual nature
- Unwelcome sexually-related comments

- Comments, inquiries, or gossip about one's own or someone else's sex life or sexual activities
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual
- Teasing or other conduct directed toward a person because of the person's gender

Retaliation: Retaliation for purposes of this policy means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by any such policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: any action that would discourage or keep an individual from reporting discrimination, harassment or retaliation; shunning and avoiding an individual who reports discrimination, harassment or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting discrimination, harassment or retaliation; and denying employment benefits because an applicant or employee reported discrimination, harassment or retaliation or participated in the reporting and investigation of discrimination, harassment or retaliation.

REPORTING PROCEDURES

The following steps have been put into place to ensure the work environment at the University is free of discrimination, harassment and retaliation. If an employee believes that they have been discriminated, harassed, or retaliated against in violation of the policies set forth in this policy; or that someone has engaged in conduct prohibited in this policy, or any other Campus Culture Incident (any activity against a person or property that is motivated by the offender's bias against any Protected Characteristic), the employee should promptly bring the matter to the immediate attention of the employee's supervisor, Department Head, any senior leader or Human Resources. Additionally, if an employee believes they have experienced sexual harassment as defined in the University's Sex-Based Harassment Policy they may report it to a Title IX Coordinator or designee. Written complaints can be submitted internally using the form provided with this policy. If the employee makes a complaint under this policy and has not received an initial response within five (5) business days, the employee should contact the Associate Vice President for Human Resources immediately.

Every supervisor or manager who learns of any employee's concern about conduct in violation of University's Sex-Based Harassment Policy or any of the policies set forth in this Article II, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy must immediately report the issues raised or conduct to Human Resources or the Office of the President.

INVESTIGATION PROCEDURES

Upon receiving a complaint, the University will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy that is fair for all parties. To the extent possible, the University will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances. Employees are required to cooperate in all investigations conducted pursuant to this policy. Complaints about conduct that is subject to the Sex-Based Harassment policy are also subject to the investigation procedures set forth in that policy.

During the investigation, the University generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

Upon completion of the investigation, the University will determine whether the applicable policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The University will inform the necessary parties upon closing an investigation.

In the event the University determines that a violation of this policy has occurred, the University will take steps to ensure a safe work environment for the individuals who experienced the complained-of conduct. The University will take corrective measures against any person who it finds to have engaged in conduct in violation of any of the policies set forth in this Article II, if the University determines such measures are necessary. These measures may include, but are not limited to, counseling, formal discipline, or immediate termination. Anyone, regardless of position or title, whom the University determines has engaged in conduct that violates the applicable policy will be subject to discipline, up to and including termination. This includes individuals engaging in discrimination, harassment or retaliation, as well as supervisors or managers who fail to report violations of this policy, or knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

EXTERNAL REMEDIES (FOR IL EMPLOYEES)
Aside from the internal complaint process at the Company, employees may choose to file a charge of discrimination or sexual harassment under the Act with the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by completing the form at www.illinois.gov/dhr or by contacting the IDHR at IDHR.Intake@illinois.gov, or either of these offices:

Chicago Office
555 W. Monroe St., 7th Floor
Chicago, IL 60661
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield Office
524 S. 2nd Street, Suite 300
Springfield, IL 62701
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Employees also can contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

F. EMPLOYEE CONCERNS AND GRIEVANCES

Illinois Wesleyan University encourages an environment where employees can raise workplace concerns so they may be addressed promptly, fairly, and appropriately.

Informal Resolution
Employees can discuss a concern with their supervisor. An employee who is uncomfortable

approaching their supervisor, whose concern involves the supervisor, or who needs guidance may contact Human Resources or the next appropriate level of management.

Formal Grievance

An employee may submit a written grievance to Human Resources at any time without first using the informal process. The grievance should include:

- A description of the concern;
- Relevant dates, individuals, and supporting information;
- Any prior efforts to resolve the concern; and
- The resolution requested.

Human Resources will evaluate the formal grievance and conduct an investigation as appropriate. The University will communicate the outcome within a reasonable period, generally within 45 working days when practicable. Complex matters may require additional time.

If the employee remains dissatisfied, the employee may request review by the President or the President's designee. The resulting internal decision is final under this procedure.

Please note that this policy does not apply to termination decisions or otherwise replace detailed reporting procedures set forth in other policies such as in the case of discrimination or harassment.

III. WORKING AT THE UNIVERSITY

A. EMPLOYMENT CLASSIFICATIONS

All employees fall within one of the following classifications:

- **Full-Time.** A faculty employee that has been engaged to teach at least four and one-half (4.5) course units for a minimum of nine months per year or a non-faculty employee that regularly works at least 30 hours per week.
- **Part-Time**. Employees who regularly work less than 30 hours per week or on an irregular basis as needed.
- **Temporary/Seasonal**. Employees who are either hired for a specific purpose or time period, which generally does not exceed 6 months. A temporary employee may work a full-time or part-time schedule.

In addition to the above classifications information, all employees are categorized as either "exempt" or "non-exempt." Pursuant to federal and state wage & hour laws, exempt employees do not receive overtime pay. Employees classified as exempt generally receive a salary which is intended to cover all hours worked including any hours worked in excess of 40 in a workweek or overtime as otherwise defined by applicable state law.

Employees are informed of their initial employment classification and status as exempt or non-exempt upon offered and accepted employment. If an employee changes position during their employment as a result of a promotion, transfer or otherwise, management will inform the employee of any change in the employee's job classification. Additionally, the employer reserves the right to change an employee's classification.

B. INTRODUCTORY PERIOD

Employment is on a trial or introductory basis for the first 90 days of employment. This period gives employees an opportunity to learn the business, their job duties and responsibilities. During this introductory period, the University will have an opportunity to observe and evaluate the employee and the employee can become familiar with their position and work environment. The introductory period may be extended as determined in the University's sole discretion. Completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

C. PERFORMANCE EVALUATION

Performance evaluations typically are conducted at the end of the introductory period and annually thereafter. The primary reason for performance reviews is to ensure that employees' perception of their work performance is consistent with how they are perceived by their supervisor and the University in general. It is equally important to identify strengths and weaknesses, identify areas that need development, discuss any performance-related issues and evaluate how employees' work performance compares to their job description and position objectives. Performance reviews also offer a good opportunity to discuss career interests and identify ways of achieving work-related goals. Nonetheless, annual evaluations are not intended to discourage feedback sessions or delay discussion of any performance issues that may occur at

any given time. Performance evaluations do not guarantee a pay increase, promotion, continued employment, or any other employment action.

D. PROMOTIONS AND TRANSFERS

It is the University's policy to endeavor to promote from within the organization when vacancies occur which offer advancement opportunities for qualified employees.

Promotion decisions regarding eligible employees are based on the employee's qualifications and past performance as well as supervisor evaluations of employee's potential ability. Generally, employees must have been in their current position for a minimum of one (1) year. Employees with active corrective action, unresolved performance concerns, or attendance issues may be ineligible. Human Resources may approve exceptions in coordination with the President's Office based on the circumstances. With no serious performance or other disciplinary issues to be considered for a transfer or promotion; exceptions may be made.

All promotions and transfers are made without regard to status in any group protected by applicable federal, state, or local law. Please realize, however, the University cannot guarantee promotions or transfers; there will be occasions when the best-qualified candidate comes from outside the University. Moreover, the University reserves the right to seek to fill open positions solely from external sources, to the maximum extent permitted by applicable law.

E. PERSONNEL RECORDS

Personal information such as an employee's address and telephone number is contained in a confidential personnel file maintained for each employee. Employees will be provided with access to and copies of personnel files to the extent required and in accordance with applicable state law. Questions regarding access/copies should be directed to Human Resources.

Employees should keep their personnel file up to date by informing Human Resources of any changes to their personal information such as name, address, emergency contact information and marital status/dependent information (to the extent it impacts benefits or tax withholdings). Changes to home address, telephone number, and emergency contacts should be made through online Employee Self Service. Other changes should be reported to Human resources. Employees should also inform management of any specialized job-related training or skills acquired in the future. Unreported changes can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach an employee in a crisis may be extremely problematic.

F. SEPARATION OF EMPLOYMENT

The University recognizes that employment relationships may end for a variety of reasons, including voluntary resignation, retirement, completion of employment assignments, or involuntary separation. When an employee leaves the University, we ask that the employee's supervisor and/or Human Resources be notified at least two (2) weeks prior to the employee's departure. We appreciate employees' thoughtfulness in this matter as it will help to ensure a smooth transition.

IV. SAFETY, HEALTH & SECURITY

A. SAFETY POLICY STATEMENT

The University is committed to providing a safe and healthy working environment for all members of its community. As a result of that commitment, all members of the University Community share in the benefits of, and responsibility for, a safe environment. In addition to employees and students, the Illinois Wesleyan Community includes its visitors.

Safety objectives are met through employee involvement in the Safety Program and training in safe work practices. The structure given to the collective effort for a safe campus is known as the Safety Program, which includes employee education and training, hazard identification and risk assessment, enforcement of safety policies and procedures, and compliance with all levels of regulatory authority.

B. SAFETY AND HEALTH

Safe working conditions are of primary importance throughout the University. Environmental concerns are addressed to maintain a safe and healthy working environment. Training is provided upon hire. Each employee is urged to assist by reporting dangerous working conditions (such as slippery floors, turned up carpeting, improper wiring, holes in sidewalk, etc.); reporting accidents through their supervisor or others in management; attending safety and health seminars and films when announced; knowing safety regulations in respective departments; reporting unusual odors; and being familiar with use and handling of chemicals where pertinent. An employee wishing to report an accident or unsafe condition should contact the Physical Plant Director immediately at 556-3066 or 556-3083. Emergencies or immediate threats should be reported to 911 and Campus Safety.

Employees should not open locked doors, leave locked doors in an unlocked or insecure condition, or prop doors open, except to perform assigned duties. Employees are responsible for re-securing (or contacting Campus Safety or Physical Plant to re-secure) any door that they have opened or unlocked in the course of their assigned duties.

There are certain safe work habits and rules for safe working conditions that each employee is expected to follow. In cases where special safety clothing and/or protective devices are mandated, the employee will be required to conform to the standards set by the University.

C. DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE POLICY

We, at the University, have a vital interest in ensuring safe, healthful and efficient working conditions for our employees. In addition, as a federal grantee, we have a duty to provide the public with quality goods and/or services safely and efficiently. The unlawful presence of controlled substances in the workplace conflicts with these vital interests and constitutes a violation of the public trust. For these reasons, we have established, as a condition of employment and continued employment, the following drug-free workplace policy.

Illinois Wesleyan University prohibits employees from reporting to work, performing work, operating University equipment or vehicles, or representing the University while impaired by alcohol, illegal drugs, controlled substances, cannabis, or any other substance that may negatively affect safety, job performance, judgment, or the ability to perform essential job duties.

The unlawful or unauthorized manufacture, distribution, dispensation, possession, sale, transfer, purchase, use, or being under the influence of alcohol, illegal drugs or controlled substances while on University property, while conducting University business, while operating University vehicles or equipment, or while representing the University is prohibited.

Employees also are prohibited from misusing prescription or over the counter medications or reporting to work while impaired by legally prescribed or over the counter medications if such impairment creates a safety risk or interferes with the employee's ability to perform essential job duties safely and effectively.

Nothing in this policy is intended to prohibit lawful off-duty conduct protected under applicable law. However, employees may not possess, use, distribute, or be impaired by cannabis or controlled substances while working, while on University property, or while otherwise acting on behalf of the University, except as permitted by applicable law.

Additionally, notwithstanding the general prohibitions above, reasonable and responsible consumption of alcohol may be permitted at certain University-sponsored events and functions.

As a recipient of federal funding and financial assistance, the University complies with the Drug-Free Workplace Act and related federal requirements. Employees who are convicted of violating a criminal drug statute for conduct occurring in the workplace must notify Human Resources within five (5) calendar days of the conviction. Faculty and academic employees may also be required to notify the Provost or appropriate academic administrator. Within ten (10) days of such notification or other actual notice, the University will advise the applicable federal agencies of such conviction.

The University recognizes that substance dependency and addiction may constitute medical conditions protected under applicable law. The University may provide reasonable accommodations and support consistent with applicable law for qualified employees seeking assistance or recovery. Employees are encouraged to seek assistance before workplace performance or safety concerns arise. Employees may contact Human Resources or the University's Employee Assistance Program ("EAP") for confidential support resources and referral information. The University may require employees who violate this policy to participate

in an approved counseling, treatment, rehabilitation, or return-to-work program as a condition of continued employment, where appropriate and consistent with applicable law. However, employees may not request an accommodation to avoid discipline for a policy violation.

In order to maintain a drug-free workplace, the University has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy found here.

