

Section 1

Mission, Goals, Ethics, and Reporting Suspected Misconduct

- 1.1 University Mission. Regis University educates men and women of all ages to take leadership roles and to make a positive impact in a changing society. Standing within the Catholic and United States traditions, we are inspired by the particular Jesuit vision of Ignatius Loyola. This vision challenges us to attain the inner freedom to make intelligent decisions.

We seek to provide value-centered undergraduate and graduate education as well as to strengthen commitment to community service. We nurture the life of the mind and the pursuit of truth within an environment conducive to effective teaching, learning, and personal development. Consistent with Judeo-Christian principles, we apply knowledge to human needs and seek to preserve the best of the human heritage. We encourage the continual search for truth, values, and a just existence.

Throughout this process, we examine and attempt to answer the question: "How ought we to live?"

As a consequence of Ignatius Loyola's vision, particularly as reflected in his Spiritual Exercises, we encourage all members of the Regis community to learn proficiently, think logically and critically, identify and choose personal standards of values, and be socially responsible. We further encourage the development of skills and leadership abilities necessary for distinguished professional work and contributions to the improvement and transformation of society.

- 1.2 Guidelines for Living the Mission. At Regis University we practice what we teach by being committed to building and sustaining a culture that values the dignity, diversity, and contributions of all its members. With mutual respect and justice, the Regis community seeks to live its mission by:
- a. Maintaining the highest ethical relationships within the Regis community as well as with partners, suppliers and other business entities, the Catholic Church, other religious traditions and educational institutions.
 - b. Fulfilling our obligation to society by supporting women and men in the Jesuit tradition to be leaders in their families, communities, and vocations.
 - c. Achieving a unique student experience by providing values-centered education with rigorous academic programs, a focus on life-long learning and service to others that prepares students to contribute to the transformation of society.
 - d. Reviewing and strengthening the continuing health and financial viability of the University with strategies and resources that are responsive to the mission.
 - e. Acknowledging and affirming exceptional contributions, seeking fair and equitable rewards, and providing opportunities for self-expression and growth in the Regis community.

Regis University thrives when all members of the community act to support a culture that is congruent with the mission.

- 1.3 Ethical Practices. Proper operation of the University requires that employees provide responsible service and use only the designated organizational channels when seeking decisions and policy determinations.
- a. Employees of the University are bound to observe, in their official acts, the highest standards of ethics and morality and faithfully to discharge the duties of their positions.
 - b. Employees shall not act in any way that is contrary to established legal requirements or restrictions, nor shall they ask or require others to do so.
 - c. No employee shall engage in any business or transaction or any financial interest, direct or indirect, which is not compatible with the exercise of fully independent judgment in the performance of the employee's duties in the interests of the University.
 - d. An employee shall not disclose trade secrets or confidential information concerning the business or personnel of the University to others within or outside the University where to do so would be outside the employee's duties or responsibilities or would be in conflict with the interests of the University. In the case of doubt, the employee must seek authorization for disclosure from his/her supervisor.
 - e. An employee who administers student "educational records" is required to comply with the University's FERPA policy (student educational records privacy policy). An employee who administers financial or health records is required to comply with the University's policies regarding the administrative, physical, and technical safeguarding of customer information. These policies may be obtained from the Office of the Vice President for Administration.
- 1.4 Policy for Reporting Suspected Misconduct. Regis University encourages and enables employees and others who have good-faith concerns about suspected serious misconduct, including financial impropriety, misuse of University resources, violations of law, regulations, or University policies to raise these concerns with the University.
- 1.4.1 Reporting Responsibility. Each member of the University community shares responsibility for stewardship of University resources. Therefore, individuals are encouraged to report any serious misconduct by University employees, or actions of other parties that may result in financial loss or other harm to the University. A reporting person may be a University employee, applicant for employment, student, vendor, contractor, or a member of the general public.
- 1.4.2 Guidance for Reporting. A reporting person may request that a report be handled as confidentially as possible. Although the University will handle all such reports with discretion and due regard for privacy, other obligations and considerations may preclude the University from maintaining confidentiality in all circumstances.
- Reports are encouraged to be made in writing so as to assure a clear understanding of the issues, but may be made orally. Reports should be factual rather than speculative or conclusory, and contain as much specific information as possible to allow for proper assessment of the matter being reported.
- 1.4.3 Persons to Whom Reports May be Made. Reports involving the President or a trustee of the University are to be submitted, in a sealed envelope addressed to the Chair of the Audit Committee of the Regis University Board of Trustees, to the office of the Secretary of the University, 3333 Regis Boulevard, Mail Code B-4, Denver, Colorado 80221-1099. Reports submitted in this manner will be delivered to the Chair of the Audit Committee for evaluation.

The Audit Committee will exercise discretion in determining whether to conduct further review, initiate an investigation and if initiated the investigatory process or refer the matter to a University office the Committee deems appropriate to handle it, or what other steps, if any, are warranted.

Reports about a vice president or an academic dean are to be submitted to the President. Reports about any other employee are to be submitted to the Associate Vice President for Human Resources, and reports about a student are to be submitted to the Dean of Students. These individuals, in consultation with the University's General Counsel, will exercise discretion in determining whether to conduct further review, initiate an investigation and, if initiated, the investigatory process, or refer the matter to another University office that is appropriate to handle it, or what other steps, if any, are warranted. The recipient of reports will acknowledge receipt of the report within five business days. All reports will be promptly reviewed, investigated where appropriate and corrective action, if warranted, taken.

- 1.4.4 No Retaliation. No individual who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment and/or academic or educational consequences as a result of filing the report. An employee who retaliates against one who has made a report in good faith under this policy is subject to disciplinary action, up to and including dismissal from the University. Individuals who believe they have suffered retaliation may report it to the appropriate party listed above.
- 1.4.5 Frivolous or False Reports. Reports made in bad faith or with knowledge of their falsity may subject individuals to disciplinary or other appropriate action. Making a report under this policy shall not insulate an individual from personnel or other actions that are warranted based on performance or other factors and are not caused by the making of a report under this policy.
- 1.4.6 Documentation. The office of University Counsel will document the processing and, as appropriate, resolution of reports made under this policy, and shall retain such documents in accordance with the University's records retention/destruction policy.

Section 2

General Employment Policies and Procedures

- 2.1 General Statement. The policies contained in this Manual apply to all employees and have been formulated to provide for the efficient and consistent administration of the human resource management program of Regis University. It is the responsibility of all employees to know and follow the policies and procedures contained herein.
- 2.2 The Manual. The Manual describes policies and, in many areas, procedures. Policy statements establish general guidelines for action and procedures state the methods that will be used to implement the policy. The Manual does not cover every possible question, and policies and procedures will be regularly updated to meet changing educational and business needs. These policies and procedures will be interpreted by the University as they apply to individual instances, and the University's interpretation as ultimately determined by the President or designee will be binding and final. The policies and procedures contained herein are subject to change from time to time and are binding on each employee when and as changed without notice or other obligation on the part of the University. This Manual is to be construed in accordance with laws of the State of Colorado. Words used in the Manual are intended to have their usual and customary meanings except to the extent they are terms defined herein or are contextually used in a technical sense. The text is intended to be gender neutral. Accordingly, a male or female expression should be construed to refer to the other gender unless a specific gender sense is communicated by the context.
- 2.3 Appendices. The appendices are provided for informational purposes only and are not considered part of the Manual.
- 2.4 Administration.
- 2.4.1 Purpose. This section establishes responsibility for the administration of the policies and procedures contained in this Manual. It also establishes the procedures for the development and modification of the contents of this Manual.
- 2.4.2 Changes to the Manual. Changes in policy or procedure may be made by the University as a result of changes in the law, as a result of the request of a University administrator or committee, as the result of employee requests, or upon the initiative of the University administration. Proposed changes should normally be sent first to the Department of Human Resources for consideration. No changes to this Manual may be made without the approval of the President or designee.
- 2.4.3 Supervisor Responsibility. All supervisors are charged with the responsibility of assuring that the human resource policies and procedures set forth in the Manual are followed in administering human resource matters relating to employees within their areas of supervision.
- 2.5 Position Approval, Recruiting and Hiring. This section provides policies and procedures for position creation and approval. Additionally, this section contains policies and procedures for recruiting and hiring employees as well as for making changes to a position.
- 2.5.1 Position Approval. This subsection specifies the process to be followed when either establishing a new position or making changes to a position that currently is an approved budgeted position of Regis University.

