



**University  
*of* Dayton**

**OFFICE OF HUMAN  
RESOURCES**

**POLICIES AND PROCEDURES  
HANDBOOK FOR  
PROFESSIONAL AND SUPPORT  
STAFF EMPLOYEES**

<https://porches.udayton.edu/group/hr>

**September  
2023**

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## PRESIDENT'S MESSAGE

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Dear Staff Member:

To those of you who are new, I welcome you to the University of Dayton family. I believe you will find that our Marianist heritage, together with the University's strong sense of community, produces an exciting environment in which to work.

The University of Dayton is a top-tier Catholic research university with academic offerings from the undergraduate to the doctoral levels. We are a diverse community committed, in the Marianist tradition, to educating the whole person and linking learning and scholarship with leadership and service.

We have prepared this handbook to acquaint you with the range of our services, and our employment policies and procedures. More detailed information is available in the University's Office of Human Resources.

I sincerely hope that you will find your work both pleasant and rewarding, and that your association with the University of Dayton will be a satisfying one.

Sincerely,

*Eric F. Spina*

Eric F. Spina, Ph.D.  
President

## MESSAGE FROM THE VICE PRESIDENT FOR HUMAN RESOURCES

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Dear Staff Member:

This handbook is written for you as a staff employee of the University of Dayton. Staff employees are individuals who are employed in non-faculty positions. To the extent any provisions of this handbook are inconsistent with any collective bargaining agreement that applies to bargaining unit employees, the terms of the collective bargaining agreement shall govern.

The handbook provides information regarding general University policies and administrative procedures. Our current policies and procedures have changed over a period of time and will continue to change in order to meet the needs of the University community. Periodically, we will send campuswide notices announcing these changes. We will also revise this handbook as it becomes necessary.

Where some material in this handbook is provided in summary form, other material contains detailed information regarding specific policies and procedures. Official University policies and procedures dealing with employment-related issues are held in the Office of Human Resources and can be accessed online at <https://udayton.edu/policies>.

The University of Dayton strives to provide the best possible facilities, services, and environment for its students and employees, and the general public. As a University of Dayton staff member, you are an important part of this effort.

I hope your association with the University of Dayton will be positive and personally rewarding.

Sincerely,

*Troy W. Washington*

Troy W. Washington  
Vice President for Human Resources

## **PREFACE**

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This handbook covers all professional and support staff employees of the University of Dayton. While the University of Dayton has carefully considered the plans, policies, procedures, and guidelines described herein, the University reserves the right to modify, suspend, revoke, terminate or change any or all of such plans, policies, procedures, and guidelines, in whole or in part, at any time, with or without notice. The language set forth in this handbook is not intended to create, nor is it to be construed to create, a contract of any kind between the University of Dayton and any or all of its employees.

In addition to this employee handbook, various departments, units, offices or divisions within the University community may, with the approval of the Office of Human Resources, periodically issue and/or change guidelines, rules, and/or manuals from time to time which pertain solely to the conduct of their individual area. Employees in that area are subject to such guidelines, rules and/or manuals and are expected and required to understand and abide by them.

# 1

**SECTION 1**

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## OUR HISTORY AND MISSION

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### Historical Background

The University of Dayton is a private, coeducational school founded and directed by the Society of Mary (the Marianists), a Roman Catholic teaching order. It is among the nation's largest Catholic institutions of higher learning.

The University had its earliest beginnings in 1850 when the Marianists purchased Dewberry Farm, located south of Dayton, from Mr. John Stuart and began St. Mary's School for Boys, a boarding school for young men.

University status was granted in 1920 when enrollment stood at 171 male students. In 1935, female students were admitted on a full-time basis. Enrollment had passed 1,000 when World War II broke out. By 1950, with the return of the veterans, it was more than 3,500. Current enrollment figures can be viewed at

[https://udayton.edu/finadmin/divisions/budget\\_planning/ir/quick\\_facts.php](https://udayton.edu/finadmin/divisions/budget_planning/ir/quick_facts.php).

Sponsored research at the University began in 1949 with a few faculty members and student assistants doing part-time research for industry and government agencies. In 1956, the University of Dayton Research Institute was formed to consolidate the administration of the growing research activities. Annual research volume has increased from \$4,000 in 1949 to \$221 million in 2022. UDRI's cumulative sponsored research broke the \$3 billion mark that same year.

UD's campus, located at the southern edge of the city of Dayton, covers more than 423 acres and is the location of the majority of the University's academic, housing, and recreational facilities. Other facilities, such as University-owned housing and apartments, as well as the basketball arena, are within walking distance of the main campus.

The University of Dayton enrolls students from Dayton, throughout Ohio, other states, and many countries around the world in more than 80 undergraduate and 30 graduate programs. These students have found the University to be an exciting and rewarding institution in which to attain their academic goals.

### Mission of the University

The University of Dayton is a top-tier Catholic research university with academic offerings from the undergraduate to the doctoral levels. We are a diverse community committed, in the Marianist tradition, to educating the whole person and linking learning and scholarship with leadership and service.

The University of Dayton is a comprehensive university committed to offering a broad range of programs in liberal arts, the sciences and the professions at the undergraduate level; selected programs on the graduate level to meet the needs of the community and region; and timely continuing education programs. The University views learning and scholarship as a shared task



of discovering, integrating, applying and communicating knowledge at the intersection of liberal and professional education, across disciplines, by combining theory with practice.

Being Catholic, the University commits itself to a distinctive vision of learning and scholarship that includes a common search for truth based on the belief that truth can be more fully known and is ultimately one; a respect for the dignity of each human person created in the image and likeness of God; and an appreciation that God is manifested sacramentally through creation and the ordinary things in life. Ultimately, a Catholic vision of the intellectual life is based upon the acceptance of the revelation of God in Jesus Christ as it has been received and handed on by the Church. This challenge calls for integration of the human and the divine, reason and faith, and promotes true understanding through a person's head and heart. The University welcomes persons of all faiths and persuasions to participate in open and reflective dialogue concerning truth and the ultimate meaning of life.

Founded in the Marianist tradition, the University is committed to a vision of a distinctive educational community. As Marianist, the University focuses on educating the whole person in and through a community that supports and challenges all who become a part of it. The University forms an educational community thriving on collaboration by people from diverse backgrounds with different skills who come together for common purposes. The University as Marianist challenges all its members to become servant-leaders who connect learning and scholarship with leadership and service.

This university community — comprehensive, Catholic and Marianist — exists not for itself, but to render service. The University creates an environment in which its members, working in a scholarly manner, are free to evaluate the strengths and weaknesses of their own work and the work of others. In partnership, through the Research Institute, Campus Ministry, specialized centers, as well as numerous student organizations, the University works with others for the common good and to improve the human community.