D. SMOKING, TOBACCO, AND VAPING

Smoking, including use of e-cigarettes, vaping devices and similar electronic devices, is prohibited at all times in all areas of our facilities, including private offices and within a minimum of 15 feet of entrances, exits, windows that open and ventilation intakes. Employees who choose to smoke, vape, or use tobacco or nicotine products may do so only during authorized break periods and only in permitted outdoor areas designated by the University. Compliance with this policy is mandatory for all employees and persons visiting the University, with no exceptions.

E. UNSCHEDULED CLOSING/INCLEMENT WEATHER

Any decision to close the University, delay opening, cancel classes, or release employees early due to inclement weather or other emergency conditions will be communicated through the IWU Alert System. To receive alerts, employees are responsible for maintaining a current IWU Alert phone number.Employees may check or update their information by accessing MyIWU and visiting online Self Service. Information will be made available through the IWU Alert System in the event that weather conditions during the day deteriorate to a point where employees are released and classes are canceled. Generally, it is the University's intent to remain open and operating, especially while classes are in session. Employees are expected to use their best judgement regarding safe travel conditions. If the University remains open and an employee determines that travel to or from campus is unsafe, the employee must notify their supervisor as soon as practicable and follow applicable departmental call-in procedures. Time away from work may be handled in accordance with applicable University leave, time and attendance, remote work and pay practices as well as applicable law.

Certain employees may be designated as essential or required personnel due to the nature of their positions or departmental responsibilities. Essential or required personnel may be expected to report to work, remain at work, work remotely, or otherwise assist with University operations during a closure, delayed opening, early release, or emergency condition, as directed by their supervisor or the University.

Non-exempt employees will be paid for all hours actually worked and must accurately record all time worked, including any work performed remotely or outside their regular schedule during an unscheduled closing or emergency event. Exempt employees will be paid according to applicable salary basis requirements and University policy.

F. POWER OUTAGE

If a building is scheduled for a power outage for a full work day, employees in that building should consult with their supervisor to determine (1) if there is a place that the employee could work where power is available or, if not, (2) if there is work that the employee could perform from another location or from home, or (3) the employee can take accrued paid time off.

G. SAFEGUARDING UNIVERSITY PROPERTY

An employee who handles University property is responsible for the care and security of such property while it is under their control. Unauthorized use or removal of University property may be cause for dismissal. Property should never be used except for the specific purposes for which it was designed. University property issued to an employee must be returned to the University by the last day of employment or as otherwise requested by management.

H. ANIMALS ON CAMPUS

Animals and pets are not permitted inside University buildings or facilities except when expressly authorized and in compliance with applicable local, state and federal law such as: (i) service animals; (ii) emotional support animals; (iii) lab animals for authorized research purposes; and (iv) animals in University sponsored or approved activities. For more information on service animals and emotional support animals contact Human Resources or the Office of Disability Services.

Animals and pets are allowed outdoors on campus provided they are on a leash or otherwise restrained and under the control of their owner or handler at all times.

I. ADMITTANCE TO RESIDENCE HALLS

Off-duty employees are not allowed in the residence halls without invitation from a student resident unless the employee is attending a University-approved function.

J. SECURITY

The Campus Safety department is responsible for the protection and welfare of the University campus on a 24-hour per day basis. Any emergency, criminal activity, and/ or observation of criminal activity should be reported without delay to Campus Safety at 309-556-1111 (emergency) or 309-556-3034 (non-emergency).

K. WORKPLACE VIOLENCE

The University is committed to providing a safe and secure workplace and campus environment. The purpose of this policy is to reduce the risk of injury to employees, students, visitors, and members of the University community and to protect the University and personal property.

Threats, intimidation, stalking, harassment, acts of aggression, and violence by or against any employee are prohibited. Prohibited conduct includes verbal, written, electronic, or physical

threats; abusive or menacing behavior, attempts to instill fear, displaying or using a weapon, physical assault; intentional property damage; and other hostile or destructive conduct that creates a reasonable concern for safety.

Weapons are prohibited on University premises, in University vehicles, and while conducting University business, except where such prohibition is restricted by applicable law or expressly authorized by the University.

All threats, acts of violent, and potentially dangerous situations, including but not limited to: threats involving co-workers, students, visitors, vendors, contractors, or outside parties, and must be reported promptly to Campus Safety, the Human Resources Office, or a supervisor.

Employees who become aware of threats from an outside party should follow the steps detailed in this section. It is important for us to be aware of any potential danger on our premises. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

L. INSPECTIONS

To protect University property, maintain workplace safety, investigate suspected misconduct, and ensure compliance with University policy, the University reserves the right to inspect University property, work areas, and University-owned equipment to the fullest extent permitted by applicable law. University property subject to inspection may include, but not limited to, offices, desks, lockers, cabinets, workstations, computers, electronic system files, packages, equipment, and University vehicles, including University property assigned to or used by an employee. Inspections of University property may occur with or without prior notice.

When the University has a legitimate safety, security, or operational reason, it also may request an employee's cooperation in an inspection of personal belongings or a personal vehicle located on University property, consistent with applicable law. Inspections of an employee's person will be conducted only when reasonably necessary, in an appropriate and respectful manner, and to the extent permitted by law.

Employees should not expect privacy in University-owned property, work areas, systems, or equipment, even when such property is assigned exclusively to the employee or secured by a lock or password. Personal belongings remain the employee's property, but may be subject to inspection when brought onto University property as described in this policy. Nothing in this policy authorizes an inspection or action prohibited by law.

V. ETHICAL EXPECTATIONS

A. CONFIDENTIAL INFORMATION

Employees may learn confidential information, including trade secrets, about the University. Confidential information are items of information relating to the University, its services, products, students, suppliers, vendors, and business partners that are not generally known or available to the general public, but have been developed, compiled or acquired by the University at its great effort and expense. Confidential information includes, but is not limited to: (i) student educational records, (ii) sensitive employee information such as social security numbers, dates of birth and medical information, (iii) donor, alumni, fundraising, vendor, contract, purchasing and financial information, (iv) passwords, access credentials, security procedures, systems and technology information, (v) University operations, plans, strategies, budgets, records, and other sensitive, proprietary and restricted information. Each employee must safeguard confidential University information. Confidential information may not be disclosed or distributed to any individual or entity, or used for the benefit of any individual or entity other than the University. Each employee shall promptly notify Human Resources of any suspected or actual unauthorized disclosure or use of the University's Confidential Information.

B. CONFLICTS OF INTEREST

Employees may not use their position, influence, knowledge of confidential information, including trade secrets, or the University's assets for personal commercial gain, for the benefit of any competing University or organization, or for the benefit of any other third party except as may be required in performance of their duties as employees of the University. Further, employees shall not maintain an outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interests of the University or which interferes with the employee's ability to fully perform the employee's job responsibilities, unless such prohibition is restricted by applicable law.

C. FAMILY RELATIONSHIPS / DATING AND ROMANTIC RELATIONSHIPS

To avoid actual or perceived conflicts of interest, the University strictly prohibits the following:

- Managers/supervisors from having a family member in their line of supervision;
- Managers/supervisors from having a familial relationship with any employee over whom the manager/supervisor has authority to do any of the following with respect to the other employee: direct and control the activities and work assignments; review or approve performance reviews, wages, salary adjustments; administer disciplinary actions; and/or recommend or approve the hiring, firing or transfer.
- Managers/supervisors from dating or engaging in romantic or sexual relationships with employees who are in their line of supervision;
- Managers/supervisors from dating or engaging in romantic or sexual relationships with any employee over whom the manager/supervisor has authority to do any of the following with respect to the other employee: direct and control the activities and work assignments; review or approve performance reviews, wages, salary adjustments; administer disciplinary actions; and/or recommend or approve the hiring, firing or transfer; and

- Cabinet members and members of the Human Resources Department from dating or engaging in romantic or sexual relationships with any employee.

For purposes of this policy, “family member” includes a child, spouse, domestic/civil union partner, parent, sibling, grandchild, or grandparent of the employee or the employee's spouse or domestic/civil union partner, any other individual related by blood to the employee, and any other individual whose close association with the employee is the equivalent of a family relationship. The family members listed above are not limited to biological relatives but also include step, foster, adoptive, half relations and those who stand in loco parentis and legal guardians.

The terms “dating” and “romantic or sexual relationship” as used in the policy include, but are not limited to: casual dating, serious dating; cohabitation, sexual relationship including casual sexual involvement where the parties have no intention of carrying on a long-term relationship; and/or any other conduct or behavior normally associated with romantic or sexual relationships.

The restrictions set forth above apply regardless of the sex/gender, gender identity/expression and/or sexual orientation of the employees involved. The policy applies only to consensual dating, romantic or sexual relationships between employees. Unwanted sexual attention (including physical contact) with the purpose or effect of creating an offensive environment is strictly prohibited and a violation of the University’s Discrimination, Harassment & Retaliation Prevention policy and Sex-Based Harassment Policy.

Any such relationships must be disclosed to Human Resources so immediate steps can be taken to resolve conflict with the policy. Failure to comply with the policy may result in disciplinary action, up to and including termination.

Where such a relationship exists, the University reserves the right to make such employment decisions as are necessary to ensure that the risks enumerated above attendant to the relationship will not occur. Such steps include, but are not limited to, transfer of one or both parties to the relationship, termination of one or both parties to the relationship, adjusting lines of reporting or communication, and/or requiring the parties to acknowledge in writing the voluntariness of any such relationship.

D. WHISTLEBLOWER POLICY

Illinois Wesleyan University is committed to lawful, ethical, and responsible conduct in all University operations. Board members, leadership, faculty, staff, students, and others acting on behalf of the University are encouraged to report, in good faith, suspected misconduct, violations of law, violations of University policy, financial improprieties, fraudulent conduct, or other unethical activity.

Reports may include, but are not limited to, concerns involving theft, embezzlement, misuse of University funds or property, fraud, questionable accounting or auditing practices, internal control concerns, conflicts of interest, safety or security concerns, violations of legal obligations, or violations of University policies or procedures.

The University prohibits retaliation against any individual who, in good faith, reports a concern, participates in an investigation, refuses to participate in unlawful conduct, or exercises rights protected by law or University policy. Retaliation includes, but is not limited to, termination, demotion, suspension, discipline, harassment, threats, intimidation, adverse changes to compensation or working conditions, adverse academic action, or other action that would discourage a reasonable person from reporting a concern or participating in an investigation. Illinois law prohibits employers from retaliating against employees for certain protected disclosures, including disclosures of activity the employee reasonably believes violates law, rule, or regulation.

Reports should be made, in writing, to the appropriate University official based on the nature of the concern:

Subject Matter	Intake Officer
Academic concerns	Provost and Dean of the Faculty
Athletic rules violations	Athletic Director
Employment concerns	Associate Vice President for Human Resources
Illegal or unethical business practices, financial improprieties, fraud, accounting, auditing, or internal control concerns	Vice President for Finance and Operations
Safety or security issues	Vice President for Student Affairs and Dean of Students
Student concerns	Vice President for Student Affairs and Dean of Students

If the concern involves the designated intake officer, the report should be directed to the President. If the concern involves the President, the report should be directed to the Chairperson of the Board of Trustees. If the concern involves a member of the Board of Trustees, the report should be directed to the President or the Chairperson of the Board of Trustees.

The University will review reports and take appropriate action based on the nature of the concern, the information provided, and applicable law and policy. Reports will be handled as discreetly as possible, but confidentiality cannot be guaranteed where disclosure is necessary to investigate, respond, protect individuals, comply with law, or administer University policy.

Any individual who believes they have been subjected to retaliation for making a good-faith report or participating in an investigation may file a written complaint with the President. If the complaint involves the President, the complaint should be directed to the Chair of the Board of Trustees. If the complaint involves the Vice President for Finance and Operations, the complaint should be directed to the President.

Nothing in this policy or any other University policy or materials prohibits, prevents, or otherwise limits employees from (1) reporting possible violations of federal or other law or regulations to any governmental agency, regulatory body, or law enforcement authority (e.g., EEOC, NLRB, DOJ, CFTC, U.S. Congress, or an Inspector General), (2) filing a charge or complaint with any such governmental agency, or (3) participating, testifying, or assisting in any investigation, hearing, or other proceeding brought by, in conjunction with, or otherwise under the authority of any such governmental agency. Employees are also not required to notify or obtain permission from the University when filing a governmental whistleblower charge or complaint or engaging or participating in protected whistleblower activity.

E. DEFENSE AND INDEMNIFICATION FOR SERVICE

University employees have important responsibilities when they serve on committees making recommendations to the University in matters of tenure, promotion, sanctions, termination, dismissal for cause, and when serving as chairs, or otherwise managing academic functions or units (collectively the "Employee Service Activities"). Therefore, the University will indemnify, defend, and hold harmless faculty members, other academic personnel, and professional employees (each a "Covered Person") against any and all claims, demands, causes of action or damages, including attorneys' fees, arising out of or relating to any of the obligations undertaken by the Covered Person in connection with the Employee Service Activities whether arising out of a civil, criminal, administrative or other investigative matter, to when they are a party (a "Covered Proceeding"). Covered Proceedings do not include actions or investigations initiated by the University.