2.5.2 Position Approval Process. To begin the position approval process, the department proposing the creation of a position or replacement of an employee in a position must submit to the Department of Human Resources:

- a. An automated Position Requisition through the Workday requisition process with the appropriate approval of the position supervisor and department director and/or dean/VP;
- b. An up-to-date job description in the standard format used by the University; and
- c. A memorandum justifying the need for the new position or requested replacement for an existing position and a proposed funding source.

The appropriate dean or vice president must submit requests for new faculty or staff positions to the Committee on Staffing for review. If approved, the Department of Human Resources will specify any further action required by any department taking part in the process.

2.5.3 Submitting Requisitions. All positions must be budgeted and approved for hiring prior to recruitment and appointment. The Department of Human Resources will not process an employee requisition for a position not listed as an approved budgeted position. To fill a newly approved position or to fill a vacant budgeted position with no changes, a department must submit to the Staffing Committee:

- a. A staffing request form with the appropriate approval of the position supervisor and department director and/or dean/VP;
- b. An up-to-date job description in the standard format used by the University. A job description template may be requested through Human Resources.

Once approved by the Staffing Committee, the hiring manager can submit the job requisition via Workday. When all requirements for position approval have been satisfied, the Department of Human Resources will document the vacancy and begin recruitment.

2.5.4 Recruiting Candidates. Hiring authorities may contact the Department of Human Resources for a short orientation program on Colorado, EEO Law and proper hiring practices. If the hiring process involves a search committee, it is recommended that the Department of Human Resources be contacted to set up a date and time for a Department of Human Resources representative to attend the first search committee meeting.

The University will attempt to fill vacancies from within the University, if appropriate. Promotions will be made strictly on the basis of qualifications, previous job performance and other manifestly job-related considerations. All promotions must be posted for at least seven days, unless it is part of a career progression program or within the first year of employment.

The primary source of potential candidates outside the University is the current applicant pool. This applicant pool is derived from responses to advertisements in local, regional, and/or national publications and from inquiries to Regis University regarding positions available.

Applicants may apply to open positions through Workday. All applications/resumes are received through the online system.

2.5.5 Job Posting and Publication. All vacant positions that are open for recruitment will be posted on

the Regis University job announcement website and/or advertised for a minimum of seven business days. Hiring of temporary employees due an emergency hiring request does not require posting or advertising of the temporary position.

Sources for the posting of positions the internal careers page in Workday and external advertisements. The job must be posted for a minimum of seven business days.

The Department of Human Resources will pay for University advertisements. Individual advertisements and special advertising (i.e., professional journals, Chronicle of Higher Education, some minority publications, and internet job websites) must be paid for by the hiring department.

Vacant positions are listed continuously in the University's human capital management system, Workday, under Announcements as well as on the University's website. It is the responsibility of the hiring department to notify the Department of Human Resources to stop advertising the vacant position.

2.6 Hiring Process.

- 2.6.1 Selection. Hiring authorities/search committees must screen all qualified applications/resumes based on job-related criteria (contained in the written job description) and select a group of applicants for interview. Applicants who are selected to be interviewed are considered "candidates" for the position and the appropriate status must be changed by the position supervisor. There is no minimum number of applicants that must be interviewed; the available applicant pool and the natural ranking order of screened applicants determine the "interview group." Internal applicants are not given preference. Internal applicants are not typically eligible for transfer until they have completed six months of employment with their current position.

At or prior to the time of the final interview with the candidates, candidates must be cautioned that references will be checked as well as a criminal and/or driver's background inquiry conducted. Misrepresentation of previous salary, employment, educational background or other relevant information may be grounds for elimination from the selection process or for dismissal if discovered at a later date.

Once all interviews are completed and a candidate is selected for hire, a reference check must be conducted by the hiring authority or search committee representative on the selected candidate.

Once the hiring authority/search committee has reached a decision to extend an offer of employment to a candidate, the Department of Human Resources must be notified of this decision via Workday. Once all required information is completed the Hiring Proposal will be submitted to the Department of Human Resources where a criminal background check will be initiated. No offers of employment may be made without authorization from the Department of Human Resources.

Upon completion and closure of a search, the position supervisor will indicate, within Workday, the status and reason for non-selection of all applicants. Applicants will receive electronic notification that the position has been filled and that they were not selected for an interview. Interview candidates must be notified by the hiring department that they were not selected for hire.

- 2.6.2 Salary Determination. This process applies only to staff employees. Faculty salaries are determined in accordance with procedures delineated in the appropriate faculty handbook.

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The Department of Human Resources reviews the information submitted in the selected candidate's application/resume. An equitable salary or hourly rate is determined based on market comparison, internal equity, classification and financial considerations. Salaries and hourly rates are typically set within the approved hiring range for the position. Special requests for salaries or hourly rates outside of the approved hiring range must be submitted by the Department of Human Resources to the appropriate vice president(s) for approval.

For staff positions, hiring authorities are notified of the approved salary or hourly rate by the receipt of an Authorization to Hire email from the Department of Human Resources. For faculty positions, before an offer of employment may be extended, the Department of Human Resources must be notified of the approved salary via the Workday recruitment process.

2.6.3 Offers of Employment. Offers of employment may only be made in accordance with the following procedures.

- a. After consultation between the hiring supervisor and the Department of Human Resources, an offer of employment, prepared by the Department of Human Resources, will be issued via email to the position supervisor.
- b. Hiring authorities are required to make offers of employment using the offer that is approved by the Department of Human Resources. Hiring authorities may make verbal offers. Failure by hiring authorities to follow the hiring procedures will not be tolerated.
- c. The Department of Human Resources must be notified of the employee's date of hire by submission via the Workday recruitment process. If an offer is declined, the position supervisor must notify the Department of Human Resources.
- d. All new employees must be notified by the hiring authority that they are required to report to the Department of Human Resources on or before their start date to complete required paperwork necessary for employment.
- e. The mandatory Employee documentation includes:
 - Form I-9/Employment Eligibility Verification
 - Form W-4 (tax withholding certificate)
 - Biographical Data Form (Regis University form)

2.6.4 Emergency Hiring. On occasion an emergency may arise whereby a regular employee must be replaced on a temporary basis or a position must be filled without a search. In addition, an area of the University may occasionally require temporary support on an emergency basis. An emergency exists when failure to provide a specific service would have severe revenue or other negative operational consequences.

In such emergency situations, temporary employees will first be selected from the current applicant pool. If all efforts to hire providers of a specific service have failed, employees from other departments or from outside sources may be recruited to perform such emergency service.

2.6.5 Position Changes. Requests for position changes must be submitted to the Committee on Staffing for approval.

If approved, the Department of Human Resources will specify any further action required by any

department taking part in the process.