## **Office of Human Resources**

The Office of Human Resources is committed to being a customer-oriented, human resources partner implementing best practices, policies, and programs that contribute to the University's mission. We offer expertise through our work in the functional areas of human resources including employment services and risk, benefits and compensation, employee relations, learning and development, human resources operations, human resources information systems, and more. We contribute to the goal of being a Catholic leader in higher education through these efforts, and by helping to balance the needs of our individual community members and those of the institution as a whole.

The following is our Vision & Mission for the Office of Human Resources.

### **Vision:**

To position the University of Dayton as an employer of choice by attracting, developing, and retaining a diverse, well-qualified, and effective workforce, guided by Catholic and Marianist values and traditions.

### **Mission:**

The Office of Human Resources is a customer-oriented human resources management provider committed to identifying and implementing best practices, policies, and programs that

contribute to our being a Catholic leader in higher education.

**Values & Beliefs:**

- People are the most valuable asset of the University.
- People should be supported in doing a good job.
- People deserve to be treated with dignity and respected for their talents and for who they are.
- People need a work/life balance.
- People need to be recognized and compensated appropriately.
- People should be provided with opportunities to grow professionally, personally, and spiritually.
- Diverse people who come together in community create strong, vital organizations that benefit all.
- Catholic and Marianist values should permeate HR policies and procedures.
- HR must strive for balance in advising supervisors and advocating for employees.

**Vice President:**

Responsible for strategic leadership, policy implementation, and maintenance and development of HR operational effectiveness.

**Employee Relations:**

Responsible for designing, planning and implementing the University of Dayton's employee relations programs, policies and procedures, and for overseeing the workers' compensation process. The employee relations staff is expected to develop a strong understanding of specific divisions' business and climate issues and to serve as business partner to those divisions.

The employee relations team members are available to employees and managers to answer questions of a general nature about HR, to serve as a sounding board for issues and concerns, and to interpret UD policy. The team is available to supervisors to assist with employee relations issues and to consult on other HR-related issues.

**Learning and Development:**

Supports the learning and development needs for employees at all levels across the University. Through working with leaders who seek training and development for their units or individual employees, the Office of Human Resources funds and facilitates access to a wide range of learning and development opportunities both on and off campus.

**Employment Services:**

Responsible for requisitions, recruiting plans, advertising, resume flow management, job offers, general advice and consultation.

**Compensation:**

Responsible for the position classification processes and pay structures for non-faculty, and guidelines for salary management.

**Benefits:**

Responsible for insurance benefits (health, dental, life, disability, workers' compensation, etc.), leaves of absence, tuition remission, retirement/403b accounts, flexible spending accounts and

the Employee Assistance Program.

**Information Management:**

Responsible for management reports, records management, website development and maintenance, department technical support, and data entry for employee information on the system.



# SECTION 2

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## EMPLOYMENT

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### Employment Policies

The University of Dayton has several employment policies that are applicable to staff employees. These policies can be accessed online at the University's Human Resources Policies page at <https://udayton.edu/policies/hr/index.php>.

### The Dignity of Persons Within the University Community and Standards of Behavior

“The dignity of the human person is rooted in [the person's] creation in the image and likeness of God; it is fulfilled in [the person's] vocation to divine beatitude. ... The divine image is present in every [person]. It shines forth in the communion of persons, in the likeness of the unity of the divine persons among themselves.” *Catechism of the Catholic Church*, 1700, 1702.

A primary assertion of both our religious and civil traditions is the inviolable dignity of each person. Recognition of and respect for the person are central to our life as a Christian and education community and are what allow us to pursue our common mission while being many diverse persons. Thus discrimination, harassment and any other conduct that diminishes the worth of a person are incompatible with our fundamental commitment as a Catholic university conducted in the Marianist tradition.

Every person regardless of race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, gender identity, age, genetic information, military status, veteran status, familial status, or disability shall be treated with respect and dignity. No person shall be subject to any sexual, racial, psychological, physical, verbal, or other similar harassment or abuse, or be denied equitable consideration for access to employment and the programs, services and activities of the University.

The quality of our campus life and community is dependent on the conduct of each of its members. In keeping with the principles identified above, we should all strive to behave in a manner that reflects civility, decency and respect for oneself and others. While certain expectations are more fully elaborated in specific policies, overall guidance should be respect for the dignity of each person. Failure to observe these standards of behavior is inconsistent with our Catholic Marianist identity and our common mission, and may result in corrective action..

### Pay Transparency Nondiscrimination Provision

In accordance with rules applicable to federal contractors, the University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees

or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the the University's legal duty as a federal contractor to furnish information.

## **Employment of Members of the Sponsoring Religious Communities**

To preserve its traditions and to further the achievement of its mission, the University maintains a preference for employing members of its two sponsoring religious communities, the Society of Mary and the Daughters of Mary Immaculate.

## **Management Prerogatives**

The executives and officers of the University of Dayton have been vested with the exclusive responsibility to operate, manage, and direct its assets and employees so as to legally achieve its objectives.

This right to manage, direct, and control the operations of the University of Dayton and its employees remains vested exclusively with its executives and officers, notwithstanding that this handbook has been published to reflect the exercise of this exclusive management function.

The rights to manage include, but are not necessarily limited to, the right to establish or change terms and conditions of employment and rates of pay; plan, control, direct all of our operations; hire, transfer, direct, supervise, evaluate, assign, reassign, and discipline employees; maintain and improve efficiency; determine the adequacy of the workforce; and determine and control the methods, processes, and procedures used to meet our objectives.

Management in meeting its responsibilities need not necessarily exercise all of the rights reserved to it, or if it exercises them in a particular way, it shall not be deemed a waiver or relinquishment of its right to exercise such rights from time to time in ways that differ from this handbook. From time to time, in the event that changes in this handbook are deemed to be in the best interest of the University of Dayton, such changes will be published as revisions to this handbook for purposes of informing and communicating such changes to all employees of the University of Dayton.

## **Employment Records**

The Office of Human Resources is the primary custodian of the official employment records of all staff members employed at the University, both past and present.

Every staff member must report changes in personal status, including name and address changes, so that the records properly reflect the current status of every person employed and so that informational bulletins including earning statements can be sent on a timely basis.

As a matter of policy with regard to employee personal privacy, we will collect and use only that information that is necessary or relevant to the operating needs of the University and to an employee's participation in and enjoyment of University programs and benefits. Internal access

will be limited to those who have legitimate business reasons. Information regarding an employee's home address and telephone number will not be released unless there is an obvious "need to know" or in case of an emergency. Employees' home addresses and telephone numbers will not be given to other employees for use in mailings.