The University may also, in its sole discretion, assume and control the defense of a Covered Proceeding. The University shall have the sole discretion to make or approve any settlement of a Covered Proceeding.

The University shall have no obligation to indemnify or defend a Covered Person if there is a reasonable basis, as determined in the University's sole discretion, that the Covered Person has: (i) acted in bad faith; (ii) engaged in fraudulent activities; (iii) engaged in willful or wanton misconduct; (iv) committed a crime; (v) knowingly violated State or Federal laws; or (vi) is individually liable to the University

To be indemnified under this policy, a Covered Person must promptly notify the President of any threatened or commenced Covered Proceeding and must provide the University with all information and full cooperation as requested by the University.

Questions about this policy should be directed to the President's Office.

VI. GENERAL POLICIES & PROCEDURES

A. GENERAL RULES OF CONDUCT & DISCIPLINARY ACTION

Illinois Wesleyan University is committed to maintaining a positive and safe work environment. Each employee plays an important role in fostering that environment. Employees are expected to perform their duties responsibly, treat students, visitors, and other third parties with courtesy and respect, and conduct themselves in a manner that supports the mission and operations of the University. Employees are expected to comply with all University policies, procedures, rules and directives.

The following are examples of some but not all conduct which may subject the offender to disciplinary action, up to and including termination, in the University's sole discretion:

- Obtaining employment on the basis of false information;
- Falsifying, misrepresenting, or omitting material information in connection with payroll records, time records, University records related to performance of job duties, or investigations regarding possible violations of University policies or applicable laws/ regulations;
- Theft, unauthorized removal, misuse, destruction, or damage of University property, funds, records, equipment, systems, materials, or the property of another person;
- Fraud, embezzlement, misuse of University resources, or other unethical conduct;
- Engaging in discrimination, harassment or retaliation as prohibited by applicable University Policies;
- Abusive, threatening, intimidating, or other violent conduct toward another employee, student, visitor, vendor, or member of the public;
- Insubordination or refusal to follow a lawful and reasonable directive from a supervisor or other authorized University representative;
- Unsatisfactory job performance, neglect of duties, failure to meet work expectations, or failure to perform assigned responsibilities;
- Violation of attendance, timekeeping, leave, work schedule, or call-in requirements unless such instances are protected by applicable law;
- Leaving a work area without authorization, sleeping during worktime, or engaging in personal activities during work time that interfere with job responsibilities or University operations;
- Possession, use, sale, distribution, or being under the influence of prohibited substances while working, on University property, or while conducting University business, in violation of University policy regarding drugs and alcohol;
- Gambling on University property or while conducting University business, except as authorized by the University and permitted by law;
- Unauthorized access, use, disclosure, alteration, or destruction of University records, systems, confidential information as defined by applicable policies and/or agreements, or technology resources; or
- Violation of any University policy, rule, regulation, directive, or applicable law.

Employees are expected to comply with University policies and standards of conduct and to maintain satisfactory job performance. Failure to do so may result in corrective or disciplinary

action, up to and including, termination of employment. When appropriate the University may use progressive discipline, which may include:

- Coaching;
- Verbal warning;
- Performance Improvement Plan (PIP);
- Written warning;
- Demotion, or reassignment; or
- Termination of employment.

The University is not required to follow these steps in a particular order or to use every step. Depending on the seriousness of the conduct, performance concerns, prior history, and surrounding circumstances, the University may repeat, combine, skip or accelerate any step, including proceeding directly to termination.

Documentation of corrective or disciplinary action typically will be placed in the employee's personnel file.

Corrective action will be administered in accordance with applicable law and will not be based on an employee's protected status or lawful protected activity.

Nothing in this policy alters the at-will employment relationship. Either the employee or the University may end employment at any time, with or without notice or cause, subject to applicable law and any written agreement signed by an authorized University representative.

B. ATTENDANCE AND PUNCTUALITY

Regular and reliable attendance is an essential responsibility of every employee. Employees are expected to:

- Report to work on time and remain at work for their scheduled hours;
- Follow established work schedules;
- Obtain supervisor approval before changing a work schedule, leaving early, working different hours, or working from an alternative location; and
- Follow department call-in and attendance procedures.

When an absence, late arrival, or early departure is unavoidable, the employee must personally notify their supervisor as soon as possible and, absent an emergency, up to one hour before the employee's scheduled start time. Notice through another person is acceptable when the employee is unable to provide notice personally.

Employees must notify their supervisor each day they are absent unless the absence has been approved for a specific period or different instructions have been provided.

The University may request appropriate documentation when permitted by law and University policy.

Following an absence of three consecutive scheduled workdays for medical reasons, the University may require documentation from a health care provider confirming that the employee

is able to return to work, with or without restrictions, when permitted by applicable law. Where requested, medical documentation should be submitted to the Human Resources Office and should not include diagnosis or other unnecessary medical information.

Three consecutive scheduled workdays of absence without notice generally will be treated as job abandonment, unless the absence is otherwise protected by law.

Excessive or repeated absenteeism, tardiness, early departures, failure to follow call-in procedures, or unauthorized schedule changes may result in corrective action, up to and including, termination of employment.

In evaluating employee attendance and otherwise administering this policy, exceptions will be made for absences/tardiness/early departures protected by applicable federal, state, or local law. Additionally, employees will not be subject to discipline for such protected absences, tardiness or early departures.

Physical Plant Employees
Physical Plant employees must comply with the Physical Plant Time and Attendance Policy.

C. DRESS CODE & APPEARANCE

Employees represent Illinois Wesleyan University and are expected to maintain a neat, clean, safe and work-appropriate appearance appropriate to:

- Their position and work duties;
- The work environment;
- Meetings, events, and interactions with students' families, visitors, or the public; and
- Applicable health and safety requirements.

Clothing should be in good condition and should not interfere with job duties or create a safety, sanitation, or operational concern. Clothing, accessories, or displays that are discriminatory, harassing, threatening, obscene or otherwise inconsistent with University policy are prohibited.

Departments may establish additional job-related dress, uniform, personal protective equipment, or grooming requirements based on safety, sanitation, operational, or professional needs.

The University will apply this policy and any related guidelines consistently and without discrimination. Reasonable accommodations or exceptions may be available for sincerely held religious beliefs or practices, disability, pregnancy, childbirth or related medical conditions, or any other basis protected by law (i.e., the Illinois CROWN Act). Employees seeking an accommodation should contact Human Resources.

Employees whose appearance does not meet this policy may be directed to correct the issue, including changing attire before returning to work. Repeated or serious violations may result in corrective action, up to and including, termination of employment.

D. COMMUNICATION & INFORMATION TECHNOLOGY SYSTEMS

University communication, technology and computer systems are University property and are provided primarily for authorized University business. These systems include, but are not limited to, University-owned or managed devices, hardware, software, networks, telephones, voicemail, email, messaging, internet access, cloud services, files, accounts, and related systems.

Limited personal use is permitted when it:

- Does not interfere with job performance or University operations;
- Does not create material cost, security, or legal risk; and
- Complies with University policy and applicable law.

Employees should have no expectation of privacy when using University systems or equipment. To the extent permitted by law, the University may access, monitor, review, preserve, disclose, or delete information created, stored, received, or transmitted through its systems, with or without prior notice. The University may do so for legitimate purposes, including system maintenance, cybersecurity, business continuity, investigations, policy enforcement, legal compliance, records management, and responding to litigation or government requests.

Employees must:

- Use University systems only for authorized and lawful purposes;
- Protect passwords, multifactor authentication methods, and access credentials;
- Access only systems, accounts, records and information they are authorized to use;
- Use University-approved systems to conduct University business;
- Not forward University email or information to personal accounts unless authorized;
- Not install, copy, alter, or remove software or technology without authorization;
- Promptly report suspected loss, unauthorized access, malware, phishing, or other security incidents; and
- Comply with all University information technology, confidentiality, records-retention, and security policies.

Employees are prohibited from sharing passwords with co-workers or students. Upon request, employees must provide the University access to University accounts, records, files, or systems used for University business through methods approved by Information Technology Services.

E. SOCIAL MEDIA

The University respects employee's lawful use of social media, including blogs, websites and platforms such as Facebook, Instagram, LinkedIn, Snapchat, TikTok, X, YouTube, and similar services. This policy applies to personal social media use that is related to the University and to social media activity conducted on behalf of the University.

Personal Social Media Use

Employees are personally responsible for their social media activity and must:

- Employees may not use social media during working time, unless specifically authorized to do so as part of their job duties.

- Ensure personal social media use does not interfere with job performance, workplace responsibilities, or University operations.
- Comply with all rules regarding confidential and proprietary information (See Section V(A)) when using social media. Information that cannot be disclosed through other forms of communication may not be disclosed through social media.
- Comply with all other University policies (as set forth in this Employee Handbook) when using social media
- When using social media, if an employee expresses either a political opinion or an opinion regarding the University's actions and also identifies oneself as an employee of the University (or if it can be inferred that the employee is an employee of the University), the poster must specifically state that the opinion expressed is the employee's personal opinion and not the University's position. This is necessary to preserve the University's goodwill in the marketplace
- Not use University logos, trademarks, branding or other intellectual property for commercial purposes or in a manner suggesting University sponsorship or endorsement without authorization.
- Disclose their relationship with the University when endorsing or promoting the University's services, programs, or activities if that relationship would not otherwise be clear.

For those employees who post on behalf of the University as part of their job duties, these Social Media Guidelines apply.

Political and Commercial Activity
Employees may not use official University accounts, University resources, or University branding to:

- Endorse or oppose a political candidate;
- Imply University endorsement of a personal political position;
- Promote personal commercial interests; or
- Conduct unauthorized fundraising, advertising, or solicitation.

As a tax-exempt educational institution, the University may not participate or intervene in political campaigns on behalf of or in opposition to candidates for public office.

Administration and Violations
Employees should use sound judgement and remember that social media content may be copied, shared, or misunderstood. Questions should be directed to the employee's supervisor, Human Resources, or the Office of Marketing and Communications.

The University may review publicly available social media content or information otherwise lawfully obtained when necessary to investigate misconduct, protect safety, enforce University policy, or comply with law.

F. SOLICITATION & DISTRIBUTION

To avoid distractions, solicitation by an employee of another employee is prohibited while either the person doing the soliciting or the person being solicited is on working time.

Distribution of advertising material, handbills, printed or written literature of any kind during working time or in working areas of the University is prohibited.

Working time includes the time during which any of the employees involved are actually scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working.

Solicitation and/or distribution by non-employees on University premises is prohibited at all times.

G. DRIVING ON UNIVERSITY BUSINESS AND TRANSPORTING STUDENTS

Employees who drive on University business or transport students, employees, or other authorized passengers must comply with this policy, University driving procedures, and applicable law. This policy applies to University-owned, leased, or rented vehicles and personal vehicles used for authorized University business.

University Owned Vehicles
Before driving a University owned vehicle, an employee must:

- Be at least 20 years old;
- Hold a valid driver's license appropriate for the vehicle;
- Obtain a Motor Vehicle Record (MVR) authorization;
- Have received approval from the University based on the MVR review; and
- Complete any required driver or vehicle-safety training.

Drivers of vans, shuttles, or other higher-capacity vehicles must complete the University-approved van safety course and meet any additional age, licensing, training and/or insurance requirements.

The University reserves the right to require an annual Motor Vehicle Record review. The University may deny, suspend, or revoke driving privileges based on an individual's driving record, accident history, failure to complete required training, and/or violation of this policy.

Drivers must immediately notify Human Resources and their supervisor of any license suspension, revocation, restriction, serious traffic violation, or other change that may affect their eligibility to drive.

Personal Vehicles
Use of a personal vehicle to transport students or other individuals on University business is discouraged and requires prior University authorization.

Safe Driving Requirements
Employee drivers must:

- Use vehicles only for authorized University business;
- Comply with traffic laws and University policies;

- Require all occupants to use available seat belts;
- Transport only authorized passengers and never exceed the vehicles rated capacity;
- Not drive while impaired by alcohol, cannabis, illegal drugs, medication, fatigue, illness, or any other condition that may affect safe operation;
- Not text, email or use a handheld electronic device while driving;
- Not permit an unauthorized person to operate the vehicle; and
- Adjust or discontinue travel when weather, road, or other conditions make driving unsafe.

Alcohol, cannabis, illegal drugs, and unauthorized weapons may not be possessed or used in a University vehicle.