2.6.6 Employment of Family Members or Members of Household. Regis University may consider employment of family members of current employees in any employment category (see [2.6.9](#) below); however, individuals may not supervise family members or members of their households or participate in hiring, promotion, compensation or other decisions involving a family member or members of their households. For the purpose of this policy "family" refers to (biological, adoptive, foster or step) parent, child, or sibling as well as spouse, a partner in a civil union or registered domestic partnership, parent-in-law, sibling-in-law, or child-in-law or other familial or personal relationship that the University determines creates an unacceptable conflict of interest within the employment context of the University. "Members of household" refers to individuals, whether or not related to the employee, who share a residence with the employee.

2.6.7 Volunteers – Please refer to the University’s Volunteer Policy.

2.6.8 Orientation. New employees and supervisors are notified by Human Resources of the employee’s scheduled New Employee Orientation date. The employee’s attendance at this session is mandatory for all new benefit-eligible employees.

New employees may also be scheduled by the respective departments to attend required orientation or training regarding information technology and computer access/systems, Controller’s Office procedures, and similar topics.

Hiring departments should also schedule a departmental orientation and training period for new employees.

2.6.9 Employment Categories. Consistent with the provisions of the Fair Labor Standards Act of 1938 as amended (FLSA), staff at Regis University are employed in one of two Department of Labor categories, exempt or non-exempt. The Department of Human Resources determines whether a position is exempt or not from the wage and hour provisions of the Fair Labor Standards Act

- a. Non-Exempt. The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked in excess of 40 hours in a workweek.
- b. Exempt. The FLSA provides an exemption from both minimum wage and overtime pay for persons employed as bona fide executive, administrative, professional, outside sales, and certain computer employees. To qualify for exemption, an employee must be paid on a salary basis at not less than \$455 per week and the employee’s specific job duties must meet certain tests required by Department of Labor regulations. Job titles do not determine exempt status.

In addition, each employee belongs to one of the following employment categories:

- a. Regular Full-Time employees are those who are not designated as temporary and who are regularly scheduled to work at least a forty-hour week.
- b. Regular Part-Time employees are those who are not designated as temporary and who are regularly scheduled to work a schedule that is less than a forty-hour week.
- c. Temporary employees are hired to perform special projects, cover for absent employees, or meet additional workloads. Temporary employment status does not typically exceed

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1,000 hours of work in any twelve-month period.

- d. Contract employees are those who are hired to teach or perform other service for the University on a limited term contract, typically less than one academic or calendar year. Contract employees may be either full-time or part-time. Affiliate and adjunct employees are considered contract employees.
- e. Student employees are regularly enrolled as full-time students at the University. A student must be assigned to a position that is not an approved budgeted position of the University and is normally scheduled to work part-time. Student employment is administered by the Human Resources Department.

- 2.7 Initial Review Period. All employees hired into regular exempt and non-exempt staff positions shall have an initial review period.

The initial review period provides the opportunity for the evaluation of an employee's ability to perform the duties and carry out the responsibilities of the position in which he/she has been hired. Employees may be dismissed during the initial review period at any time for any legal reason (see also [2.11.3](#)).

The initial review period begins with the first day of work and continues for a minimum of six calendar months. The employee will be notified in writing if the initial review period is to be extended beyond six months.

An employee accepting a regular part-time or full-time appointment who has served on a temporary appointment in the same position immediately prior to the regular appointment may have that period of time counted as part of the initial review period at the discretion of the supervisor.

A separate initial review period is required for each appointment to a different position within the University. At the discretion of the supervisor, a separate initial review period may be required when an existing position is re-classified.

During the initial review period, employees are not entitled to use of internal complaint or grievance procedures, except that such procedures may be used to assert a legitimate claim of unlawful discrimination. An internal complaint or grievance claiming unlawful discrimination may not be used to test the reasons behind the dismissal of an employee during the initial review period unless the employee presents clear evidence of an unlawfully discriminatory motivation for the dismissal.

- 2.8 Working Conditions. This section sets forth general policies and standards governing employment at Regis University. In the performance of his/her duties and responsibilities for the University, the employee is required to be conversant with and abide by the following prescriptions and rules as a condition of employment. Supervisory personnel are responsible for the proper conduct of all employees in the work activities under their supervision.

- 2.8.1 Safety and Accident Rules. Safety is a shared responsibility at Regis University. The University endeavors to provide a clean, hazard free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. Employees are expected to take an active part in maintaining this environment. Employees should observe all posted safety rules, adhere to all safety instructions provided by their supervisors and use safety equipment where required. The work place should be kept neat, clean, and orderly.

Work related accidents, illnesses or injuries may be covered by Workers' Compensation Insurance pursuant to the laws of the various states in which the University operates.

2.8.2 Attendance and Punctuality. The University depends on employees to report to work regularly and on time. Employees must be punctual and maintain satisfactory attendance. Frequent or unscheduled absences and repeated tardiness may result in disciplinary action up to and including dismissal. Employees who are absent from work for three or more consecutive days without reporting the absence may be dismissed from employment.

2.8.3 Addressing Improper Conduct. All students, faculty and staff of Regis University are required to behave in a professional, businesslike manner at work, on University premises, and whenever representing the University. All visitors to Regis University are also required to behave in a professional, business-like manner.

Regis University prohibits violence or threats of violence in the workplace. This prohibition includes threatening or abusive language, both verbal and written, threatening gestures, hazing, and/or actual physical fighting.

In general, the use of good judgment, based on high ethical principles, will result in appropriate conduct. The following guidelines should be followed in cases where improper conduct is experienced or observed:

- a. If an employee is aware that another employee, student, or visitor on University property possesses a deadly or dangerous weapon (excluding instruments or tools utilized in normal business activities), Campus Safety or local law enforcement, if appropriate, should be notified immediately. [See note below.]
- b. If an employee witnesses or experiences physical fighting, physical abuse or threats of physical harm, Campus Safety or local law enforcement, if appropriate, should be notified immediately. [See note below.]
- c. If employees are in a situation where violence is occurring, they should leave the scene, if possible, or barricade or conceal themselves. Campus Safety or local law enforcement, if appropriate, should be notified as soon as possible. [See note below.]
- d. If an employee whose job involves providing any type of educational or support service is confronted by another employee, a student, or a visitor who becomes abusive, the employee may deny service until the individual behaves in a professional, business-like manner.
- e. Employees occasionally encounter dissatisfied, frustrated, or angry co-workers, students or other customers. In such cases, the employee may calmly inquire about the cause of such anger or state clearly that service will not be provided until the individual can behave in a professional, business-like manner. If the person's anger does not dissipate, and the contact is by telephone, the employee may refer the caller to a supervisor or state that s/he is terminating the call and hang up. If the contact is in person and anger does not dissipate, the employee should refer the individual to a supervisor for assistance. Procedures will differ according to individual department needs. Specific instructions for dealing with angry customers should be provided by department supervisors.

- f. Employees who encounter abusive students, co-workers, or other visitors should remain calm and assertive. The individual should be told directly that abusive or threatening language is not acceptable.
- g. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the immediate supervisor and, if necessary, with the Department of Human Resources for advice and consultation.
- h. Lowell Campus supervisors may request, through their vice president, to have a current front-office telephone line dedicated to a hot button to the Office of Campus Safety. [Dedication of a line for this purpose removes that line from service of normal business functions.]

[Note: The Office of Campus Safety (Regis extension 4122) is normally the first point of contact for the Lowell Campus. In most cases, if local law enforcement needs to be contacted, Campus Safety will do so. However, if there is imminent danger to life or limb, or the employee is located at a campus other than Lowell, the employee should contact local law enforcement (from a Regis phone, dial 9-911).]