The following information is designated as directory information and will be provided and verified: dates of employment, job title or position, and department. All other information maintained in the personnel file for all staff members is considered confidential and is released only after written request and consent of the employee, except that information will be released to government agencies when required by federal and state laws or by judicial orders or subpoenas.

All reference checks by outside employers requesting information on current or former employees and verification of employment must be referred to the Office of Human Resources. Departments should not release information. The Office of Human Resources is authorized to reply to inquiries by verifying dates of employment and termination, and job titles and department.

The employee's personnel file shall be available for examination and review by the employee. Such review or examination shall take place during regular business hours in the Office of Human Resources in the presence of the record's custodian or their designee, and only upon prior notice. Employees will be required to sign a written form requesting access to their file and present valid identification.

## **Employment Process**

The University observes certain hiring procedures that apply to all non-faculty positions at the University of Dayton, although some procedures for the Research Institute may differ, and some may apply only to exempt positions (e.g., administrative/ professional). These procedures can be accessed via the Hiring Manager Toolkit on the Porches – Human Resources – Employee Resources page that can be accessed from [https://udayton.edu/hr/employee\\_resources/index.php](https://udayton.edu/hr/employee_resources/index.php).

## **Temporary Employees**

The University realizes the need for temporary or seasonal employees. Employment agencies may be utilized to assist in temporary situations. In all cases, the Office of Human Resources should be contacted before any temporary employee is hired. Long-term temporary positions (in excess of 90 calendar days) must be posted and the University's hiring procedure must be followed unless an exception is approved by the Office of Human Resources. Unless utilizing an employment agency, a Personnel Action Form (PAF) and background check must be completed along with the other necessary paperwork before an employee begins work. The PAF should also reflect a beginning and ending employment date for all assignments as approved by the Office of Human Resources.

## **Identification Cards**

All staff members are issued an identification card that enables them to use the various

facilities where staff identification is necessary. Identification cards are issued at the Campus Card Services office, Kennedy Union, Room 125. For special assistance and additional information call 9-2456.

## **Promotion and Transfer Opportunities**

It is the policy of the University of Dayton to support the efforts of employees to transfer and/or advance to positions for which they are qualified and which meet their career interests and objectives. All University employees are encouraged to apply for positions for which they are interested on a promotion or transfer basis. Supervisors are encouraged to give serious consideration to internal applicants in the search process. Also, supervisors must allow employees within their department opportunities to seek transfers to other departments. An atmosphere conducive to exploring promotion or transfer must always be maintained.

In determining an employee's qualifications for promotion or transfer, the supervisor should consider but not be limited to the following factors: (a) experience, (b) past performance, (c) training, (d) education, (e) skills and abilities.

Ordinarily, position openings are posted for at least ten (10) working days before being filled. For additional information, see the online Promotion Policy for Professional and Support Staff. Current employees can access job posting information through the "Internal Job Postings" link on the Human Resources page in Porches (<https://udayton.edu/hr/index.php>).

Employees interested in being considered for a position opening must apply online at the website above prior to the closing date of the posted job.

Persons who wish to discuss promotion or transfer possibilities should call the Office of Human Resources (9-2541). In addition, the Office of Career Services is available to assist all University employees in matters involving career counseling and career assessments. To schedule an appointment, please contact Career Services (9-2045).

In the event a University of Dayton employee transfers from one department to another, reasonable notice to the immediate supervisor in the current department is expected as defined under the section entitled *Separation from Service — Voluntary*. The last workday in the employee's current department is considered to be the regularly scheduled workday immediately preceding the start date of the position in the new department.

## **Duration and Nature of Employment Relationship**

Employees are not employed for any definite term. The employment relationship is "at will," meaning it may be terminated at any time by either the employee or the University for any reason and with or without cause. This mutual at-will nature of the employment relationship can be changed only by means of a written employment contract signed by both the University president or the chair of the board of trustees, and the employee.

## **Separation from Service**

### ***Voluntary***

Employee Responsibility:



- Upon resignation, all employees are requested to submit a written letter of resignation (which can be in the form of an email) to their immediate supervisor and complete the TDX Voluntary Resignation Form located in Porches on the Human Resources page prior to their last day of employment.
- Exempt Positions — at least four working weeks of notice prior to the date of separation from service should be provided.
- Non-exempt Positions — at least two working weeks of notice prior to the date of separation from service should be provided.
- The employee is asked to complete an online exit survey or schedule a personal exit interview with Employee Relations prior to their last day of employment.
- The Supervisor and Employee Separation Checklists located on the Human Resources tab of Porches should be reviewed and completed by the employee and supervisor.

### ***Involuntary***

Involuntary separation is a serious matter for the employee and the University. Supervisors and HR strive to ensure that all involuntary separations are handled in a way that treats the employee with fairness. Involuntary separations will culminate in the preparation of a TDX Termination Personnel Action Form (PAF) process in accordance with applicable procedures.

Note: The last day actually worked is considered the last day of employment with the University of Dayton. Vacation may not be taken for the purpose of extending the term of employment. Any accrued vacation as of the last day worked will be paid in a lump sum in the last paycheck. Contact the Office of Human Resources for additional information.

## **Exit Procedures, Interview, & Return of University Materials**

Many questions that employees have about leaving the University may be answered in the [Termination Q&A](#) .

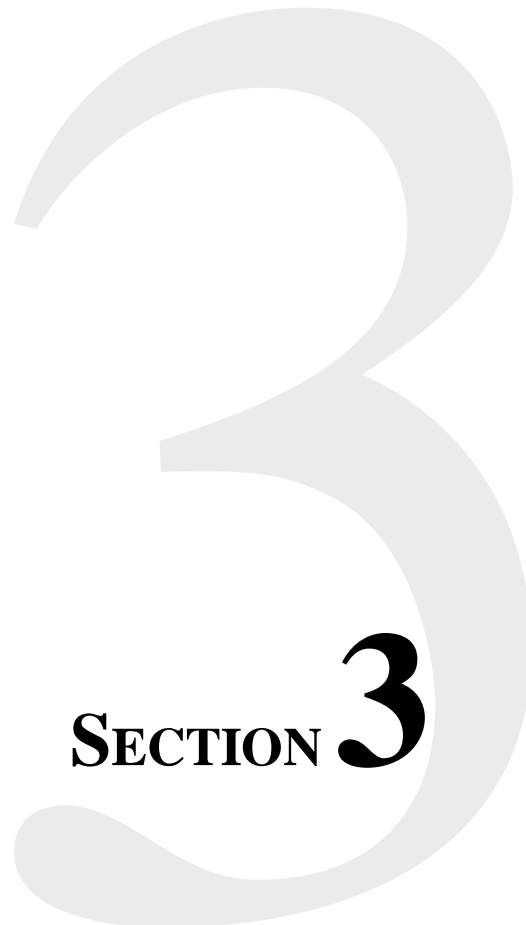
An exit interview with the employee relations representative is optional and can be scheduled by calling the Office of Human Resources at 9-2541. In the exit interview, the terminating employee and their employee relations representative will review the questions in the Employee Separation Checklist, the Voluntary Resignation Form (for voluntary separations), and any other topics the terminating employee wishes to discuss. Terminating employees also have the option of completing the exit interview questionnaire online and should contact the Office of Human Resources for more information.