Accidents and Violations

All accidents, vehicle damage, injuries, citations, and safety-related incidents occurring during University business must be reported promptly to law enforcement when appropriate, Campus Safety, and the employee's supervisor. Drivers must follow University accident-reporting procedures and may not admit fault or make commitments on behalf of the University.

Drivers are personally responsible for parking tickets, traffic citations, toll violations, or other fines resulting from their conduct, to the maximum extent permitted by applicable law.

VII. WORK HOURS, COMPENSATION & EXPENSES

A. WORK SCHEDULES

The University's standard full-time workweek for staff is 37.5 hours. In order to adequately serve students, it is necessary in some cases to maintain service and operations 24 hours per day, seven (7) days per week, and 365 days per year. The usual office hours for the University Office are 8:00 a.m. to 4:30 p.m., Monday through Friday. Actual schedules vary depending upon department, position and location. Employees are provided with meal and/or rest periods to the extent required and in accordance with applicable law. Meal periods generally are 30 or 60 minutes in duration, will be unpaid for non-exempt employees and must be uninterrupted and duty free. As a condition of employment, an employee is expected to work whatever hours necessary to accomplish the goals and the expectations of their position, to the maximum extent permitted by applicable law. Employees are expected to work their assigned schedules and obtain approval from their supervisor before changing work hours.

B. OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. The opportunity to work overtime is at the discretion of management and is based on departmental needs. Any overtime worked by non-exempt employees must be authorized in advance by management. Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt employee who works overtime is compensated at the rate of one and one-half times (1½) the employee's regular rate for all time worked in excess of forty (40) hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

For non-exempt employees:

- Hours worked above the employee's scheduled 37.5 hours, up to and including, 40 hours in a workweek, will be paid at the employee's base rate of pay.
- Only hours actually worked over 40 hours in a workweek are paid at one and a half times the employee's regular rate of pay, unless otherwise required by law.

C. RECORDING HOURS WORKED

At the University, we maintain time records for all non-exempt and exempt employees so we will have accurate records of time worked. Non-exempt employees are required to record their time in and begin work no more than 5 minutes before their scheduled starting time. Non-exempt employees must record their time in and out for meal periods and record their time out promptly at the end of their shift. Non-exempt employees also should record the beginning and ending time of any split shift or departure from work for personal reasons. Non-exempt employees may

never work off the clock. “Off-the-clock” work is time spent by an employee performing work that is not reported to the University as time worked.

Since employee time records are vital for payroll purposes, employees must inform management if they fail or otherwise forget to record their time in or out before or after any working time. Failure to properly record time may result in discipline, up to and including termination.

Physical Plant employees must record their time through electronic timeclock systems and comply with the Physical Plant Time and Attendance policy and related procedures.

D. PAYROLL

For purposes of payroll, the workweek begins Sunday at 12:00 a.m. and ends Saturday at 11:59 p.m.

Exempt employees are paid on the 20th of each month, for work performed within that working month. Non-exempt employees are paid biweekly on Friday for time worked during the two workweek period ending the preceding Saturday. When a scheduled payday falls on a holiday or bank closure, employees generally will be paid on the preceding business day. The University may adjust payroll dates or frequency to comply with applicable law.

Direct deposit is available with the employee’s voluntary authorization. Employees who do not elect direct deposit, or whose direct deposit is not yet active, may obtain a paper paycheck from the Business Office during regular business hours or request that it be mailed to their home address on file. A valid photo ID is required to pick up a paycheck. An employee may authorize another person in writing to pick up the employee’s paycheck.

An employee’s first paycheck generally will be a paper check available from the Business Office. If elected, direct deposit generally begins with the employee’s second payroll, subject to processing requirements.

Employees may access their paystubs through online Self Service. Pay stubs show applicable information concerning earnings, hours, rates of pay, overtime, deductions, and year-to-date totals. Deductions may include taxes, court-ordered garnishments, benefit contributions, retirement contributions, and other deductions authorized or permitted by law.

Employees who believe there is an error in their pay should bring the matter to the attention of the Payroll Coordinator immediately, so that the University can investigate and resolve the matter quickly and amicably.

E. SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

Exempt salaried employees receive a salary that is intended to compensate for all hours worked for the University. This salary is established at the time of hire. While it may be subject to review and modification from time to time, such as during salary review times, the salary is a predetermined amount that is not subject to deductions for variations in the quantity or quality of work.

Under federal and state law, exempt salaried employees' salaries are subject to certain deductions. For example, absent contrary state law requirements, exempt salaried employees' salaries are subject to reduction for the following reasons:

- Full day absences for personal reasons;
- Full day absences for sickness or disability;
- Full day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave absences (either full or partial day absences);
- To offset amounts received as payment for jury and witness fees or military pay; or
- The first or last week of employment in the event of less than a full week worked.

Exempt salaried employees' salaries are also subject to reduction for their portion of health, dental, or life insurance premiums; state, federal, or local taxes; social security; or voluntary contributions to a retirement plan.

In any workweek in which exempt salaried employees perform any work, their salary is not subject to reduction for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability;
- Absence due to the University's decision to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which any work is performed; or
- Any other deductions prohibited by state or federal law.

However, subject to applicable state and local laws, it is not an improper deduction to reduce exempt salaried employees' accrued vacation, personal, or other forms of paid time off banks for full or partial day absences for personal reasons, sickness, or disability.

Employees who believe an improper dedication has occurred should promptly contact the Business Office or Human Resources. The University will investigate the concern and issue back-pay to the employee if an improper deduction is confirmed. In addition, the University will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the University's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including termination.

F. BUSINESS EXPENSES, REIMBURSEMENT, AND ACCOUNTS PAYABLE

Employees may be reimbursed for reasonable and necessary business expenses incurred on behalf of the University in accordance with the University's Business Office policies or as otherwise required by applicable law.

Employees are expected to obtain required approvals, use University purchasing and payment methods when available, submit complete supporting documentation within required timeframes, and comply with all applicable travel, purchasing, tax, and accounts payable procedures.

Unauthorized, unsupported, excessive, or personal expenses may not be reimbursed, unless otherwise required by applicable law. Employees are responsible for reviewing and following the full policy available on the University website, under General Business Office Policies.

Questions about this policy should be directed to the Business Office.

VIII. EMPLOYEE BENEFITS

A. RETIREMENT & WELFARE BENEFITS OVERVIEW

Illinois Wesleyan University provides eligible employees with a range of retirement and welfare benefit programs. In keeping with this goal, each benefit program has been carefully devised. These benefits include tax-qualified defined contribution retirement plans and, as of the date of this Handbook, the following welfare benefits: medical, dental, vision, life, accidental death & dismemberment, short- and long-term disability*, flexible spending accounts, and health savings accounts. Eligibility, coverage, employee contributions, enrollment requirements, and effective dates vary by benefit and employment status. Current benefit information is available on the Human Resources Employee Benefits webpage.

**All employees may be entitled to receive statutory short-term disability payments for non-occupational injuries or illnesses depending upon their work location and applicable law. Any company-provided short-term disability benefits will be reconciled with any applicable statutory short-term disability or similar monetary benefits, to the maximum extent permitted by applicable law. Short-term disability (both statutory and* University-*provided) and long-term disability are solely monetary benefits and not leaves of absence, unless otherwise provided by applicable law. For information regarding leaves of absence that may be available while receiving these benefits, please refer to the leaves of absence policies and/or contact Human Resources*.

The specific provisions of these plans, including eligibility and benefits provisions, are summarized in each plan's summary plan description ("SPD"). SPDs may be revised from time to time. Additionally, the official plan documents are available for review upon request. Insurance and other plan-governed benefits are subject to the applicable summary plan descriptions, insurance contracts, plan documents, and enrollment materials. If this handbook or any other summary conflicts with an official plan document, the official plan document will govern.

Further, the University (including the officers and administrators who are responsible for administering the plans) and/or any designated plan or claims administrator retain full discretionary authority to interpret the terms of the plans as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit eligibility and entitlement.

While the University intends to maintain these plans, it reserves the absolute right to modify, amend, or terminate these plans, and any benefits thereunder, at any time and for any reason, to the maximum extent permitted by applicable law.

B. WORKERS' COMPENSATION BENEFITS

All employees are covered under our Workers' Compensation policy as required by applicable law. This benefit is paid for by the University. Accidental injuries which occur during working hours or conditions caused by work activities are covered under our Workers' Compensation

policy. This insurance provides for the payment of medical expenses and weekly compensation payments during the period of an employee's work-related injury or illness.

Employees must report all work-related injuries or illnesses, no matter how slight, to management as soon as possible. Claim forms must be filed promptly to ensure claims are processed and University records are prepared properly. Failure to follow University procedures may affect employees' eligibility to receive Workers' Compensation benefits.

Workers' compensation is solely a monetary benefit and not a leave of absence, unless otherwise provided by applicable law. For information regarding leaves of absence that may be available while receiving these benefits, please refer to the leaves of absence policies and/or contact Human Resources.

C. TUITION ASSISTANCE

Illinois Wesleyan University offers eligible employees and their dependents access to apply for tuition scholarship opportunities, either at IWU or through a tuition exchange. University fees or expenses beyond tuition are not covered. Eligible employees or their dependents may apply for up to eight (8) semesters in each of the three scholarship opportunities: 1) Tuition Remission at IWU, 2) The Tuition Exchange ("TE"), or 3) Council of Independent Colleges Tuition Exchange ("CIC-TE").

Eligibility: Full-time staff who are assigned to work at least 30 hours per week for a minimum of nine (9) months per year and Faculty who are assigned to teach at least four and one half (4.5) course units for a minimum of nine months per year are eligible to apply for a tuition scholarship upon hire. While enrollment in classes during the regular workday may occur after one year of employment, with supervisor approval. The Tuition Remission and Tuition Exchange Scholarships are available to dependents upon the employee's hire.

Upon becoming eligible to participate in these benefits, employees will be provided with additional details. Employees also can contact Human Resources with any questions.

D. OTHER BENEFITS

The University also offers various additional benefits to employees including, but not limited to:

- Free access to the Shirk Center Athletic Facility;
- Employee Assistance Program;
- University Library; and
- Free Public Notary
- Lifestyle Savings Benefits (including discounts) available through EAP at HighedEAP.com

Upon becoming eligible to participate in these benefits, employees will be provided with additional details. Employees also can contact Human Resources with any questions.

E. PAID HOLIDAYS

Each academic year, the University will publish the holiday observance schedule on the Holiday Schedule website.

When holidays fall on a Saturday they typically will be observed on the preceding Friday. When holidays fall on a Sunday they typically will be observed on the following Monday. A list of recognized holidays for the academic year generally will be issued prior to the start of each academic year.

When holidays fall or are celebrated on what otherwise would be a regular workday for the employee, holiday pay will be provided as follows: full-time employees that regularly work 37.5 hours per week will receive 7.5 hours pay at their regular straight-time rate. Part-time employees that regularly work 20-29 hours a week will receive 4 hours at their regular straight-time rate. Non-exempt full-time employees and part-time employees that regularly work 20 or more hours per week who are called in to work on a holiday will receive holiday pay at their regular rate of pay for the hours they would normally be scheduled to work on the holiday, in addition to regular pay at their regular rate of pay for all hours actually worked on the holiday.

Paid holidays off are not counted as hours worked for purposes of calculating overtime.

Full- and part-time faculty follow the academic calendar and applicable faculty policies. Faculty may be required to teach, attend meetings, participate in orientation, or perform other assigned duties on days identified in the academic calendar, even when staff offices are closed or the day is observed as a staff holiday.

F. VACATION

We know how hard our employees work and recognize the importance of providing time for rest and relaxation. Full-time employees and part-time employees that regularly work 20 or more hours per week are eligible for paid vacation time each year. For purposes of this policy, the year is the fiscal year which is the consecutive 12-month period beginning August 1st and ending on July 31st.

Full-time employees that regularly work 37.5 hours or more per week accrue up to 150 vacation hours per year, and other full-time employees and eligible part-time employees accrue pro rata hours based on the hours worked as compared to a 37.5 hour workweek. Vacation accrues on the pay date of each pay period.

Vacation generally does not accrue during unpaid leaves or other periods of inactive employment, except as required by law or applicable University policy.

Accrued, unused vacation is never forfeited including at year end. Nonetheless, employees may maintain a maximum vacation balance of 150 hours at any time, unless otherwise required by applicable law. Once an employee reaches 150 hours, additional vacation will not accrue. Accrual will resume prospectively when the balance falls below 150 hours. Vacation that would have accrued while the employee was at the maximum balance will not be credited retroactively.

We fully encourage employees to get this rest by taking vacation time each year. Vacation time may be taken in 15-minute increments. Requests to take vacation time must be submitted as far in advance as possible. Physical Plant employees should refer to the Physical Plant Time and Attendance Policy. Requests will be considered based on department staffing and operational needs. We will make every effort to grant employees' vacation preferences, consistent with our operating schedule. However, if too many employees request the same period of time off, preference typically will be given based on seniority and/or timing of the request. Further, we reserve the right to mandate the use of vacation time in certain instances, to the extent permitted by applicable law.