- 2.8.4 **Weapons Policy.** Regis University is committed to providing a safe working and learning environment. Therefore, the possession and use of weapons, firearms, explosives, fireworks, or other objects designed and/or used to inflict injury or damage (collectively "Weapon") is prohibited on University premises, property otherwise leased or controlled by the University including, but not limited to, offices, classrooms or residence halls, or at University sponsored activities without the express permission of the University. It is a violation of University policy to possess any Weapon on University premises or at University sponsored activities, even if the bearer possesses a valid concealed weapons permit. However, certified law enforcement personnel may carry their department issued handgun on campus if required by their responsibilities as a law enforcement officer.

This policy includes, but is not limited to, items that simulate Weapons. The possession of non-lethal self-defense instruments (for example, pepper spray) is permitted; however, the reckless use of such devices may be considered a violation of this policy.

Any plausible statement or evidence that a community member possesses a Weapon may be responded to as an actual threat, whether or not evidence of a Weapon exists.

- 2.8.5 **Nondiscrimination and Sexual Misconduct Policy.** Regis University does not discriminate on the basis of race, color, national origin, sex, gender, disability, age, religion, veteran status, marital status, pregnancy, parental status, gender identity, sexual orientation, genetic information or any other legally protected status ["protected class"] in any of its policies, programs, admissions or activities and provides equal access to education.

All Regis University community members (faculty, students, staff, administrators, trustees, contract personnel, agents, visitors, invitees, and volunteers) are prohibited by law and this policy from engaging in acts of harassment or discrimination based on actual or perceived membership in a protected class or sexual misconduct. Regis University also does not allow retaliation against any individual who makes a complaint of discrimination or sexual misconduct or otherwise has engaged in protected activity as outlined under this policy. Regis University's nondiscrimination policy extends to employment, education and admission. Regis will endeavor to take immediate and appropriate corrective action up to and including discipline, expulsion or dismissal, in cases where it has been determined that discrimination or sexual misconduct has occurred.

Review the complete Regis University Nondiscrimination and Sexual Misconduct Policy [here](#).

[Click here to view the complete Notice of Nondiscrimination](#)

2.8.6 Diversity/Equal Employment Opportunity

At Regis University, the term “diversity” affirms our faith-inspired commitment to build an inclusive community that values the dignity and contributions of all of our members. In this community, human differences thrive in a learning environment characterized by the Jesuit traditions of mutual respect and the pursuit of justice. Such differences contribute to the richness and vitality of our living community.

Regis University is dedicated to the principles of equal employment opportunity (EEO).

In accordance with its Jesuit Catholic mission, Regis University is committed to maintaining a humane atmosphere in which the rights of every individual are recognized and respected. Regis University community members (students, faculty and staff) have the right to be free from discrimination or intolerance during their engagement in educational or other activities and their course and scope of employment at the University. Regis University is committed to prevention and timely remediation of violations of applicable civil rights nondiscrimination laws and regulations.

2.8.7 Disability, Religious, and Pregnancy Accommodation. Regis University will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the University or cause a direct threat to health or safety. Regis University will make reasonable accommodation for employees whose work requirements interfere with a religious belief unless doing so poses undue hardship on the University. Regis University will make reasonable accommodation to otherwise qualified employees due to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth absent undue hardship. Employees needing accommodation should contact their supervisor or Human Resources immediately.

2.8.8 Policy on Alcohol and Drugs. As an academic community deeply rooted in our Catholic and Jesuit traditions, Regis University’s policy on alcohol and drugs is centrally informed by our ethic of care and concern for the individual person and the welfare of our community members (cura personalis). Regis University (University) is committed to providing a learning, living and work environment for all members of its community of students, faculty and staff that promotes adhering to personal standards and values that are socially responsible and develop the skills and leadership abilities necessary for distinguished professional performance and important contributions to the improvement of society. In pursuit of this mission, and consistent with the requirements of applicable law, including the federal Drug-Free Schools and Communities Act and the federal Drug Free Workplace Act, the University is committed to preventing the unlawful use of illegal substances, including marijuana, by students, faculty and staff, and to encourage and require lawful and responsible behavior regarding the consumption of alcoholic beverages. This policy, and the resources found in it, provide the framework for the University’s commitment to these goals and reinforces the University’s commitment to maintain an environment that is dedicated to the physical, emotional, spiritual and psychological development

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of our community members.

[Click here to view the complete Regis University Policy on Alcohol and Drugs](#)

- 2.8.9 Intoxication/Impairment Assessment Policy. Any individual, including, but not limited to, any student, employee, contractor, agent, volunteer or guest who violates this policy may be subject to applicable Screening Procedures and shall be subject to discipline, dismissal, exclusion, termination, arrest or citation, and referral by University officials for prosecution, as may be applicable. Also, any student who violates this policy may be required to complete a mandatory psychoeducational substance use program provided by either the University's Office of Counseling and Personal Development or its CCFT, or through a pre-approved off-campus provider, as directed by the Dean of Students or his/her designee; any employee who violates this policy may be required to consult with appropriate counseling professionals through the Employee Assistance Program or the CCFT, or through a pre-approved off-campus provider, as directed by the Associate Vice President of Human Resources or his/her designee.

[Click here to view the complete Regis University Policy on Alcohol and Drugs](#)

- 2.8.10 Protected Information. It is recognized and agreed that Regis University has developed and operates unique educational programs and services based upon discoveries, research and know-how, and utilizing methods, techniques, designs, devices, proprietary, confidential and trade secrets information which are unique to Regis University, and that in performing services and conducting business with customers, Regis University regularly is given access to the trade secret and confidential information of its customers under condition that Regis University and its employees and agents will not improperly disclose those trade secrets or confidential information to others (hereinafter collectively referred to, along with any additions or modifications thereto, as "Protected Information"). It is further recognized that employees will have access to some or all of the Protected Information from time to time in the course and scope of their employment with Regis University. In consideration of his/her employment by Regis University and as a continuing condition thereto, an employee shall not, without the prior consent of Regis University, disclose, directly or indirectly, to any unauthorized person or entity, or convert to his/her own advantage or the advantage of another, at any time during his/her employment or thereafter, any of the protected information or any other confidential or trade secret information of Regis University or any of its customers that an employee acquires or that comes to the attention of an employee through any means or in any manner whatsoever, during the course of the employee's employment with Regis University.
- 2.8.11 Discoveries. In consideration of an employee's employment with Regis University and as a continuing condition thereof, each employee agrees that, unless otherwise agreed or provided, he/she shall promptly disclose and assign to Regis University any discoveries, inventions, expressions, improvements, designs, methods, systems, developments, processes related in any way to the business, operation or opportunities of Regis University (hereinafter collectively referred to as "Discoveries"), whether patentable, copyrightable or not, that are discovered, prepared, generated or conceived by or disclosed to or otherwise obtained by employee in the course or scope or during the period of employee's employment by Regis University, and that said Discoveries shall be "works made for hire" and shall be the sole and absolute property of Regis University.
- 2.8.12 Non-Compete. In consideration of the employment of an employee by Regis University and as a continuing condition thereto, during the term of his/her employment with Regis University an employee shall not convert to his/her own gain or advantage or the gain or advantage of

another, the business opportunities of Regis University, nor shall an employee, directly or indirectly, own, manage, operate, join, control, be employed or contracted by, or participate in the ownership, management, operation, or control of or be in any manner connected (including without limitation as shareholder, director, officer, consultant, independent contractor, employee, partner or investor) or affiliated with any business, entity or individual conducted anywhere which is engaged in direct competition with Regis University programs and services.

Conflicts of Interest. Employees must avoid conflicts of interest, or appearances of conflict, between their personal or professional interests and the interests of the University. A conflict of interest includes situations where a business with which an employee or a member of the employee's immediate family or household is affiliated is engaging or proposing to engage in a business transaction with the University. An affiliation exists if the employee or member of the employee's immediate family or household:

- a. Is an officer, director, trustee, partner, employee, or agent of such organization;
- b. Is either the actual or beneficial owner of more than five percent of the voting stock or controlling interest of such an organization; or
- c. Has any other dealings with such an organization from which he or she benefited.