The Employee Separation Checklist helps to facilitate the conversation between the terminating employee and their supervisor regarding the return of any University property (such as University identification, equipment and keys) and for the completion of any obligations (such as payment of fines, payment of loans, return of library books, and completion of expense reports).

## **Government Security Program**

The Office of Government Security, located in Curran Place, Room M5235, administers the University's security program to ensure adherence to the U.S. Government's National Industrial Security Program. This includes applications for personal security clearances when required for a University employee because of the nature of the work performed by that individual.

The contracts and grants office provides assistance to the University community in ensuring regulatory compliance with the U.S. Export Control Laws on contracts and grants.



# SECTION 3

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# COMPENSATION MANAGEMENT

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## Wage and Salary Administration

Each position is classified and is assigned a specific pay range by the Office of Human Resources. The Office of Human Resources reviews specific positions to ensure that positions are correctly classified and that job descriptions reflect any changes in the duties and responsibilities of the position.

Additionally, each position at the University is defined as exempt or non-exempt based on the duties and responsibilities of that position as stated in the Fair Labor Standards Act (FLSA). The FLSA requires that employers pay non-exempt employees a minimum wage for each hour worked, and overtime pay at the rate of one and one-half times the employee's regular hourly rate for each hour worked over 40 in a workweek. In the case of non-exempt staff members whose compensation is paid other than on an hourly rate basis, the payroll office will calculate an hourly rate based on hours worked for purposes of calculating overtime pay. Any overtime worked must be approved in advance by the appropriate supervisor.

For the purposes of computing overtime, the University of Dayton workweek begins at 12:01 a.m. Monday and runs continuously until 12:00 midnight Sunday. Overtime is computed based on actual hours worked. All work time, including overtime, must be reported via Porches.

The Office of Human Resources must always be contacted prior to an employee working additional services for another University department and account. Any time a non-exempt employee works additional hours in a department other than the employee's primary department and exceeds a total of 40 hours in a workweek, the secondary department will be responsible for paying the employee in accordance with the FLSA. A special calculation is used for determining the overtime pay in these situations. Please contact the Office of Human Resources or the research accounting office for assistance in determining the actual overtime rate of pay in such cases.

Certain employees are considered to be exempt employees in accordance with FLSA regulations and are paid on a salaried basis and not eligible for time-and-a-half pay for hours exceeding 40 in a workweek. For example, employees holding "administrative," "executive," and "professional" positions, as defined by the FLSA, are compensated with a salary and are not subject to federal law governing the regulation of overtime pay.

If you notice any error of any nature in your pay, including but not limited to your overtime pay or improper deductions, please immediately notify both your supervisor and the Office of Human Resources.

## Categories of Appointment and Pay Ranges

The policy of the University is to attempt to maintain pay rates that are competitive in the appropriate local and national markets, taking into consideration the University's fiscal

position and its geographic location. All pay ranges are established and maintained by the Office of Human Resources.

## **Wage and Pay Changes**

Wage and pay recommendations following initial hire are submitted on a fiscal year basis by principal administrators at the time budgets are prepared. Guidelines are established by the Office of Human Resources and are distributed to each office annually along with budget information. Pay increases are generally effective July 1 of each year.

## **Pay Procedures**

Exempt employees, as well as all Research Institute employees, are paid on a semimonthly basis. The semimonthly payment for time worked through the 15th of each month is made on the 25th of that month. Payment for the balance of the month is made on the 10th of the following month. In the event the 10th or 25th falls on a Saturday, Sunday, or bank holiday, payment is made on the preceding workday. Non-exempt employees are paid on a biweekly basis. They receive payment every other Friday for their services during the two-week work period ending on the preceding Sunday. Paychecks are not available before payday.

If you have any questions or problems regarding your paycheck, please contact the payroll office, St. Mary's Hall, Room 413, as soon as possible (9-2949).

The University provides direct deposit service for staff members with any bank or credit union in the United States. An authorization form to initiate the process is available on the Porches payroll site or in the payroll office, St. Mary's Hall, Room 413. It is recommended that staff members take advantage of this service as a convenience both for themselves and for the University.

## **Payroll Deductions**

The following is a list of deductions that either must or may be taken through the payroll process.

### **Taxes**

1. F.I.C.A. (SOCIAL SECURITY/MEDICARE) — The University makes payroll deductions as required by law. The University, as an employer, is required to match employee contributions and to forward the combined amount to the appropriate governmental agency in the employee's name.
2. FEDERAL INCOME TAX is deducted on a regular basis. The amount withheld and forwarded to the Internal Revenue Service is based on two things:
  - The amount you earn.
  - Information you provide your employer and claim on the withholding exemption certificate (W-4) filed at the time of employment or as changed by the staff member subsequent to employment.

The rate of withholding is determined from tables published by the Internal Revenue Service and is based on the gross amount of payment due to an employee on a specific

pay date.

3. STATE WITHHOLDING TAX is deducted in accordance with the taxing rate established by the state in which the employee works. A separate withholding exemption certificate must be placed on file through the Office of Human Resources.
4. CITY OF DAYTON PAYROLL TAX is automatically deducted from payroll checks received by staff members who regularly perform services for the University within the Dayton city limits. No deductions are taken from staff whose services are performed at WPAFB or other facilities outside the Dayton city limits.
5. SCHOOL DISTRICT TAX is deducted from payroll checks of employees who reside in school districts that have passed School District Income Tax (SDIT).
6. TAX ON LIFE INSURANCE — Employer-paid life insurance over \$50,000 is considered by the IRS as a taxable benefit. The IRS provides a table, based on age, to dictate the cost per \$1,000 of coverage per month, regardless of the actual premium amount the University pays for the insurance benefit. The University is required to report this cost as income to the employee and withhold the appropriate taxes.
7. TAX ON GRADUATE TUITION REMISSION — Tuition remission for graduate classes for children or spouses is a taxable benefit and the appropriate Social Security, federal, state and city taxes will be withheld on the benefit. Tuition remission for graduate classes for employees may also be a taxable benefit. Tax determination forms are available in the Office of Human Resources and must be completed for each graduate level class taken. Appropriate taxes may be withheld depending upon the determination of taxability.
8. TAX ON BASKETBALL TICKETS — The value of the discount in excess of 20% is a taxable benefit, and the appropriate federal and state taxes will be withheld.