Vacation may not be used to extend an employee's last day worked unless approved by Human Resources or required by applicable law.

Vacations are paid at the employee's base rate of pay at the time of absence. Paid vacation time off is not counted as hours worked for purposes of calculating overtime.

Accrued, unused vacation will be paid upon separation.

G. ILLINOIS PAID LEAVE

The University provides paid leave to eligible employees in accordance with the Illinois Paid Leave for All Workers Act ("PLAWA").

Eligibility
Student workers are not eligible for PLAWA under this policy.

The University provides paid leave to employees who work in Illinois pursuant to the Illinois Paid Leave for All Workers Act (the "Act"), except student workers that are excluded from coverage under the Act. Additionally, this policy does not apply to employees who work in Chicago for the USO for at least 80 hours within a 120-day period or employees who work in Cook County except for employees working in areas of Cook County that have "opted-out" of complying with the Cook County Paid Leave Ordinance.

Allocation
Employees receive 40 hours of paid leave at the time of their hire and start of each year thereafter. For purposes of this policy, the year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Use of Paid Leave
An employee may begin to use accrued paid leave at the time of their hire date. Paid leave may be used in a minimum increment of 15-minute increments, except if an employee's scheduled workday is less than 2 hours, the employee's scheduled workday will be used to determine the amount of paid leave. An employee may not use more than forty (40) hours of accrued paid leave in any year.

An employee may use paid leave for any reason. An employee is not required to provide an employer a reason for the leave. An employee may choose whether to use paid leave provided under this policy prior to using any other leave provided by the employer or under state law.

An employee's use of paid leave will not be conditioned upon searching for or finding a replacement worker to cover the hours during which the employee takes paid leave.

Notice and Documentation

Employees must make requests to use paid leave orally or in writing to their immediate supervisor. When the need for leave is foreseeable, employees must provide 7 calendar days' notice before the date the leave is to begin. When the need is not foreseeable, employees must provide notice as soon as practicable after the employee is aware of the necessity of the leave.

An employee will not be required to provide documentation or certification as proof or in support of the leave.

Leave requests may be denied when permitted by law based on reasonable, pre-established operations needs, including minimum staffing, safety, accreditation, or critical University services. Physical Plant employees should review the Physical Plant Time and Attendance Policy. Requests will not be denied in retaliation for exercising rights under this policy.

Payment

Employees will receive payment for paid leave at their hourly rate of pay at the time the employee uses the paid leave, unless otherwise required by applicable law, and no less than the applicable minimum wage. Use of paid leave is not considered hours worked for purposes of calculating overtime.

Carryover, Separation, and Rehire

Because paid leave is frontloaded, unused paid leave expires on December 31 and does not carry over into the next calendar year. Unused paid leave is not paid upon separation from employment.

If an employee separates and is rehired in the same calendar year, the University will restore the unused paid leave balance that remained at separation, as required by law.

Enforcement & Retaliation

The University will not threaten to take or take any adverse action against an employee because the employee exercises rights or attempts to exercise rights under this policy or the Act, opposes practices which the employee believes to be in violation of the Act, or supports the exercise of rights of another under the Act. Additionally, during any period an employee takes leave under the Act, the University will maintain coverage for the employee and any family member under any group health plan for the duration of such leave at no less than the level and conditions of coverage that would have been provided if the employee had not taken the leave. Nonetheless, the employee is still responsible for paying the employee's share of the cost of the health care coverage, if any.

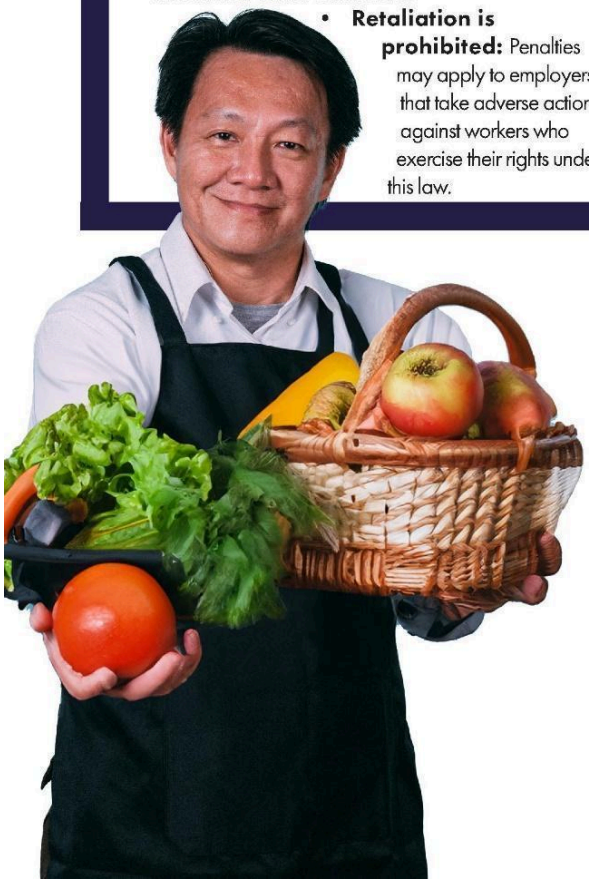
State of Illinois
Illinois Department of Labor

PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

Paid Leave

- **Workers:** Earn up to 40 hours of paid leave from work per year.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request or require a worker to find a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.
- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at **labor.illinois.gov/paidleave**.

Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.

For a complete text of the laws, visit our website at:
www.labor.illinois.gov

For more information or to file a Complaint, contact us at:
DOL.PaidLeave@illinois.gov
312-793-2600

THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.

Printed by the Authority of State of Illinois 12/23 IOCI 24-1010

H. PAID SICK TIME

Full-time employees and part-time employees that regularly work 20 or more hours per week are eligible for paid sick time pursuant to this policy, unless otherwise required by applicable law. Other employees may be eligible for leave under the University's Paid Leave for All Workers Act policy or other applicable law.

Accrual and Use
Eligible employees begin accruing sick time on the month following the first day of employment.

- Full-time employees accrue 7.5 hours per month, up to a maximum balance of 225 hours.
- Eligible part-time employees accrue sick time on a prorated basis based on their regular schedule compared with a 37.5-hour workweek.
- Sick time may be used as it is accrued and in increments of 15-minutes.
- Sick time does not accrue during unpaid leave or other periods of inactive employment, except as required by law or University policy.

Permitted Uses
Accrued sick time may be used for:

- The employee's illness, injury, health condition, medical diagnosis, treatment, preventative care, or routine medical appointments.
- The care of a covered family member who is ill, injured, receiving medical care, or needs assistance with medical, hygiene, nutritional, safety, transportation, or emotional-support needs;
- Qualifying purposes under the Victims' Economic Security and Safety Act when the absence otherwise qualifies for paid sick time;
- A public-health-related closure or exclusion affecting the employee or a covered family member; and
- Any other purpose required by applicable law or University policy.

For purposes of this policy, family member means a child, spouse, domestic/civil union partner, parent, sibling, grandchild, or grandparent of the employee or the employee's spouse or domestic/civil union partner, any other individual related by blood to the employee, any other individual whose close association with the employee is the equivalent of a family relationship, and any other relation required by applicable law. The family members listed above are not limited to biological family members but also include step, foster, adoptive, half relations and those who stand in loco parentis and legal guardians.

Notice and Documentation
When the need for sick time is foreseeable, employees should provide as much advance notice as practicable. When the need is unforeseeable, employees must notify their supervisor as soon as practicable and typically at least one hour before the scheduled start time, unless an emergency prevents timely notice. Physical Plant employees should refer to the Physical Plant Time and Attendance Policy.

The University may request reasonable documentation following more than three consecutive scheduled workdays of absence or when otherwise permitted by law. Medical documentation should confirm the need for leave and ability to return to work.

Pay, Carryover, and Separation
Sick time is paid at the employee's regular base rate, subject to applicable law. Sick time is not considered hours worked when calculating overtime.

Unused sick time carries over from year to year, subject to the 225-hour maximum balance. Accrued, unused sick time is not paid upon separation from employment unless required by law or a written University plan.

Coordination with Other Leave
Sick time may run concurrently with FMLA, VESSA, worker's compensation leave, disability related leave, or another applicable leave when permitted by law.

The University prohibits retaliation against an employee for requesting or using sick time, caring for a covered family member, requesting protected leave, or exercising rights under applicable law.

IX. LEAVES OF ABSENCE

A. SCHOOL VISITATION LEAVE (FOR IL EMPLOYEES)

Employees who have: (1) completed six (6) consecutive months of employment, and (2) who work an average number of hours per week equal to at least one-half the full-time equivalent position in the company's job classification as defined by the company's personnel policies or practices during those six (6) months, may be eligible for up to eight (8) hours of unpaid leave during any school year to attend their child's school conference, behavioral meeting, or academic meetings related to the employee's child that cannot be scheduled during non-work hours. Leave may not exceed four (4) hours on any given day.

For purposes of this policy, "child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee who is enrolled in a primary or secondary public or private school in Illinois or a state which shares a common boundary with Illinois.

Employees must provide at least seven (7) days' notice, except in cases of emergency, and the leave is to be scheduled so as not to unduly disrupt the operations of the University. Time taken for leave may be made up in accordance with the School Visitation Rights Act.

Employees may substitute available paid time off during unpaid leave taken under this policy.

Employees must also provide documentation of the school visit within two (2) working days of returning from leave.

B. LEAVE FOR DOMESTIC/SEXUAL/GENDER VIOLENCE OR OTHER CRIMES OF VIOLENCE (FOR IL EMPLOYEES)

In accordance with the Illinois Victims' Economic Security and Safety Act ("VESSA"), employees who are the victims of domestic violence, sexual violence, gender violence or any other crime of violence, or who have family or household members who are the victims of domestic violence, sexual violence, gender violence or any other crime of violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence or any other crime of violence, may be eligible for up to twelve (12) weeks of unpaid leave within any 12-month period, except an employee may be eligible for up to a cumulative total of not more than two (2) weeks (10 work days) of unpaid leave for the purposes described in reasons (6), (7) or (8) below which must be completed within 60 days after the date on which the employee receives notice of the death of the victim.

If an employee is also entitled to take unpaid bereavement leave under the Family Bereavement Leave Act as a result of the death of the victim, VESSA does not create a right for the employee to take unpaid bereavement leave that exceeds, or is in addition to, the unpaid bereavement leave the employee is entitled to take under the Family Bereavement Leave Act. If an employee is also entitled to take unpaid bereavement leave under the Family Bereavement Leave Act as a result of the death of the victim, leave taken under VESSA for the purposes described in reasons (6), (7) or (8) below or leave taken under the Family Bereavement Leave Act will be in addition to, and

will not diminish, the total amount of leave time of up to twelve (12) weeks of unpaid leave within any 12-month period.

If an employee is not entitled to unpaid bereavement leave under the Family Bereavement Leave Act as a result of the death of the victim, leave taken for the purposes described in reasons (6), (7) or (8) below will be deducted from, and is not in addition to, the total amount of leave time of up to twelve (12) weeks of unpaid leave within any 12-month period.

Leave runs concurrently with Family and Medical Leave and therefore does not extend any unpaid time available to the employee under Family and Medical Leave.

Employees may substitute available paid time off during unpaid leave taken under this policy, but this substitution does not extend the 12-week period.

Reasons for Leave. Eligible employees may take leave if they are, or if a family or household member is, experiencing an incident of domestic violence, sexual violence, gender violence or any other crime of violence, so that they or a member of their family or household may:

1) Seek medical attention for or recover from physical or psychological injuries caused by domestic violence, sexual violence, gender violence or any other crime of violence;
2) Obtain services from a victim's services organization;
3) Obtain psychological or other counseling;
4) Participate in safety planning, temporary or permanent relocation, or take other actions to increase their physical safety or economic security;
5) Seek legal assistance or remedies to ensure their health and safety, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual violence, gender violence or any other crime of violence;
6) attend the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
7) make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
8) grieve the death of a family or household member who is killed in a crime of violence.

For purposes of this policy, "family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.

Notice and Certification of the Need for Leave. Eligible employees must provide the University with at least forty-eight (48) hours advance notice of the need for leave, unless such notice is not practicable. To request leave, an employee must provide a sworn statement indicating that the employee or a family or household member is a victim of domestic violence, sexual violence, gender violence or any other crime of violence and that leave is necessary for one of the reasons described above.

The employee seeking leave also must provide supporting documentation from one of the

following sources if the employee has possession of such document: (1) an employee, agent, or volunteer of a victim's services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence, sexual violence, gender violence, or any other crime of violence and the effects of the violence; (2) a police, court or military record; (3) a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency, documenting that a victim was killed in a crime of violence; or (4) other corroborating evidence.