Outside Employment. Employees may hold jobs outside of Regis University as long as the employees meet the performance standards of their jobs with Regis University. All employees will be subject to the University's scheduling demands, regardless of any existing outside work requirements.

If the University determines that an employee's outside work interferes with performance, the employee may be required to terminate the outside employment as a condition of continuing employment with the University.

- 2.8.13 Royalties and Copyrights. Copyrightable, patentable, or commercially valuable material produced by an employee as a part of his/her job duties or responsibilities or in the course and scope of his/her University employment or which result from projects specifically funded in whole or in part by the University, shall belong to the University.

All rights to, and royalties from, computer software, including computer programs, computer data bases, and associated documentation (herein "computer software"), whether copyrightable or patentable, produced by an employee as part of or with the use of University facilities, shall belong to the University, regardless of the source of funds used to produce the computer software. Computer software produced outside the line of Regis University duty and on the author(s)' own time, and without the use of University facilities, shall belong to the author(s) and all rights thereto may be retained or assigned by them.

- 2.8.14 Visitors in the Workplace Policy. Regis University endeavors to create a safe and professional working environment for all employees while also valuing family and work-life balance. Therefore, on occasion and within reason, employees are welcome to have visitors in the workplace during their business hours. Frequent visits and visits for extended periods of time are not appropriate and are discouraged.

The employee hosting the visitor assumes all responsibility for the visitor. Visitors under the age of twelve must be supervised at all times. Employees are not permitted to bring children

to the workplace in lieu of routine childcare arrangements or to ask fellow employees (including work study students) to provide childcare in the workplace. Visitors who have contagious illnesses are not permitted in the workplace.

It is the responsibility of University managers and supervisors to ensure that the work of the University is accomplished in an environment in which disruptions by visitors, including children and other family members, are minimized.

2.8.15 Pet Policy. Pets are allowed on campus only if they are restrained by a leash and controlled by the owner. Owners are responsible for cleaning any messes made by their pets on University grounds (this does not apply to assistive animals and their owners). The University reserves the right to disallow pets in any area of the campus grounds if it believes their presence could pose a health or safety risk to persons or property. The Animal Control Shelter will be contacted to pick up any animals left unattended, uncontrolled, or in unauthorized areas on campus. Pets may not be present inside any Regis University building at any time unless required to assist an individual with a disability or, as part of an approved Regis academic program, are being trained to assist an individual with a disability.

2.8.16 Inclement Weather. University officials will determine when any campus is to be closed due to inclement weather. Notification will be by RU Alert messaging and Regis social media channels.

Employees who, based on the judgment of their supervisors, are unable to arrive at work for at least half of their regular time because of inclement weather will be expected to charge their time to vacation if the campus is not officially closed.

2.8.17 Gifts, Gratuities, and Entertainment. Regis University employees are not to accept gifts, excessive entertainment, or other favors from any outside concern that does, or is actively seeking to do business with, or is a competitor of the University under circumstances from which it might be reasonably inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties.

This does not preclude the acceptance of items of nominal or minor value to be used for University purposes that are clearly tokens of respect, business courtesy, friendship and not related to any particular transaction or activity of the University (e.g. pens, pencils, note-pads). The employee's supervisor has discretion to regulate the receipt and use of such items.

2.8.18 Responsible Use of Information Technology. Regis University technology resources are to be used to advance the University's mission of education, scholarship and service. Faculty, students and staff may use these resources for purposes related to their studies or research, their teaching, the execution of their duties as University employees, their official business with or for the University, or other University-sanctioned activities. The University encourages the use of technology resources for these primary activities. These resources include, but are not limited to, hardware (including telephones, computers, and traditional media equipment) either owned or leased by the University, software, and consulting time (and expertise) of the staff of Information Technology Services or other University technology support staff. Unless approved in advance by a vice-president or dean, use of University technology resources for commercial purposes is prohibited.

The use of technology resources provided by the University for purposes not directly related to the primary activities indicated in the previous paragraph should be considered as secondary activities (i.e. personal or otherwise.) Should such secondary activity interfere with primary activities, the University may require the immediate termination of such secondary activities.

All computer files, documents, and software created or stored on the University's computer systems are subject to review and inspection at any time.

Many of the University's technology resources are shared among the entire University community. The use of these may not violate law or the rights of others. Prohibited activities include, but are not limited to:

- a. Activities that obstruct usage or deny access to technology resources
- b. Activities that are harassing or libelous
- c. Activities that are obscene as applied in the context of an academic environment
- d. Activities that violate copyright or other intellectual property rights of others
- e. Activities that violate Regis University policies
- f. Activities that violate local, state or federal laws
- g. Unauthorized use of computer accounts
- h. Impersonating other individuals
- i. Attempts to explore or exploit security provisions, either at the University or elsewhere
- j. Activities that invade the right to privacy of others
- k. Destruction or alteration of data belonging to others
- l. Creating, using or distributing computer viruses
- m. Allowing other individuals to use your account/password
- n. Disruption or unauthorized monitoring of electronic communications or of computer accounts
- o. Academic dishonesty (e.g., plagiarism, cheating)
- p. Inappropriate and/or widespread distribution of electronic communications (e.g. "spamming")

Additionally, individuals may wish to use University Wide Information Systems including, but not limited to the internet, e-mail, etc. Any person providing information through these resources or via connections to the data or telecommunications infrastructure must also abide by the general policy statements below. These policy statements apply to information made available actively, as in e-mail, as well as passively, as in the World Wide Web.

- a. Anonymous information is strictly prohibited. All publications must contain the electronic mail address of the person making the information available. For example, active information such as e-mail must contain the e-mail address of the sender in the FROM: field. Passive information, such as that found on the World Wide Web, must contain the e-mail address of the author, owner or sponsor at the bottom of the page.
- b. All information must carry a date indicating the date the information is being made available. For information made available actively, such as through e-mail, the date would appear in the DATE: field. For passive information, such as that found on the World Wide Web, the date should appear at the bottom of the page labeled as the posting date.
- c. Specific and detailed guidelines for the responsible use of E-mail (active) and World Wide Web (passive) technology resources exist in other policy documents. Copies can be obtained from Information Technology Services.

The University intends to place effort toward development of technology resources and not the policing of the use of those resources. Engaging in activity that violates or is prohibited by current faculty, student, and staff operational policies may result in loss of access privileges as

well as appropriate disciplinary or corrective action. If such activity also violates local/state/federal laws, perpetrators may be referred to appropriate law enforcement officials.

2.8.19 Smoking. Every employee has a right to work in an area free of environmental tobacco smoke. Smoking is prohibited in all University offices and buildings, including residence halls and food service areas, or within 25 feet of the buildings. Smoking is also prohibited in all University owned and operated vehicles and in outdoor group seating facilities, such as outdoor classes and organized events on campus. Individuals who wish to smoke may do so out of doors away from building entrances using receptacles provided for the disposal of cigarette remains. Improper disposal of smoking materials presents a fire hazard and will not be tolerated. Smokers may not subject non-smokers to environmental tobacco smoke. If a designated smoke-free area does not eliminate environmental tobacco smoke from the employee's work area the University will take steps to eliminate the environmental tobacco smoke. In any dispute concerning the smoking policy, the health of the non-smoker will take precedence.