### ***Other Deductions***

1. LOAN REPAYMENT — University loans only.
2. HEALTH CARE AND DENTAL INSURANCE.
3. RETIREMENT — TIAA Group Retirement Annuity (pretax or after tax).
4. TAX-DEFERRED ANNUITY SAVINGS PROGRAMS — TIAA.
5. UNITED WAY — As a member of the Dayton community, the University provides staff members with the opportunity to contribute to the annual campaign of the United Way through payroll deduction. Once per year, normally in the fall, designated staff members of the University family assist in the University-wide solicitation and have pledge cards and payroll deduction cards available so that pledges can be paid via payroll deductions.
6. UNIVERSITY ANNUAL SUPPORT — Staff members have an opportunity through payroll deduction to contribute to the various fundraising drives sponsored by the

University for its continued development.

7. FLEXIBLE SPENDING ACCOUNTS — Dependent care and medical.
8. PARKING — See Page 38 for more information about parking procedure.
9. ATHLETIC TICKETS.
10. CULTURE WORKS — As a member of the Dayton community, the University provides staff members with the opportunity of contributing to the annual campaign of Culture Works.
11. SUPPLEMENTAL, DEPENDENT, AND ACCIDENTAL DEATH AND DISMEMBERMENT LIFE INSURANCE.
12. CRITICAL ILLNESS.
13. ACCIDENT INSURANCE.
14. HEALTH SAVINGS ACCOUNTS.
15. ANY OTHER PAYROLL DEDUCTIONS ELECTED BY THE EMPLOYEE.

## **Hours of Work**

The normal hours that offices are to be open to provide services to the various publics are 8:30 a.m. to 4:30 p.m. Monday through Friday. Offices under the administrative control of the Research Institute, and UDit, are normally open for services from 8:00 a.m. to 5:00 p.m. Monday through Friday.

## **Lunch Period**

The normal unpaid lunch period provided for staff members is one hour and, in general, should be taken between 11:30 a.m. and 2:00 p.m., the actual time to be arranged so as not to unnecessarily inconvenience the effectiveness of the operation in which a staff member is employed. Whenever possible and when practicable, offices should remain open during this period, in the event more than one person is assigned to an office operation. To the extent possible, all staff members are encouraged to leave their respective work areas during their lunch period so as to enjoy this opportunity to relax. It is not in the best interest of all concerned for staff members to partake of lunch in business and academic offices that are open and accessible to the publics served. Public dining facilities are available in various dining halls across campus.

Non-exempt employees working a shift of 5 1/2 hours or more are entitled to at least a 30-minute unpaid meal break. Non-exempt employees working a shift of 3 1/2 hours but less than 5 1/2 hours are entitled to, when possible, a paid 15-minute rest period.

## **Rest Periods**

When possible, full-time non-exempt employees will be allowed two paid 15-minute rest periods during each regular shift each workday. These rest periods should be scheduled during the middle two hours of each half-shift. The time taken should be such as not to disrupt the normal operations or create a situation that might appear discourteous to members of the

University community who might be waiting for service. Employees should bear in mind that most assignments at the University are service-oriented to the students and the community.

## **Attendance**

Absenteeism, tardiness, and early departures impair the University's ability to operate efficiently and provide outstanding service to our community. While we recognize that our employees can occasionally become ill and have personal emergencies, excessive absenteeism (including tardiness and early departures) will result in disciplinary action. The definition of excessive absenteeism depends on the particular circumstances of each case.

## **Procedures for Reporting Absences**

When an employee is unable to report to work as scheduled, the employee's immediate supervisor or another designated person should be notified as early as possible prior to the start of the workday. Failure to properly notify the employee's supervisor may subject an employee to disciplinary action.

Absent extenuating circumstances, an employee's failure to report to work for three consecutive days, without notifying their supervisor or the Office of Human Resources of the absences, will be considered a voluntary separation of employment with the University.



# 4

**SECTION 4**

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## PERFORMANCE MANAGEMENT

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Performance management is a partnership between an employee and their supervisor to optimize their performance. The University's performance management process is based on the understanding that regular, meaningful conversations between managers and employees lead to better results and higher engagement for everyone. Open, honest conversation enables supervisors and employees to share job performance feedback, discover growth and development opportunities, and create goals that support the University's mission.

Meaningful performance management enables each employee to:

- Know what is expected of their performance.
- Understand the criteria used to measure their success.
- Enhance productivity and engagement.
- Receive timely feedback and assistance.
- Share ideas and concerns with their supervisor to support their success.
- Collaborate with their supervisor to prioritize and define their role in programs and projects.
- Proactively define and work toward achieving career objectives.
- Have confidence that their contributions to the University are recognized and rewarded.
- Play a critical role in contributing to the University of Dayton's mission and success.

Annual performance management plans should be completed for all staff members. After the plan is completed and signed by the employee, their immediate supervisor, and the appropriate higher-level supervisor, copies are then distributed to the staff member, the immediate supervisor, and the Office of Human Resources for placement in the employee's file.

Forms and instructions for the performance management process are available on the Porches Human Resources site (<https://porches.udayton.edu/group/hr>).



# SECTION 5

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## CONDUCT AND ETHICS

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### **Human Resources Advisory Council**

Members of the Human Resources Advisory Council are appointed by the vice president for human resources from among the faculty and staff. It advises the vice president for human resources on matters related to working conditions and employee benefits. The membership of this committee is listed along with other University committees in the Campus Report each fall. All employees should feel free to contact committee members regarding their concerns.

### **Personal Appearance and Attire**

A good personal appearance, of all University employees, is essential to creating and maintaining a favorable public image. Employees are expected to dress in a manner consistent with the nature of work performed and the people served. Employees who have questions concerning what constitutes proper attire should consult with their immediate supervisor. Employees are also expected to observe and maintain proper habits of personal grooming and hygiene at all times.

#### ***Name Badges***

Wearing name badges or other forms of identification may be required of certain employees, e.g., those who meet the public or those who need to have access to restricted areas. Questions concerning the wearing of a name badge should be directed to the immediate supervisor with the determination resting with the appropriate vice president.