Intermittent and Reduced Schedule Leave. Unpaid leave may be taken consecutively, intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or work day).

Employee Benefits. During an approved leave, the University will maintain the employee's health benefits as if the employee continued to be actively employed. If paid time off is substituted for unpaid leave, the University will deduct the employee's portion of the any applicable health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the University for the cost of the health benefit premiums paid by the University for maintaining coverage during the unpaid leave period, unless the employee cannot return to work because of continuation, recurrence, or onset of domestic violence, sexual violence, gender violence or other crime of violence or other circumstances beyond the employee's control.

Periodic Reports. During a leave, an employee must provide periodic reports (at least every thirty (30) days) regarding the employee's status and any change in the employee's plans on returning to work.

Returning from Leave. Upon returning from leave, employees will be restored to the same or an equivalent position.

C. FAMILY NEONATAL INTENSIVE CARE LEAVE (FOR IL EMPLOYEES)

An employee may take up to 20 days of unpaid neonatal intensive care leave while any child of the employee is a patient in a neonatal intensive care unit ("NICU"). Leave may be taken continually or intermittently at the employee's selection, but the University may require that leave be taken in minimum increments of not less than 2 hours in duration.

An employee who is entitled to leave under the federal Family and Medical Leave Act ("FMLA leave") and takes neonatal intensive care leave will be granted, upon completion of and in addition to any FMLA leave, any neonatal intensive care leave available under this policy. An employee will be entitled to leave for the maximum number of days specified above or the length of time the employee's child was a patient in a neonatal intensive care unit, whichever is less.

The University will not require that an employee use any paid leave available to the employee for any reason instead of unpaid neonatal intensive care leave. An employee may elect to substitute any available paid time off for unpaid neonatal intensive care leave.

The University will not require an employee who uses unpaid neonatal intensive care leave to provide a replacement worker.

The University may require reasonable verification of the employee's child's length of stay in a neonatal intensive care unit. As part of a reasonable verification, the University will not request any confidential information protected by HIPAA or other law.

Upon the conclusion of neonatal intensive care leave, an employee will be reinstated to the employee's former position or a substantially equivalent one with no loss of benefits held or accrued prior to taking leave. During the period of leave, any health insurance benefits will be maintained by the University as if an employee had not taken leave.

D. BEREAVEMENT LEAVE

We know the death of a family member is a time when one wishes to be with the rest of the employee's family. All employees who lose an immediate family member (parent, step-parent, child, step-child, spouse, domestic partner, sibling, step-sibling, and parent-in-law or any other relation required by law) may take paid bereavement leave of up to three (3) days to attend to necessary obligations and commitments and up to one (1) day for the death of the employee's grandparent, step-grandparent, grandchild, sibling-in-law, aunt, uncle, niece, nephew, or legal guardian. An extra day of leave may be granted in extenuating circumstances if attendance requires travel greater than 100 miles from the employee's residence.

An employee who is requested to officiate as a minister, pallbearer, usher or musician at a funeral may be allowed a leave with pay not to exceed one-half (1/2) working day per death with the approval of their supervisor, not to exceed two (2) occurrences per year.

Paid leave days may only be taken on regularly scheduled, consecutive workdays following the close-relative's death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, the University may require verification of death and relation to the deceased.

Leave provided pursuant to this policy will run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law.

Bereavement leave is paid at the employee's base rate of pay at the time of absence for the number of hours the employee otherwise would have worked that day. Bereavement leave is not counted as hours worked for purposes of calculating overtime.

E. FAMILY BEREAVEMENT LEAVE (FOR IL EMPLOYEES)

An employee who is eligible for leave under the federal Family and Medical Leave Act (FMLA) may take up to two (2) weeks (10 work days) of unpaid bereavement leave for any or all of the following purposes:

1) to attend the funeral or alternative to a funeral of the employee's family member,
2) to make arrangements necessitated by the death of the employee's family member,
3) to grieve the death of the employee's family member; or
4) to be absent from work due to:
    a. a miscarriage;
    b. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
    c. a failed adoption match or an adoption that is not finalized because it is contested by another party;
    d. a failed surrogacy agreement;
    e. a diagnosis that negatively impacts pregnancy or fertility; or
    f. a stillbirth.

For purposes of this policy, "family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. "Child" includes an employee's biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Leave under this policy is only available to employees who have not exhausted their FMLA leave entitlement at the time bereavement leave is requested. In the event of the death of more than one covered family member in a 12-month period, an employee may take up to a total of six (6) weeks of bereavement leave during the 12-month period.

A person who uses leave under the Child Extended Bereavement Leave Act because of the death of a child may not take leave under the Family Bereavement Leave Act because of the death of the same child.

Bereavement leave must be completed within sixty (60) days of the date on which the employee received notice of the death of the employee's family member or the occurrence of an event listed in reason number (4) above.

An employee requesting leave under this policy generally must provide the University with at least forty-eight (48) hours' advance notice of the intention to take bereavement leave, unless providing such notice is not reasonable and practicable under the circumstances.

The University may require reasonable documentation in connection with leave taken under this policy. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed under reason 4 above, reasonable documentation shall include a form, to be provided by the Department of Labor, to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed under

reason 4, or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under reason 4, certifying that the employee or their spouse or domestic partner has experienced an event listed under reason 4. The University will not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under this policy.

Employees may substitute available paid time off while taking unpaid leave under this policy, but this substitution does not extend the length of the leave.

F. CHILD EXTENDED BEREAVEMENT LEAVE (FOR IL EMPLOYEES)

A full-time employee who has been employed for at least 2 weeks is entitled to use a maximum of 12 weeks of unpaid leave if the employee experiences the loss of a child by suicide or homicide.

"Child" includes an employee's biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Child extended bereavement leave may be taken in a single continuous period or intermittently in increments of no less than 4 hours, but leave must be completed within one year after the employee notifies the University of the loss.

The University may require reasonable advance notice of the employee's intention to take leave, unless providing such notice is not reasonable and practicable. The University also may require reasonable documentation. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. The University may require that the documentation include the cause of death.

Employees may substitute available paid time off while taking unpaid leave under this policy, but this substitution does not extend the length of the leave.

The Child Extended Bereavement Leave Act does not extend the maximum period of leave to which an employee is entitled under the federal Family and Medical Leave Act or under any other paid or unpaid leave provided under federal, State or local law, a collective bargaining agreement, or an employment benefits program or plan.

G. JURY DUTY LEAVE

The University realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees are allowed time off to perform such civic service as required by applicable law. Employees are expected, however, to provide the University with proper notice of their request to perform jury duty and management should be informed of the expected length of jury duty service. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty. Employees must report to work for the major portion of the day if excused by the court unless such a requirement is restricted by applicable law. Employees also must provide verification of service.

Jury duty leave will be unpaid, unless otherwise required by applicable law. However, exempt employees are paid their full salary for any week in which they perform authorized work for the University. Any pay provided for time spent on jury duty leave is not counted as hours worked for purposes of calculating overtime. Employees may elect to use any available vacation time and other paid time off as required by applicable law during an otherwise unpaid jury duty leave. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with any jury duty leave.

H. MILITARY LEAVE

Employees who are called into active military service or who enlist in the uniformed services are eligible to receive a military leave of absence in accordance with applicable federal and state laws. To be eligible for military leave, employees must provide management with advance notice of their service obligations, unless they are prevented from providing such notice due to military necessity or it is otherwise impossible or unreasonable to provide such notice. In such instances, an employee should provide notice as far in advance as is reasonable under the circumstances.

Employees who are required to attend yearly Reserves or National Guard duty can apply for a temporary military leave of absence not to exceed the number of days allowed by law (including travel). Such employees should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage.

Military leave will be unpaid, unless otherwise required by applicable law. Employees may elect to use any available vacation time and paid leave during an otherwise unpaid military leave. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with any military leave entitlement.

Employees whose absence does not exceed applicable statutory limitations will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

I. FAMILY AND MEDICAL LEAVE ("FMLA")

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA. The following provides guidance regarding employee rights under the FMLA. Employees with questions regarding this policy should contact Human Resources.

Eligibility Requirements
Employees are eligible for FMLA if:

- At least fifty (50) or more employees are employed within a 75-mile radius of the employee's work site;
- The employee has been employed for at least twelve (12) months; and
- The employee has worked at least 1,250 hours within the previous twelve (12) months.

Basic Leave Entitlement
The FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period to eligible employees for certain family and medical reasons. The 12-month period is determined on a "rolling" 12-month period dating back from the time the employee uses any FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- The birth, adoption or foster care placement of a child with the employee and to care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, child, or parent (but not in-law) who has a serious health condition; and/or
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job.

Leave to care for the employee's child after birth, or placement for adoption or foster care must be taken within one (1) year of the child's birth or placement.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Family Leave
Eligible employees with a spouse, child, or parent (but not in-law) on covered active duty or called to covered active duty status (or has been notified of an impending call or order to cover active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement which permits eligible employees (spouse, child, parent (but not in-law) or next of kin of a covered service member) to take up to twenty-six (26) weeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period (one time basis only). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this

policy as “current members of the Armed Forces.” Covered servicemembers also includes a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as “covered veterans.”

The FMLA definitions of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.

Job Benefits and Protection

If applicable, during FMLA leave, the University must maintain health coverage under any “group health plan” on the same terms as if the employee had continued to work. If paid time off is substituted for unpaid leave, the University will deduct the employee’s portion of any applicable health plan premium as a regular payroll deduction. If the employee’s leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month.

The University’s obligation to maintain health care coverage ceases if an employee’s premium payment is more than 30 days late. If an employee’s payment is more than 15 days late, the University will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the University for the cost of the premiums the University paid for maintaining coverage during their unpaid FMLA leave. For purposes of this paragraph, an employee will be considered to have returned to work if the employee returns to work for at least 30 calendar days, or the employee retires at the end of the FMLA leave period or within 30 days thereafter.

Upon return from FMLA leave, most employees must be allowed to return to their same job or virtually equivalent job with the same pay, benefits, and other working conditions, including shift and location, at the end of the employee’s FMLA leave.

The use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee’s leave.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the University’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may elect to use accrued paid time off while on unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement. Receipt of disability benefits, Workers' Compensation benefits or other monetary benefits does not extend the maximum amount of leave time to which an employee is eligible under the FMLA.

Employee Responsibilities
Employees must provide thirty (30) days' advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the University's normal call-in procedures.

Employees must provide sufficient information for the University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees do not have to share a medical diagnosis. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or approved. Employees may also be required to provide certification from a health care provider or certification of a qualifying exigency and periodic recertification supporting the need for leave.

Employer Responsibilities
The University must inform employees requesting leave in writing whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the University must provide a reason for ineligibility.

The University must inform employees if leave is designated as FMLA-protected and the amount of leave counted against the employee's FMLA-protected leave entitlement. If the University determines that the leave is not FMLA-protected, the University must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for the University to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- Terminate, discriminate, threaten, punish or otherwise retaliate against any person for exercising their rights under the law including requesting FMLA leave, opposing any practice made unlawful by the FMLA or for involvement in any investigation or proceeding under or relating to the FMLA including cooperating with a WHD investigation.

Employees also can call 1-866-487-9243 or visit dol.gov/fmla to learn more information about FMLA.

J. PERSONAL LEAVE

Under certain circumstances, employees who are not eligible for any other leave of absence and/ or have exhausted all other leave entitlements may be granted a personal leave of absence without pay as determined in the University's sole discretion. This leave may be requested for medical reasons. If so, the University generally will require submission of medical certifications prior to granting leave and may require additional periodic submission of medical certifications at various times during the leave. Personal leaves for reasons other than an employee's own medical reasons will only be considered for employees who have completed at least one year of continuous service.

Request and Approval
Employees must submit a written request to Human Resources at least 30 days before the requested leave, when practicable. When advance notice is not possible, written notice must be provided as soon as practicable.

The request in writing should include:

- The reason for the leave;
- The requested beginning and return dates; and
- Any information reasonably needed to evaluate the request.

Approval is based on non-discriminatory factors including, but not limited to, the circumstances, length of leave, operational needs, the employee's performance and work record, and applicable law.

Length of Leave
Normally, personal leaves of absence are granted for a period of up to 30 working days. Under unusual circumstances, a personal leave may be extended provided that a written request for an extension to management is made prior to the expiration of leave, and the request is granted. These time limitations do not apply to leaves taken for an employee's own medical reasons.

Use of Paid Time Off and Benefits
Employees are required to use accrued vacation and may elect to use accrued paid leave as well as any applicable sick time (assuming the reason for use is covered by the applicable sick time policy) while on unpaid personal leave. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with any personal leave granted. Receipt of disability benefits, Workers' Compensation benefits or other monetary benefits does not extend the length of any personal leave granted.