2.8.20 Authorized University Drivers. The University's property/casualty insurance carrier requires that members of the University community who drive licensed University owned vehicles or who, as part of their routine weekly University responsibilities, drive rental or personal vehicles on University business have acceptable driving records and be properly insured or insurable. The University's insurance carrier covers all individuals who drive University vehicles as well as vehicles rented or leased for University business. In addition, the University's carrier would be held liable for uninsured drivers who operate personal vehicles on University business.

Any employee who will drive any licensed Regis University vehicle or who will routinely drive a rental or personal vehicle on behalf of Regis University must, as a condition of initial or continuing employment, authorize the University to procure consumer and motor vehicle reports as part of the University's evaluation of initial employment or continuing employment status to evaluate insurability. In addition, individuals who routinely drive personal vehicles on behalf of the University must provide personal insurance information. Employees to whom these requirements apply normally may not drive on University business until approval from the Office of University Business Services has been received.

2.9 Work Schedule.

2.9.1 Work Week. The standard work week shall consist of regularly scheduled work days in the seven days of each Saturday 12:01 am through Friday midnight week, at 40 hours per week. Scheduled work days of individual departments should reflect the different rhythms of the institution and the needs of client populations.

2.9.2 Work Day. The normal daily work schedule will be established by each departmental supervisor according to the needs of the client population served by that department and in accordance with the Official University Hours.

2.9.3 Official University Hours. Regis University official work hours are 8:30 am to 5:00 pm Monday through Friday and all administrative offices must be open. Individual directors may establish work hours for employees that differ from above.

2.9.4 Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours.

a. Employees must be completely relieved of all duties, and allowed to pursue personal activities, for meal periods to be unpaid.

- b. If work makes uninterrupted meal periods impractical, eating an on-duty meal must be permitted, and the time must be paid.
- c. To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts.

Rest Periods: 15 minutes, paid, every 4 hours.

- a. Rest periods need not be off-site but must not include work and should be in the middle of the 4 hours to the extent practical.
 - b. Two 7.5 minute rest periods, instead of one 15-minute, are permitted if employees and employers agree voluntarily and without coercion, and if 7.5 minutes is enough to go back and forth to a bathroom or other place where a genuine break would be taken.
 - c. Employers that do not authorize and permit rest periods must pay extra for the work time that would have been rest periods.
 - d. Rest Periods and Lunch Periods. Non-exempt employees who work a full day are allowed an unpaid thirty-minute lunch period and two paid fifteen-minute rest periods. Supervisors may authorize the substitution of rest period time for the purpose of extending the lunch period; however, the substitution of rest period time for the purpose of adjusting the beginning or end of a work day is not permitted. A full day is considered eight or more hours, exclusive of the unpaid lunch period. Non-exempt employees scheduled to work less than a full day may take one fifteen-minute rest period for every four hours worked.
- 2.9.5 Special Work Schedules. The area vice president or dean may authorize variations and changes from the departmentally established standard work schedule.
- 2.9.6 Work Time/Leave Reporting. Employees are required to report to work at the times and on the days scheduled by their supervisors and to promptly notify their supervisors in case of their inability to report for work at the scheduled time. False reporting of leave hours used or of time worked is unacceptable.

Non-Exempt Employees.

- a. Time records of hours worked are required by law to be maintained by all employers for all non-exempt employees.
- b. Each employee must submit, and approve his/her web time entry including exception hours through Workday and have his/her supervisor approve and submit to the Payroll Office. Exceptions include excess hours and overtime hours (see Section 7) as well as usage of leave hours (in quarter hour increments).
- c. It is the responsibility of each employee to make certain that his/her web time entry is submitted by the due date noted.
- d. Compensation omitted from a payroll because web time entry has not been submitted in a timely manner can be included and paid only on the succeeding payday.

Exempt Employees.

Revision Date: August 15, 2021

- a. Regis University, consistent with the provisions of the Fair Labor Standards Act (FLSA), requires exempt staff to readily meet workloads that often demand working hours in excess of forty hours per week without being additionally compensated.
 - b. Exempt employees are required to accurately record their usage of leave hours (in quarter hour increments) each pay period.
 - c. It is the responsibility of each employee to make certain that his/her report of leave used is completed on his/her web time entry, submitted and approved by his/her supervisor by the due date noted.
- 2.9.7 Social Events. To permit faculty and staff to participate and so as not to unduly interrupt departmental operations, employment related social events must be held before business hours, after 4:00 pm or during the lunch period (for no more than one hour between the hours of 11:30 am and 1:30 pm) unless otherwise approved by the Senior Vice President and Chief Financial Officer.
- 2.9.8 Nursing Mothers. Breastfeeding employees are allowed reasonable break time (not to exceed the normal time allowed for rest and lunch periods) for expressing breast milk. If additional time is needed, the supervisor and employee will agree upon a plan such as the employee using vacation leave, coming into work earlier, or leaving later. A private space (not a toilet stall) with an electrical outlet, table, and comfortable chair will be made available for breastfeeding employees to express milk.
- 2.10 Telecommuting.
- 2.10.1 Definition/Purpose. Telecommuting means working, on a regular basis, one or more days each workweek at a site distant from a University campus while staying in touch through electronic devices. It does not include short-term work at home that is periodically arranged between an employee and supervisor. Regis University allows telecommuting where there are opportunities for disabled or mobility impaired staff, opportunities for improved employee performance, relief of congestion on campus, or potential for University savings.
- 2.10.2 Eligibility.
- a. This policy applies to Regis University exempt and non-exempt employees who work a regularly scheduled workday, whose duties do not require that they be present on campus on a daily or routine basis, and whose assignments involve activities that can be readily communicated to the campus through electronic means.
 - b. Telecommuting is not suitable for every employee and/or position. Telecommuters must be self-motivated, have minimal requirements for face-to-face daily interaction, and must have demonstrated conscientiousness about work time and productivity.
 - c. The position for which telecommuting is proposed must be suitable for such an assignment, with high quality service to University constituents being the most significant determining factor. Prior to considering a telecommuting arrangement for any position, the supervisor must determine that all tools necessary for telecommuting success are available and obtainable. The appropriate dean, vice president, or designee will make the final decision about whether a position is suitable for telecommuting.

- d. Telecommuting is typically voluntary, although the University may develop positions designated as telecommuting. However, an employee may not demand the "right" to telecommute.

2.10.3 General Terms and Conditions.

- a. All University and relevant work unit policies apply to telecommuters.
- b. The same high professional standards regarding job responsibilities, work products, and customer or public contact that are expected of Regis University employees at their campus work locations are expected of telecommuters.
- c. A consistent schedule of telecommuting work hours and days is desirable to ensure regular and predictable contact with Regis University staff and others. For some positions, more flexibility in work hours and days is feasible. A specific work schedule will be stated in the Telecommuting Agreement. Exceptions will be made when an employee's presence is required.
- d. An employee's work schedule may include telecommuting on either a part-time or full-time basis.
- e. The employee and supervisor will attach to the completed Telecommuting Agreement an updated position description that delineates duties to be performed at the employee's university work location and at the remote work location. The employee, the supervisor, the appropriate dean, vice president or designee, and the appropriate Human Resources staff member prior to the effective date of the Agreement must sign this Agreement. A copy of the Agreement and updated job description will be retained in the employee's official human resource file.
- f. The employee's salary, benefits, and workers' compensation coverage shall not change due to telecommuting. An employee who is telecommuting is not entitled to reimbursement for travel mileage to attend work unit meetings.
- g. Business meetings may not be held at an employee's home worksite.
- h. The employee will meet or communicate with his/her supervisor to receive assignments, review work progress, and complete work as often as the supervisor believes is necessary.
- i. The supervisor and employee will formulate objectives, expected results, and evaluation procedures for work completed while the employee is telecommuting. The supervisor and employee will meet at pre-determined intervals to review the employee's work performance.
- j. While telecommuting, the employee must be available via telephone, fax, network access, or e-mail during agreed-upon work hours. The employee and supervisor will agree on how to handle work-related telephone messages.
- k. The employee must obtain supervisory approval before taking leave in accordance with University policy.
- l. Telecommuting is not a substitute for dependent care. Telecommuters are required to

decide for dependent care during the agreed-upon work hours.