#### ***Uniforms***

Uniforms are defined as special garments worn for identification and/or to present a clean, sanitary, consistent appearance or, in some cases, for safety precautions. They may consist of shirts, pants, jackets, dresses, coats (long or short), aprons, or head coverings of a prescribed color and tailoring.

The wearing of uniforms may be required when: (a) it is accepted professional practice of a particular occupation; (b) identification is needed for the expeditious performance of one's function or to provide evidence of authority or privilege; (c) there is need for a controlled standard of cleanliness and sanitation of clothing; (d) the performance of job tasks causes abnormal wear or soiling of clothing.

### **Confidentiality and Security of University Property**

It is the policy of the University to maintain strict control over access to work locations, records, computer information, and cash or other items of monetary value. Employees who are assigned keys, given special access or assigned job responsibilities in connection with the safety, security or confidentiality of such records, materials, equipment, or items of monetary or business value will be required to use sound judgment and discretion in carrying out their

duties and will be held accountable for any wrongdoing or acts of indiscretion.

Information about the University of Dayton and its students, clients, or employees should not be divulged to anyone other than persons who have a right to know and are authorized to receive such information. When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosures be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or management personnel.

This basic policy of caution and discretion in the handling of confidential information extends to both external and internal disclosure. Confidential information obtained as a result of employment with the University of Dayton is not to be used by an employee for the purpose of furthering any private interest or as a means of making personal gains. Use or disclosure of such information can result not only in disciplinary action, but also civil or criminal penalties, both for individuals involved and for the University of Dayton.

## **Fair, Responsible and Acceptable Use of Electronic Resources Policy**

The University of Dayton values technology as a means of communicating information and ideas to the UD community and the world. In keeping with UD's commitment to utilizing technology in teaching and learning, this policy provides direction in the appropriate use of electronic resources on campus. All users of UD electronic resources are expected to utilize such resources in a responsible, ethical and legal manner consistent with this policy and UD's mission. This policy can be accessed at <https://udayton.edu/policies/arc/fairresponsibleandacceptableuse.php>.

## **Responsibilities Associated with Access to Electronic Records and the Administrative Information System**

The records contained within the Administrative Information System are made available to those employees who demonstrate a need for information consistent with their responsibilities and official functions for the University and consistent with normal professional and legal practices.

Each employee is assigned a unique username and password to access the Administrative Information System and is responsible for the safeguard and security of such. Usernames and passwords may not be shared. Sharing of a username or password with anyone violates the guidelines established for access rights to the Administrative Information System.

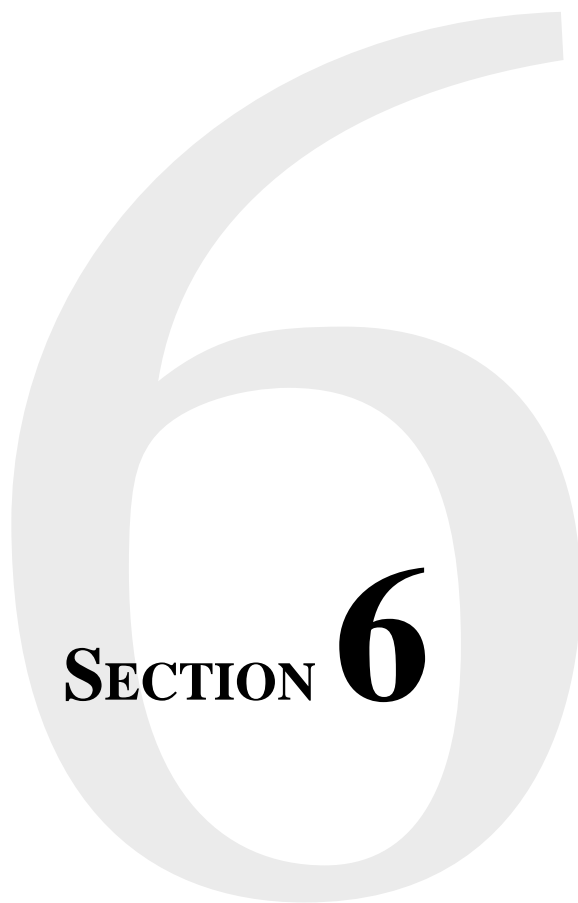
Each employee will be held accountable for the use of prospect, applicant, student, alumni, employee, or financial data. Any employee found to have misused the information contained on the Administrative Information System will be subject to disciplinary action, including termination.

## **University and Personal Property**

While respecting employees' privacy concerning their personal property and effects, the

University reserves the right to access and take appropriate action with respect to all University-owned or -controlled property; facilities; furnishings (including desks, lockers, file drawers); equipment; records (including mail, email, computer programs, files); and supplies for administrative, safety, and regulatory purposes. These may include, but are not limited to, facility inspection and repair, general cleaning and maintenance, safety and law enforcement, disciplinary purposes, and/or emergency purposes. Therefore, employees should have no expectation of privacy regarding such items.

Reasonable care should be given to maintain University property and equipment in a safe working condition. Personal property brought to the University or used for University purposes is the responsibility of the employee. The University does not insure an employee's personal property against loss or damage resulting from any cause, including fire, theft, water, etc. It is each employee's responsibility to obtain insurance for their personal property.



# SECTION 6

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## WORKPLACE ENVIRONMENT

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### Serving Alcohol

Plans for an event at which alcohol is served should be reviewed and approved in advance by the appropriate dean or vice president. This approval should include authorization of the location, ensuring it is within a University of Dayton Liquor Permit Premise or an approved F-2 Permit Premise, along with any University funds to be expended.

Attendance at a University gathering at which alcohol is served is voluntary. Nonalcoholic beverages and food at such events should always be available. Pressure to consume alcoholic beverages is unacceptable, and all attendees should be free to consume the beverage of their choosing.

The unit hosting the event should be responsible for seeing that only moderate amounts of alcohol are consumed. This can be done by controlling the amount of alcohol available and the length of time during which it is available for consumption. In furtherance of this, alcoholic beverages are to be served by hosts by the glass individually to attendees.

During University events at which alcoholic beverages are available, employees are expected to conduct themselves in a safe, mature and responsible manner and in conformance with the [Drug-free Workplace and Substance Abuse Policy](#) as well as other University policies governing employee conduct. Thus, employees who consume alcoholic beverages during such events are expected to use good judgment and to conduct themselves appropriately and in a manner that does not endanger the well-being or safety of themselves or any other persons, and does not violate any applicable laws. Failure to abide by this policy will result in disciplinary action.