Unless required by law or applicable plan terms:

- Employees do not receive holiday pay during leave;
- Employees do not receive campus shutdown pay during leave;
- Paid time off does not accrue during leave; and
- University contributions towards benefits may cease.

Employees should contact Human Resources before leave begins to determine the effect on health insurance, retirement, paid leave, and other benefits.

Employees may be permitted to continue eligible health coverage by timely paying the required premiums. The amount owed will depend on the type of leave, applicable law, and governing plan documents. Failure to make required payments may result in a loss of coverage.

Return to Work
Employees must remain in reasonable contact with Human Resources during leave and confirm their intended return date. When the leave involves a medical condition, the University may require documentation releasing the employee to return to work, with or without restrictions, as permitted by law.

The University will attempt to return the employee to the same position or a comparable available position, but reinstatement is not guaranteed unless required by law.

Failure to return when the approved leave expires, request an extension, or communicate with Human Resources may be treated as a voluntary resignation unless the absence or failure to communicate is protected by law or caused by circumstances beyond the employee's control.

K. OTHER LEAVES OF ABSENCE

IWU shall grant employees such other leaves of absences as required by Local, State and Federal law. Employees seeking such, shall notify the Human Resources of their request for such leave.

X. PROVISIONS APPLICABLE TO ALL SECTIONS AND POLICIES OF THE EMPLOYEE HANDBOOK

A. Questions regarding any section or policy in this Employee Handbook should be directed to Human Resources.

B. Violations of any section or policy of this Employee Handbook can result in discipline up to and including termination.

C. The University prohibits retaliation against an individual that: (i) reported an actual or perceived violation of any section of policy set forth in this Employee Handbook; (ii) opposed practices prohibited by any section or policy set forth in this Employee Handbook; or (iii) participated in the reporting and investigation process of any alleged violation of any section or policy set forth in this Employee Handbook. Retaliation includes but is not limited to any action that would: (w) discourage or keep an individual from reporting, or participating in the reporting and investigation of, an actual or perceived violation of any section or policy of this Employee Handbook; (x) shunning or avoiding an individual who reports, or participates in the reporting and investigation of, an actual or alleged violation of any section of policy of this Employee Handbook; (y) express or implied threats or intimidation intended to prevent or discourage an individual from reporting, or participating in the reporting and investigation of, any actual or alleged violations of any section of policy of this Employee Handbook; and (z) denying employment benefits to any person that reports, or participates in reporting or investigation of, any actual or alleged violations of any section of policy of this Employee Handbook.

D. Nothing in any section or policy of this Employee Handbook prohibits employees from discussing wages, benefits, hours or working conditions; raising workplace concerns; communicating with government agencies or law enforcement; participating in investigations; engaging in protected concerted activity; or exercising other rights protected by Local, State, or Federal law.

E. Nothing in any section or policy of this Employee Handbook is intended to limit or otherwise interfere with the academic freedoms afforded faculty members and as are more fully set forth in the Faculty Handbook.

F. Nothing in any section or policy of this Employee Handbook is intended to contravene or otherwise limit the rights available to any employee under applicable Local, State, or Federal law.

A FEW CLOSING WORDS

This Handbook is intended to provide a broad summary of things our employees should know about the University. The information in this Handbook is general in nature and, should questions arise, employees should consult their supervisor or Human Resources for complete details. While we intend to continue the policies, rules, and benefits described in this Handbook, the University may always modify the matters set forth in this Handbook in its sole discretion, to the maximum extent permitted by applicable law. Please do not hesitate to speak to your supervisor or Human Resources with any questions about the University or its personnel policies and practices.

DISCRIMINATION, HARASSMENT & RETALIATION COMPLAINT FORM

If you believe that you have been subjected to conduct in violation of the University's Discrimination, Harassment & Retaliation Prevention Policy, including any applicable state supplement, you are encouraged to complete this form and submit it to Human Resources. If you are more comfortable reporting verbally or in another manner, you may do so and can follow the guidelines set forth in the University policy. You will not be retaliated against for filing a complaint. Once a complaint is received, the University will follow the investigation process described in our policy.

General Information

Your Name / Job Title:

Your Department / Supervisor:

Preferred Communication Method (if via e-mail or phone, please provide contact info):

Complaint Information

Please tell us who you believe has violated our Discrimination, Harassment & Retaliation Prevention Policy. What is their relationship to you (e.g., Supervisor, Subordinate, Co-Worker, Other):

Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

Please provide specific date(s) the alleged misconduct occurred. Additionally, please advise if the alleged misconduct is continuing?

Please list the name and contact information of any witnesses or individuals who may have information related to your complaint.

This last question is optional, but may help the investigation

Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

Signature: _____ Date: _____

RECEIPT OF EMPLOYEE HANDBOOK

This Employee Handbook, including any applicable state supplement, is an important document intended to help you become acquainted with the University. This document contains management guidelines only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the University's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management, unless otherwise restricted by applicable law.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of the University's Employee Handbook (inclusive of any applicable state supplement). I understand that the University has the right, with or without notice, in an individual case or generally, to change and/or modify its interpretation of any of its guidelines, policies, practices, working conditions, or benefits at any time, unless otherwise restricted by applicable law.

I understand that neither this Employee Handbook nor any other University guidelines, policies, or practices creates an employment contract, bargain, or agreement or confers any contractual rights whatsoever. I understand that, unless otherwise provided by applicable law, my employment is terminable at will, either by myself or the University, regardless of the length of my employment or the granting of benefits of any kind. I further understand that no representative of the University other than the Provost and Dean of Faculty or Vice-President for Finance and Operations is authorized to provide any employee or employees with an employment contract or special arrangement concerning terms or conditions of employment and that any such agreement must be in writing and signed by the Provost and Dean of Faculty or Vice-President for Finance and Operations.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the University's Employee Handbook.

Employee's Name: _____

Employee's Signature: _____

Date: _____

Please sign and return this receipt to the Human Resources Office at your earliest convenience.

RECEIPT OF THE UNIVERSITY'S DISCRIMINATION, HARASSMENT & RETALIATION PREVENTION POLICY

I acknowledge that I have received, read, and understand the University's Discrimination, Harassment & Retaliation Prevention Policy, including any applicable state supplement. I understand that I am expected to abide by and be bound by the rules, provisions and standards set forth in the University's policy. I further acknowledge that the University reserves the right to revise, delete, and add to the provisions of the Discrimination, Harassment & Retaliation Prevention Policy at any time, to the maximum extent permitted by applicable law. *California Employees: I also acknowledge I have received the California Civil Rights Department's Sexual Harassment Fact Sheet (CRD-185).*

Employee's Name: _____

Employee's Signature: _____

Date: _____

Please sign and return this receipt to the Human Resources Office at your earliest convenience.

THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES

FLORIDA SUPPLEMENT

I. LEAVE FOR DOMESTIC VIOLENCE

An employee who has worked for the University for at least three (3) months may be granted up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence.

Leave may be used to:

1) Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;
2) Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3) Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
4) Make their home secure from the perpetrator or the domestic violence or to seek new housing to escape the perpetrator; or
5) Seek legal assistance in addressing issues arising from the act of domestic violence.

"Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of an employee or the employee's family or household member, advance notice of 30 days of the need for leave is required. Sufficient documentation, such as a restraining order, police report, or order to appear in court, is also required. Requests for leave and documents in connection with this leave will be kept confidential to the extent permitted by law.

Employees may substitute available paid time off during unpaid leave taken under this policy.

THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES

ILLINOIS SUPPLEMENT

I. DISCRIMINATION AND SEXUAL HARASSMENT (ADDENDUM TO DISCRIMINATION, HARASSMENT & RETALIATION PREVENTION POLICY) (CHICAGO EMPLOYEES)

Sexual harassment means any (i) unwelcome sexual advances or any unwelcome conduct of a sexual nature; or (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (iii) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position.

Employees can confidentially report allegations of sexual harassment internally using the reporting procedures set forth in the general Discrimination, Harassment & Retaliation Prevention policy.

Aside from the internal complaint process at the University and in addition to the IDHR, employees may choose to file a charge/complaint of discrimination or sexual harassment with the government agency or agencies set forth below.

Chicago Commission on Human Relations ("CCHR")

The complaint process for violations of the law can be initiated by visiting www.chicago.gov/CCHR or by contacting the CCHR at cchr@cityofchicago.org, or at:

740 N. Sedgwick Suite 400
Chicago, IL 60654
(312) 744-4111 (312)
744-1088 (TTY)
(312) 744-1081 (FAX)

Additionally, employees may choose to file a charge of discrimination or sexual harassment with the United States Equal Employment Opportunity Commission (EEOC) by contacting the EEOC at:

JCK Federal Building
230 S Dearborn Street
Chicago, IL 60604
Filing of Private Sector Charges/Enforcement/Federal Sector Hearings: Suite 1866
Mediation Unit/Legal Unit: Suite 2920
1-800-669-4000
312-588-1260 (Fax)

Employees, other than those who supervise or manage employees, are required to participate in a minimum of one hour of sexual harassment prevention training at least once a year. Anyone who supervises or manages employees is required to participate in a minimum of two hours of sexual harassment prevention training at least once a year. Additionally, all employees are required to participate in one hour of bystander training at least once a year.

II. COOK COUNTY PAID LEAVE

Eligibility. The University provides paid leave to covered employees who work for the University in Cook County. This policy does not apply to employees working in Chicago or areas of Cook County that have "opted-out" of complying with the Cook County Paid Leave Ordinance.

Accrual. Employees begin to accrue paid leave pursuant to this policy at the start of employment. Employees accrue forty (40) hours of paid leave in full at the time of hire and start of each year thereafter. For purposes of this policy, the year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. An employee may begin to use accrued paid leave 90 days following commencement of the employee's employment. Paid leave may be used in a minimum increment of two (2) hours, except if an employee's scheduled workday is less than 2 hours, the employee's scheduled workday will be used to determine the amount of paid leave. An employee may not use more than forty (40) hours of accrued paid leave in any year.

An employee may use paid leave for any reason. An employee is not required to provide an employer a reason for the leave. An employee may choose whether to use paid leave provided under this policy prior to using any other leave provided by the employer or under state law.

An employee's use of paid leave will not be conditioned upon searching for or finding a replacement worker to cover the hours during which the employee takes paid leave.

Notice and Documentation. Employees must make requests to use paid leave orally or in writing to their direct Supervisor. If use of paid leave is foreseeable, the employee must provide 7 calendar days' notice before the date the leave is to begin. If use of paid leave is not foreseeable, the employee must provide such notice as soon as is practicable after the employee is aware of the necessity of the leave.

An employee will not be required to provide documentation or certification as proof or in support of the leave.

Payment. Employees will receive payment for paid leave at their hourly rate of pay at the time the employee uses the paid leave, unless otherwise required by applicable law, and no less than the applicable minimum wage. Use of paid leave is not considered hours worked for purposes of calculating overtime.

THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES

Carryover & Payout. An employee may not carry over accrued, unused paid leave under this policy to the following year. Accrued but unused paid leave under this policy will not be paid at separation.

Enforcement & Retaliation. The University prohibits retaliation against employees for requesting or using paid leave or for filing a claim with the Cook County Commission on Human Rights. Additionally, during any period an employee takes leave under the Ordinance, the University will maintain coverage for the employee and any family member under any group health plan for the duration of such leave at no less than the level and conditions of coverage that would have been provided if the employee had not taken the leave. Nonetheless, the employee is still responsible for paying the employee's share of the cost of the health care coverage, if any. Employees who believe that their legal rights have been violated are encouraged to contact Human Resources. Employees may make a complaint with the Cook County Commission on Human Rights in person (69 W. Washington, 30th Floor, Chicago, IL 60602), by email (human.rights@cookcountyil.gov), or by telephone (312-603-1100).

For additional information on this policy, please contact Human Resources.

THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES

Toni Preckwinkle, President
Cook County Board of Commissioners
Jennifer King, Director

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Cook County Commission on Human Rights

Cook County Paid Leave Ordinance

NOTICE TO EMPLOYEES

You are covered by the Cook County Paid Leave Ordinance (PLO) if:

1. You work for an employer in Cook County; and/or
2. Your employer has a place of business in Cook County.

You are entitled to:

- Earn at least one (1) hour of paid leave for every 40 hours worked;
- Use paid leave for any reason; and
- Be paid for leave at your usual rate of pay.

If you believe your employer has not issued the paid leave you are entitled to, or, has violated the Ordinance in another way, you can file a complaint with the Cook County Commission on Human Rights:

- You may begin the complaint process by contacting a Human Rights Investigator for an intake interview.
- Investigators can be reached Monday through Friday, 9 a.m. to 4 p.m., by telephone or email.
- More information and forms for filing a Paid Leave complaint are available at **www.cookcountyil.gov/PaidLeave**



Effective Date 12/31/2023

Visit **www.cookcountyil.gov/PaidLeave** for more information.