- m. Telecommuting does not include short-term temporary work at home due to special conditions such as providing dependent care, recovering from an illness, or caring for an ill family member.
- n. Telecommuters may not use duty time for any purpose other than official duties. They may not perform personal business or other activities during agreed-upon work hours.
- o. A non-exempt employee shall not work overtime unless he/she has received prior approval from his/her supervisor.

Any abuse of telecommuting privileges will not be tolerated.

2.10.4 Work Site.

- a. The telecommuter must designate a specific workspace that is maintained in safe and ergonomically sound condition, free from hazards, and is quiet, free of distractions, and kept in a clean, professional condition, with adequate lighting and ventilation. A description of the specific workspace will be included in the Telecommuting Agreement.
- b. Since the employee's home workspace is an extension of the University workspace, the University's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. To ensure that safe working conditions exist and to ensure that University-owned property is properly maintained, the University will retain the right to make on-site inspections of the home or alternative workspace during the employee's normal working hours. If the University identifies problems, the employee must correct them within a time period specified by the University.
- c. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative work site and to complete any required forms.
- d. The University will not be responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee's residence.
- e. The University will not be liable for damages to the employee's property that may result from participating in the telecommuting program.
- f. Telecommuters are advised to contact their insurance agent and tax consultant for information regarding home worksites and coverage for equipment that is damaged, destroyed, or stolen.

2.10.5 Supplies, Equipment, and Software Usage.

- a. Telecommuters must acquire standard office supplies from the appropriate University department. Other supplies, as needed, must be requested by the employee and approved by the supervisor.
- b. Regis University will not provide worksite furniture for part-time telecommuters. The employee and supervisor, if needed, must discuss worksite furniture for full-time

telecommuters. The supervisor without prior approval of the supervisor's dean or vice president may not provide worksite furniture.

- c. The need for specialized material or equipment must be minimal or reasonable.
- d. Regis University is committed to improving the climate for telecommuting by increasing network access to remote locations. However, network access is not guaranteed.
- e. The following conditions shall apply to use of computers, software, and other equipment:
 - i. In most instances, the telecommuter will provide his/her own equipment. Any agreements for Regis University to provide equipment will be specified in the Telecommuting Agreement and approved by the supervisor and the appropriate dean or vice president.
 - ii. Should an employee be provided University equipment to telecommute, the University equipment in the home office or satellite work location may not be used for personal purposes. If repair or upgrade of University owned equipment is needed, the telecommuter must arrange for such work to be accomplished at the University. The University will not provide service calls to home worksites.
 - iii. The employee agrees not to duplicate University owned software. The employee also agrees to abide by the licensing regulations and restrictions for all software under license to Regis University.
 - iv. A computer used for University business must meet minimum desktop computing standards (specified and periodically amended by Information Technology Services) and must be plugged into surge protection equipment and have current virus protection maintained.
 - v. The employee will use any University supported software applications created for the purpose of telecommuting where applicable according to the telecommuter's job functions.
 - vi. Restricted-access materials shall not be removed from University property or accessed through the computer unless approved in advance by the supervisor.
 - vii. Regis University does not assume liability for loss, damage, or wear of employee-owned equipment or property.
 - viii. The employee shall promptly notify his/her supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The employee may be assigned to another project and/or work location that may necessitate termination of the Telecommuting Agreement.
 - ix. Regis University may pursue recovery from the employee for University property that is damaged, destroyed, or stolen while in the employee's care, custody, or control.
 - x. The employee shall surrender all University-owned equipment and/or all data records subject to the Records Management Policy data immediately upon request by the supervisor and/or separation from employment.

2.10.6 Security.

- a. The employee will take all necessary precautions to secure and protect University information and equipment from unauthorized access, disclosure, or damage as required by the Records Management Policy.
- b. The employee will comply with federal, state, and University rules, policies and procedures regarding disclosure of records.
- c. Work done at the employee's telecommuting site is regarded as official University business. All records, documents, and correspondence, either in paper or electronic form must be properly backed-up and safeguarded for return to the University.
- d. Release or destruction of records should be done only in accordance with statute and University policy and procedure, and with the knowledge of the employee's supervisor.
- e. Electronic information and other materials maintained at the home worksite are the property of the University and shall be protected as such by the employee.

2.11 Separation from Employment. This section establishes policies and procedures for separation from employment due to retirement, dismissal, layoff and resignation. Separating employees are paid for unused, accrued vacation leave. No payment is made for unused sick leave. A separation date may not be extended by using paid leave.

2.11.1 Resignation. Employees may resign at any time. The University requests that employees who plan to leave employment with Regis University provide reasonable notice as mutually determined by the employee and supervisor. Resignations should be made in writing to the supervisor and to the Department of Human Resources.

Where deemed appropriate by the Department of Human Resources, a documented interview with an employee, in lieu of a written resignation, shall constitute resignation.

No form of resignation may be filed undated or with an unspecified future date.

2.11.2 Retirement. An employee who voluntarily terminates his/her employment with the University and whose years of age added to his/her years of consecutive benefit-eligible service is equal to or greater than 70 is considered retired from University service. The University requests that employees who plan to retire provide reasonable notice as mutually determined by the employee and supervisor.

2.11.3 Dismissal. Employees who are within the initial review period may be dismissed at any time for any reason, with or without cause. Reasons are not required to be given. Following the initial review period, the University may dismiss an employee for reasons including, but not limited to, incompetence; dishonesty; breach of the terms and conditions of employment; violation of rights of students or employees of the University; violation of recognized professional ethics or University ethical statements or rules of conduct; moral turpitude (as construed in the light of the mission and goals of the University); breach or failure to perform the duties and responsibilities of the employee's position at an acceptable level as determined by the University; conduct that is contrary to the mission and values of the University as determined by the University, unauthorized absence or use of leaves; job abandonment; actions or omissions of the employee outside the scope of employment that reflect negatively on the University or impair the employee's ability to perform his/her job duties and responsibilities as determined by the

University; loss of confidence in the employee's ability or willingness to perform his/her job duties at an acceptable level or standard as determined by the University; failure to observe any of the University's basic principles of work; or other reason determined appropriate by the University.

Dismissal Procedure. In the case of any dismissal actions, the following procedures should be followed:

- a. The supervisor provides the appropriate department director or dean a report of reasons for the recommendation for dismissal. If the supervisor does not report directly to the department director or dean, the intermediate supervisor(s) within the designated organizational channel review and approve the reasons for dismissal before they are provided to the department director or dean.
- b. The department director or dean reviews and either endorses the dismissal or rejects the recommendation in favor of a lesser action.
- c. A dismissal approved by the department director or dean is reviewed by the Associate Vice President for Human Resources or designee for compliance with University policies or practices. The Associate Vice President for Human Resources forwards any dismissal recommendations to the appropriate vice president or Provost for final authorization.
- d. The appropriate vice president or Provost accepts or rejects the recommendation for dismissal.
- e. If the recommendation for dismissal is accepted, the employee receives a notice of discharge prepared by the Department of Human Resources. Such notice includes the reason(s) for the dismissal if the employee is dismissed after the conclusion of the initial review period.

2.11.4 Lay-off. Employees may be laid off at any time due to lack of work, lack of resources, reorganization or similar circumstances where the position is eliminated, reduced or made unnecessary as determined by the University.