Alcohol will not be served at a function to which students are invited as guests. The University has a very serious responsibility to its students, many of whom are minors. Passing or serving an alcoholic beverage to a student who is a minor can expose the individual or server personally and the University corporately to very substantial liability.

### Environmental Health and Safety

The University of Dayton strives to provide facilities, equipment, and training that will minimize risk to its employees, the general public, the environment and campus property. To do this, the Environmental Health & Safety Office has programs addressing safety, industrial hygiene, security, emergency preparedness, and environmental protection. Understanding and adhering to the University's safety guidelines will help all employees do their part to ensure a safe work environment.

The Environmental Health & Safety Office is available to assist all employees in carrying out their safety responsibilities. The office is located in the College Park Center (1529 Brown Street), 9-4503. Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. Emergency notification can be made through public safety at 9-2121.



The Environmental Health & Safety Policy and more information about the Environmental Health & Safety Office can be found at [https://udayton.edu/arc/environmental\\_health\\_and\\_safety/index.php](https://udayton.edu/arc/environmental_health_and_safety/index.php)

## **Safety Procedures to Be Observed**

### ***Ambulance Service***

This UD-provided service is operated by student volunteers who are certified Emergency Medical Technicians and is provided 24 hours a day in the event of illness or injury (9-2121).

### ***Public Safety***

The mission of the Department of Public Safety is to provide a safe and secure environment for students, faculty, staff, and all visitors and guests on campus. The following numbers may be called for assistance:

Emergencies	911* or 2121
Calls for service	9-2121
Director of Public Safety	9-2131
Parking	9-2128

\*Calling 911 from a campus phone connects directly to Public Safety. Calling 911 from a cell phone connects directly to the Montgomery County Regional Dispatch Center. To save valuable response time, callers are encouraged to call 937-229-2121 from their cell phones to directly connect with Public Safety.

Staff members should be familiar with the following services and suggestions for personal safety:

### ***Emergency Blue Light Phones***

The campus is dotted with outdoor emergency phones. Each phone is marked by a blue light on top. These phones have direct contact with Public Safety. You need only to open the box and press the RED button and Public Safety dispatchers will answer. Currently, emergency blue light phones are located in the following locations:

- A Lot (Alberta and Stewart)
- Adèle Center (north side 314 Lowes, adjacent to 301 Lowes)
- Athletics Practice Facility (north of Baujan Field, between St. Joseph and Reichard Halls)
- B Lot (Zehler and University Circle)
- CH Lot (200 block of Stonemill)
- Central Mall (in front of Science Center)
- Front Gate (College Park and K Street)

- GE EpisCenter (east end of lot)
- GE EpisCenter (west end of lot)
- Keller Hall (north side, behind 326 E. Stewart)
- Kettering Labs (east side, facing C Lot)
- Midmark (northeast)
- Midmark (southwest)
- Miriam Hall Circle (east of Miriam Hall, behind Science Center)
- Old River Park (intercom located at gate)
- Old River Park (just inside the main gate)
- Old River Park (north side by shelter)
- Old River Park (near large shelter)
- Raymond Fitz Hall (S-1 and D Lot)
- R-1 Lot (near visitor/handicap spaces)
- R-1 Lot (northeast corner near stones)
- R-1 Lot (far south end of lot)
- R-2 Lot (first pole on left)
- R-2 lot (next to NCR data center)
- R-3 lot
- RP-2 Lot (behind 215 K Street)
- RP-14 (behind 38 Chambers)
- Stuart Field (S-2 Lot)
- Stuart Field (by AED cabinet)
- University Circle
- Woodland and Alberta (near 101 Woodland)

Mobile BlueLight is also available via the Flyer Safe app. Those who download the app may click the Mobile BlueLight if they need assistance from Public Safety but are not physically near any of the above blue light locations. Clicking the Mobile BlueLight button in the app immediately connects the user to Public Safety's Communication Center staffed with emergency dispatchers 24 hours every day.

## ***Emergencies***

### **Automobile Accident:**

If an accident occurs on campus, a report is to be made as soon as possible to Public Safety (9-2121 or 911\* from a campus phone; 937-229-2121 from a cell phone).

\*Calling 911 from a campus phone connects directly to Public Safety. Calling 911 from a cell phone connects directly to the Montgomery County Regional Dispatch Center. To save valuable response time, callers are encouraged to call 937-229-2121 from their cell phones to directly connect with Public Safety.

### **Facilities Problems:**

To report a building or maintenance issue, submit a work order with Facilities Management at <https://udayton.edu/facilities/requests/index.php>.

If this maintenance issue is an emergency (i.e., a sudden unexpected occurrence demanding immediate action), please contact the following:

Monday – Friday, 8:30 a.m. to 12:00 p.m. and 1:00-4:00 p.m., contact the Facilities Call Center at 937-229-3753 (9-3753 from a campus phone).

On weekends, holidays, or after business hours, contact Public Safety at 937-229-2121 (9-2121 from a campus phone).

#### Fire Emergency:

In the event of a fire, the University expects all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside the building, it is appropriate to contact 911 and Public Safety.

In the event a fire alarm sounds, University policy is that all occupants must evacuate from the building, closing doors as they leave. Although training is available to students or employees on how to use a fire extinguisher, there is no training provided in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, closing doors along the exit path to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or activating the alarm delay exiting the building.

#### If you discover a fire:

1. If fire, smoke, or any evidence of fire is present, immediately activate the building alarm system by using the fire/emergency pull station provided.
2. Anyone seeing fire, smoke, or any evidence a fire is present should immediately call Public Safety (937-229-2121) from a cell phone or 911 from a campus phone and provide all information about the location and type of fire.
3. You may attempt to extinguish small and contained fires using a fire extinguisher. Wood and paper fires may be extinguished using water. If the fire is not contained and is larger than a waste can, you should not attempt to extinguish it, but instead sound the fire alarm and evacuate the building.
4. Assist any person in immediate danger to safety if it can be accomplished without risking injury to yourself.
5. Exit the building in a calm manner, using the stairs if necessary. Remember the elevator cannot be used in a fire emergency.
6. Stay a safe distance from the building to allow emergency personnel access to the building.
7. Remain outside the building, even if the alarm is silenced, until Public Safety gives the "all clear." No other persons can allow access to the building.

#### Weather Emergency:

Public Safety will issue an emergency notification in the event of a weather emergency that poses an imminent danger to campus. Emergency notifications are sent through the University's mass notification system and may be sent via voice call, email, or text. Personal contact points must be entered manually by the individual via Porches (Porches → Menu → My Account → Manage Your Emergency Contact Points red button). If the emergency siren

near Fitz Hall is activated during the workday and severe weather is in the area, you should:

1. Take cover inside the building away from windows and things that may fall on you. A hallway is preferred.
2. Stay in your position until an “all clear” is given by Public Safety via the mass notification system.
3. It is important that you stay inside the building for your protection.