III. CHICAGO PAID LEAVE AND PAID SICK LEAVE

Eligibility. The University provides paid leave and paid sick leave to covered employees who work in the City of Chicago for at least 80 hours for an employer in any 120-day period.

Accrual. Employees begin accruing paid leave and paid sick leave pursuant to this policy on the first day of employment. Employees accrue one (1) hour of paid leave and one (1) hour of paid sick leave for every thirty-five (35) hours worked, up to a maximum accrual of forty (40) hours of paid leave and forty (40) hours of paid sick leave per benefit year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid leave and paid sick leave accrues based upon their normal workweek. For purposes of this policy, the benefit year will be calculated based on the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin to use paid leave on the 90th calendar day after the start of employment. Employees may begin to use paid sick leave on the 30th calendar day after the start of employment. Paid leave must be used in a minimum increment of four (4) hours, unless the employee's workday is less than four (4) hours. Paid sick leave must be used in a minimum increment of two (2) hours, unless the employee's workday is less than two (2) hours.

Paid leave may be used for any reason.

Paid sick leave may be used when:

1) The employee is ill or injured, or for the purpose of receiving professional care, including preventative care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders;
2) A family member is ill, injured, or ordered to quarantine, or to care for a family member receiving professional care, including preventative care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders;
3) A family member needs personal care including:
    a. to ensure the family member's basic medical, hygiene, nutritional, or safety needs are met;
    b. to provide transportation to medical appointments if the family member is unable to meet those needs for themselves; or
    c. to be physically present to provide emotional support for a family member with a serious health condition who is receiving inpatient or home care;
4) The employee or a family member is the victim of domestic violence, sexual violence, stalking, other sex offense or trafficking in persons;
5) The employee's place of business is closed by order of a public official due to a public health emergency, or the employee needs to care for a family member whose school, class or place of care has been closed; or
6) The employee obeys an order issued by the Mayor of Chicago, the Governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider, requiring the employee to:
    a. Stay at home to minimize the transmission of a communicable disease;
    b. Remain at home while experiencing symptoms or sick with a communicable

disease;

c. Obey a quarantine order issued to the employee; or
d. Obey an isolation order issued to the employee.

For purposes of this policy, "family member" means an employee's child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close associate with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, or foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

An employee's use of paid leave and paid sick leave will not be conditioned upon searching for or finding a replacement worker.

Employees will be notified each time wages are paid of the amount of paid leave and paid sick leave available for use and the accrual rates, including amounts accrued since the last notification, reduced balances since the last notification and any unused balances available for use.

Notice & Documentation. Employees must provide up to seven (7) days' notice to their direct Supervisor before using paid leave and must obtain reasonable pre-approval from the University before using paid leave for the purpose of maintaining continuing of the University's operations. An employee will not be required to provide documentation or certification as proof or in support of the paid leave.

When the use of paid sick leave is reasonably foreseeable (e.g., pre-scheduled health care appointments or court dates in a domestic violence case), the employee is required to provide up to seven (7) days' notice before leave is taken to their direct Supervisor. When the use of paid sick leave is not reasonably foreseeable, the employee is required to provide notice to their direct Supervisor by telephone, e-mail or other means as soon as is practicable on the day the employee intends to take paid sick leave.

For paid sick leave absences of more than three (3) consecutive work days, the University may require reasonable documentation that the paid sick leave was used for a reason covered under this policy. For example, for reason numbers 1 and 2 above, an employee can provide documentation signed by a licensed health care provider. For reason number 4 above, an employee can provide a police report; a court document; a signed statement from an attorney, clergy member, or victim services advocate; or any other reasonable documentary evidence, including a written statement from the employee or any other person who has knowledge of the circumstances. Documentation need not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, stalking, other sex offense or trafficking in persons.

Payment. Paid leave and paid sick leave will be paid at the same rate and with the same benefits

the employee earns from the employee's employment at the time the employee uses such leave, unless otherwise required by applicable law, and no less than the applicable minimum wage. Use of paid leave and paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. Employees may carry over up to sixteen (16) hours of paid leave and eighty (80) hours of paid sick leave to the following benefit year. Unused paid sick leave will not be paid at separation. Unused paid leave will be paid upon separation or when the employee is no longer working in Chicago due to transfer. Additionally, employees that have not been offered a work assignment for 60 days may request payout of their accrued, unused paid leave time.

Enforcement & Retaliation. The University prohibits retaliation against employees for requesting or using paid leave and paid sick leave or for filing a claim with the Chicago Department of Business Affairs and Consumer Protection. Employees who believe that their legal rights have been violated are encouraged to contact Human Resources.

For additional information on this policy, please contact Human Resources.

MICHIGAN SUPPLEMENT

I. PRESERVATION OF ABILITY TO ASSERT CLAIM UNDER MICHIGAN'S PERSONS WITH DISABILITIES CIVIL RIGHTS ACT

Under Michigan's Persons with Disabilities Civil Rights Act, a person with a disability may allege a violation against a person regarding a failure to accommodate only if the person with a disability notifies the person in writing of the need for accommodation within 182 days after the date the person with a disability knew or reasonably should have known that an accommodation was needed. Employees with disabilities needing accommodations must notify Human Resources in writing within 182 days after the employee becomes aware of the need for an accommodation.

II. MICHIGAN EARNED PAID SICK TIME

Eligibility. The University provides paid earned sick time to employees who work in Michigan consistent with the requirements of the Earned Sick Time Act ("ESTA"). For employees who work in Michigan who are eligible for sick time under the general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance

Accrual. Employees begin accruing earned sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of earned sick time for every thirty (30) hours worked. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case earned sick time accrues based upon that normal workweek. For purposes of this policy, the year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued earned sick time immediately except employees hired after February 21, 2025, may begin using accrued earned sick time after the 120th calendar day of employment. Earned sick time may be used in 1-hour increments or the smallest increment that the University uses to account for absences of use of other time. An employee may not use more than seventy-two (72) hours of earned sick time in any year.

An eligible employee may use earned sick time for the following:

a) The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
b) The employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee;
c) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization;

to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

d) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
e) For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For purposes of this policy, family member means: a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child; an individual to whom the employee is legally married under the laws of any state or a domestic partner; a grandparent; a grandchild; a biological, foster; or adopted sibling; an individual related by blood to the employee; an individual whose close association with the employee is the equivalent of a family relationship.
An employee's use of earned sick time will not be conditioned upon searching for or finding a replacement worker.

Unless the employee advises the University otherwise, we will assume, subject to applicable law, that employees want to use available earned sick time for absences for reasons set forth above and employees will be paid for such absences to the extent they have earned sick time available.

Notice & Documentation. If the employee's need to use earned sick time is foreseeable, the employee must provide 7 days advance notice prior to the date the earned sick time is to begin, of the intention to use the earned sick time to their direct Supervisor. If the employee's need for the earned sick time is not foreseeable, the employee must give notice of the intention as soon as practicable.

For earned sick time use of more than 3 consecutive days, the University may require reasonable documentation that the earned sick time has been used for a covered purpose. Upon the University's request, the employee must provide the documentation in a timely manner. Documentation signed by a health care professional indicating that earned sick time is necessary is reasonable documentation for these purposes. In cases of domestic violence or sexual assault, one of the following types of documentation selected by the employee will be considered reasonable documentation: (a) a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault; (b) a signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; or (c) a court document indicating that the employee or employee's family member is involved in legal action related to domestic violence

or sexual assault. The University will not require that the documentation explain the nature of the illness or the details of the violence. If the University chooses to require documentation for earned sick time, the University will pay all out-of-pocket expenses the employee incurs in obtaining the documentation. If the employee does have health insurance, the University will be responsible for paying any costs charged to the employee by the health care provider for providing the specific documentation required by the University. Additionally, the University will not require disclosure of details relating to domestic violence or sexual assault or the details of an employee's or an employee's family member's medical condition as a condition of providing sick time under this policy. If the University possesses health information or information pertaining to domestic violence or sexual assault about an employee or employee's family member, the University will treat that information as confidential and will not disclose that information except to the affected employee or with the permission of the affected employee.

Payment. Earned sick time will be paid at a pay rate equal to the greater of either the normal hourly wage or base wage or the applicable minimum wage. Use of earned sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over up to seventy-two (72) hours of accrued, unused earned sick time to the following year. Unused earned sick time under this policy will not be paid at separation.

Enforcement & Retaliation. The University prohibits any retaliatory personnel action against an employee for requesting or using earned sick time for which the employee is eligible, or for engaging in any other activity protected under the ESTA. Employees have a right to file a complaint with the Michigan Department of Licensing and Regulatory Affairs for any violation of the ESTA, and are also encouraged to bring any violation of this policy to the attention of Human Resources.

Employees with questions concerning this policy should contact Human Resources.

III. SOCIAL SECURITY NUMBER PRIVACY POLICY

The University is dedicated to protecting the personal security and privacy of all employees. In the ordinary course of its business, and for a variety of legitimate business reasons, the University may collect and store personal information about its employees, including all or any part of an employee's social security number ("SSN"), in hard copy or digital storage. For purposes of this policy, "SSN" means more than four sequential digits of an employee's social security number.

The University takes measures to prevent unauthorized disclosure of SSNs including, without limitation:

1) Ensuring the confidentiality of employee SSNs;
2) Prohibiting unlawful or unauthorized disclosure of employee SSNs;
3) Limiting the number of people with access to employee SSNs, and the circumstances under which employee SSNs may be accessed;

4) Ensuring proper disposal of documents (hard copy or digital) containing employee SSNs; and
5) Disciplining any employee who violates this policy.

The University, and every one of its employees with access to employee SSNs, will maintain the security and confidentiality of every document containing the SSN. This means, at a minimum, that Human Resources will maintain all employee files under lock, and that any access to digital files containing all or any part of an employee SSN will be password protected.

Furthermore, no University employee will display or disclose an employee SSN without the express written consent of either the Associate Vice President for Human Resources or the employee to whom the SSN is assigned. The University will not mail any document containing an employee's SSN that is visible on, or from, the outside of the mailed article. Nor will the University use the SSN as an identifying number for its employees, or visibly print it on identification tags, badges, passes, cards or licenses. The University will not require use or transmission of SSNs over the Internet, or any University intranet, computer system, or network unless the connection is secure or the transmission is encrypted.

The University restricts access to any document displaying an employee's SSN to those with a legitimate business need to access such documents. Access to these documents by anyone other than Human Resources must be specifically authorized, in writing, by either the Associate Vice President for Human Resources or the employee to whom the SSN is assigned. Documents containing an employee's SSN will be disposed of in accordance with the University's document retention policies and procedures.

Nothing in this policy is intended to modify employees' rights to access their own personnel files, as permitted by the University's policies and under Michigan law. Nor does this policy prohibit the use of an employee's SSN where the use is authorized by state or federal statute, rule, regulation, court order, or pursuant to legal discovery or process.

Violations of this policy will result in disciplinary action up to and including termination of employment. Violators may also be subject to civil and criminal penalties authorized by applicable state or federal law.

THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES

TENNESSEE SUPPLEMENT

I. ABUSIVE CONDUCT PREVENTION POLICY

The University does not tolerate and prohibits abusive conduct in the workplace. These behaviors are unacceptable in the workplace and in any work-related settings such as business trips and University sponsored social functions. All employees have the right to be treated with dignity and respect.

Abusive Conduct Defined. Abusive conduct is defined under this policy as acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include but is not limited to: (i) Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets; (ii) Verbal, nonverbal, or physical conduct of a threatening, abusive, violent, intimidating, or humiliating nature in the workplace; or (iii) The sabotage or undermining of an employee's work performance in the workplace.

Abusive conduct does not include: (1) Disciplinary procedures in accordance with adopted University policies, (2) Routine coaching and counseling, including feedback about and correction of work performance, (3) Reasonable work assignments, including shift, post, and overtime assignments, (4) Individual differences in styles of personal expression, (5) Passionate, loud expression with no intent to harm others, (6) Differences of opinion on work-related concerns, and (7) The non-abusive exercise of managerial prerogative.

Reporting Procedures. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of Human Resources. Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy, must immediately report the issues raised or conduct to Human Resources.

Investigation Procedures. Upon receiving a complaint, the University will promptly conduct an investigation into the facts and circumstances of any claim of a violation of this policy. Employees who file complaints will not suffer negative consequences for reporting others for inappropriate behavior. To the extent possible, the University will endeavor to keep each party involved in the investigation confidential. However, complete confidentiality may not be possible in all circumstances. Employees are required to cooperate in all investigations conducted pursuant to this policy. The University will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the University determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination.

Retaliation. The University will not tolerate retaliation, including any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising their rights under this policy.

Employees with questions or concerns regarding this policy should contact Human Resources.