NOTE: Sirens in Montgomery County, including the one outside Fitz Hall, are tested at 12:00 noon on the first Monday of each month.

In the event of a dual emergency, such as when the emergency siren and a fire alarm are activated at the same time, the fire alarm takes priority, and exiting the building as quickly as possible to another building is advised.

#### **Weather-Related Class Cancellation and Campus Closing or Delay Protocols:**

The provost, in consultation with the assistant vice president for facilities management, determines the necessity of weather-related campus closings. It is the University’s intent to make the decision on closing by 5:30 a.m. so that the appropriate media contacts can be made by 6:00 a.m. All protocols for weather-related class cancellations and campus closings or delays can be found at <https://porches.udayton.edu/documents/36271/40102/2022-weather-related-closing-protocols.pdf>.

#### **Compensation Policy in the Event of a Campus Closing**

##### **Non-Exempt, Non-Bargaining Unit Employees:**

1. Nonessential employees who do not come to work will be paid for those hours they normally would have worked during the campus closure.
2. Essential employees who work during the closure will receive one and one-half times their regular hourly rate of pay for each hour worked.
3. Nonessential employees who report to work during a closure will be paid straight time for hours worked during the closing.

##### **Exempt Employees:**

Exempt employees who are designated as essential or nonessential will receive their normal pay when the campus is closed for an emergency. However, those nonessential exempt employees who do not come to work are asked to work from home.

##### **Notes:**

1. Essential employees, exempt or nonexempt, are expected to make every effort to come to work on days when the University is closed due to an emergency.
2. Each vice president will be responsible for keeping an updated list of essential personnel for their division on file with the Office of Human Resources and for ensuring that each of those individuals are notified of their status as an essential employee.
3. Employees who are on unpaid leave during a weather emergency will not have that

- leave time reinstated or receive pay.
4. Employees with preapproved vacation or paid medical leave will not receive additional compensation or vacation/sick leave credit.
  5. Employees must have been regularly scheduled to work on the closed day in order to receive pay of any kind during a weather-related campus closing.
  6. Employees who are unable to come to work because they reside in a county for which a level 3 snow emergency has been declared may charge vacation or be docked for the work day.

*\*Essential personnel are those employees who are either included in a previously designated list or who are specifically required by their supervisors to work on the day(s) in question.*

*\*\*Union employees' wages are determined by a negotiated contract and therefore are not subject to this policy.*

## **Work-Related Illness/Injury**

In the event of a work-related injury or illness, the injured employee should seek treatment with a physician that accepts workers' compensation, or at a medical facility such as an urgent care or hospital. For serious injuries that need emergency medical attention, employees should call 911 or seek emergency treatment at any nearby hospital.

Employees must notify their supervisor whenever a work-related injury or occupational illness occurs. The employee, supervisor, and any witness must complete the required injury report forms and submit them within 24 hours of injury/illness. For more information and links to the injury report forms, please visit the Porches HR forms website at <https://porches.udayton.edu/group/hr/forms>.

## **Investigative Services**

Dispatchers are available 24 hours a day to handle complaints, reports of incidents and calls for service from the University community. Police officers are available to respond 24 hours every day and should an investigation be warranted, the case will be assigned to Public Safety's investigator.

## **Reporting Theft, Damage, or Accident/Injury**

1. Call Public Safety to file a report.
2. Notify the Office of Risk Management of a possible insurance claim. This can be done by phone (9-4502) and followed with an [Incident, Hazard and Near-Miss Report Form](#) to be forwarded to the Audit, Risk & Compliance Office at St. Mary's Hall, room 301, +1642, or email [auditriskcompliance@udayton.edu](mailto:auditriskcompliance@udayton.edu).
3.
  - A. Theft or damage to UD property:  
In cases of theft or damage to UD property, Public Safety will need detailed information about the items stolen or damaged, the serial and UD barcode numbers, and the replacement cost of each item (if applicable).  
**Note:** The University does not provide insurance coverage for personal property belonging to faculty, staff, students, and/or visitors.
  - B. Report of any accident or injury (for employees, students, or visitors on campus):

1. Contact Public Safety to initiate a report.
2. Complete the [Incident, Hazard and Near-Miss Report Form](#).
3. Be sure to obtain photos of the area surrounding the location of the incident.
4. Auto accidents are to be reported to Public Safety and to follow procedures of reporting an accident:  
[https://udayton.edu/arc/risk\\_management\\_and\\_insurance/driver\\_certification/reporting\\_an\\_accident.php](https://udayton.edu/arc/risk_management_and_insurance/driver_certification/reporting_an_accident.php).

### ***Use of Offices Before or After Working Hours***

While working in offices before or after normal working hours, employees are encouraged to exercise the following precautions:

- If you need assistance when working alone on campus late at night, call Public Safety (9-2121).
- Be alert. Report any suspicious activity to Public Safety.
- Lock outer office doors.
- Park in a well-lighted area.

## **Parking**

All vehicles parked on University property must display either a valid permanent or temporary University parking permit. For further information, please visit the [Parking Services website](#).

## **Public Service**

The University is pleased when members of its community are able to make a significant contribution to the wider public. In offering this encouragement for public service, the University understands that the service is to be rendered in such a way that it is compatible with the responsibilities of the person's employment at the University.

Public service can entail a significant commitment of time and effort. Even in those cases where the time required is less extensive, the requirements of office may be such that a person is taken away from campus at a time when their employment with the University demands their presence. Likewise, it is possible that one's responsibilities at the University would relate to matters over which the employee would have influence as an officeholder, creating the potential for a significant conflict of interest.

Because of the potential for conflict between the expectations of one's employment at the University and the seeking or holding of a public office or performance of other forms of extended community service, an employee in this situation is asked to observe the following:

1. Notify their supervisor of the requirements of the position and discuss their compatibility with the requirements of their employment. This request should be made in writing, giving particular note to any special work arrangements the person is requesting.

2. If the responsibilities are judged to be compatible, the supervisor will report this fact and any special arrangements or accommodations to be made to the appropriate vice president for final approval.
3. If the responsibilities are judged to be incompatible, this is also reported to the appropriate vice president for review. If the employee concurs, they are advised of any possibilities for requesting a leave from their service at the University. In this case, as in others, extended absence or inability to be present during regularly scheduled work hours can result in disciplinary action.
4. Whatever arrangements are made are summarized by the supervisor of the employee and a copy is placed in the employee's permanent personnel file.