2.11.5 Final Exit Interview. All regular employees whose employment with Regis University ends for whatever reason have an opportunity for a final exit interview with the Department of Human Resources before leaving. The exit interview will cover benefits, final paycheck and the return of University property.

Exit interviews provide an opportunity to discuss experiences and issues regarding employment at Regis University. They also provide data that allow the University to determine if there is a possible pattern for resignations and terminations that may reflect a need to review policies and practices in connection with supervision, compensation, promotion, or other conditions of employment.

2.11.6 Return of University Property. Separating employees must return all University property in accordance with the Records Management Policy and satisfy all financial obligations on or before the last day at work. Examples include but are not limited to:

- a. ID cards, keys (including access cards), and equipment
- b. Cellular telephones, tablets, smart devices and other communication equipment

- c. Library books and other written materials owned by the University
- d. Computers, laptops, software, documentation, and other technological materials
- e. Tools issued by the University
- f. Credit, telephone, and other cards
- g. Satisfy outstanding pay advances, library and parking fines, and tuition obligations

Section 3

Leaves

3.1 General. This section contains policies establishing employee leaves from job duties. These leave policies are subject to change from time to time and applicable to all employees as and when changed. These leaves are subject to conditions and availability as described below. Sections 3.2 through 3.10 describe paid leaves. Sections 3.11 through 3.15 describe unpaid leaves. Employee leave accruals for vacation and sick leave cease during any leave of absence (paid or unpaid) that exceeds one full pay period.

3.2 Holiday Leave.

3.2.1 Designated Holidays. The following days will be observed as paid holidays when occurring on a regularly scheduled workday of an employee:

New Year's Day
Martin Luther King Jr. Day
Good Friday
Easter Sunday (applies only to employees normally scheduled to work on Sundays)
Memorial Day
Labor Day
Independence Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve Day
Christmas Day
Winter Break (applies to weekdays between Christmas Day and New Year's Eve Day)
New Year's Eve Day

One floating holiday of mutual choice by the employee and supervisor per calendar year is given in addition to the above holidays. Employees hired October 1 or later become eligible for the floating holiday effective January 1 of the following calendar year.

3.2.2 Eligibility. All full-time and part-time employees who are regularly scheduled to work at least .50 of an FTE and are either on regular or initial review period status are eligible for paid holidays identified in Section 3.2.1. Part-time employees are entitled to leave eligibility that is prorated to reflect their part-time status, e.g., a .50 FTE employee shall receive 50% of the leave benefits available to a 1.0 FTE benefit employee. Eligible employees shall be compensated for the above holidays that fall on regularly scheduled workdays of the employee, provided that the employee has worked or been on authorized paid leave for the last regularly-scheduled work day of the employee prior to the holiday, and works or is on authorized paid leave for the first regularly-scheduled work day for the employee after the holiday.

Temporary, contract, and student employees are not eligible for paid holidays.

If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid leave benefit that would otherwise have applied.

Working on holidays must be scheduled or have supervisor approval.

3.2.3 Weekend Holidays. A recognized holiday that falls on a Saturday is typically observed on the preceding Friday. With the exception of Easter Sunday, a recognized holiday that falls on a Sunday is typically observed on the following Monday.

3.2.4 Holiday Pay.

- a. Salary payments for exempt employees will be unaffected by designated holidays. Exempt employees whose duties require their services to be provided on holidays will be provided an alternative day off, preferably during the same pay period as the holiday.
- b. The following guidelines govern pay status for non-exempt employees who are eligible to receive holiday pay:
 - i. Holidays shall be paid at the employee's regular rate of pay.
 - ii. If an employee is scheduled and works on a holiday, the employee may, with supervisor approval, choose an alternate day off (during the same pay period where possible) or additional pay at straight time for the hours actually worked on the holiday.
 - iii. If by working on a holiday, an employee works more than 40 hours in that workweek, overtime pay will be paid for all hours worked over 40.
 - iv. If a holiday, with the exception of Easter Sunday, falls on a normal day off for an otherwise eligible employee who works a non-standard schedule, that employee may, with supervisor approval, choose an alternate day off or straight time pay, with hours prorated based on FTE status, within the same pay period as the observed holiday.

3.3 Mission Leave.

3.3.1 Purpose. Consistent with the vision of its Jesuit founders, Regis University encourages its employees to acquaint themselves with the University's mission purposes, to live out its mission of leadership in the service of others, and to reflect on questions of value and meaning as well as to build community and colleagues. The purpose of this policy is to allow employees to participate voluntarily, with pay, in University sponsored retreats/reflection experiences or in approved mission-related service activities that occur during regularly scheduled work hours.

3.3.2 Eligibility. In order to be eligible for paid University Mission Leave, an employee must work in a full-time or part-time position that is designated by the Department of Human Resources at being least .50 FTE (1040 hours per fiscal year). Temporary, contract, and student employees are not eligible for Mission Leave.

3.3.3 Types of Mission Leave. There are two types of voluntary activities that are eligible for consideration under this leave policy. Retreat/Reflection, which includes any retreat or reflection activity sponsored, endorsed or conducted by the Vice President for Mission, the Office of University Ministry or the Society of Jesus, and Mission-related service activity, which includes either community service projects or programs that are sponsored by a University department or group, or an individual employee's voluntary service in connection with a legally sanctioned non-profit organization that engages in activities that are consistent with the University's mission.

Qualified mission-related service activities must involve acts of service that help others in an

immediately personal way and that make a tangible difference in the daily struggle for justice, dignity, or human rights, or involve acts of service that provide humanitarian aid or relief in situations of community crisis or human tragedy, or are directly related to service to the economically poor, the disabled, the disadvantaged, or the socially oppressed members of society; or involve work with formulation of social policy to transform conditions of social oppression.

The Vice President for Mission is responsible for determining whether a University-sponsored service project or program qualifies under this policy. The employee's supervisor is responsible for determining whether individual voluntary service qualifies under this policy.

Mission leave is not needed for activities that fall within the scope of the employee's job duties and responsibilities. Mission leave is also not needed for mission-related conferences at which the employee is a delegate representing the University. The supervisor is responsible for deciding about the nature of the activity and the eligibility of the employee and activity for Mission Leave.

The Vice President of Mission and/or Human Resources is available to aid in making the determination about the nature of the activity and the eligibility of the employee for Mission Leave.

3.3.4 Leave Limits. Full-time employees are eligible for a maximum of three workdays (or 24 work hours) of Mission Leave per calendar year. If part-time, the employee is eligible for leave on a pro-rated basis and in accordance with the employee's FTE status. If, in the opinion of the President, it is in the best interests of the University to do so, the President may designate specific events as eligible for extended mission leave.

3.3.5 Supervisor Approval. University Mission Leave requires written supervisor approval subject to the following guidelines,

- a. The time at which an employee takes University Mission Leave during the calendar year shall be approved by the supervisor, with consideration of the wishes of the employee, and with particular regard for the needs of the office.
- b. Requests for University Mission Leave must be made in advance and in writing and with approval by the supervisor. Mission Leave is to be scheduled in a manner that minimizes interruptions to the departmental operations.
- c. University Mission Leave must be noted on the employee's web time entry.

3.4 Vacation Leave.

3.4.1 General. Paid vacation leave is granted to eligible faculty and staff for the purpose of freeing them from regular duties to spend time in rest, recreation and rejuvenation, and in some instances to supplement sick leave. The time at which an employee takes vacation leave shall be approved by the supervisor, in consideration of the wishes of the employee, and with particular regard for the needs of the University. Requests for vacation must be made in writing and be approved by the supervisor. Holidays, for which the employee would be entitled to compensation if not on leave occurring during a vacation period, will not be counted as vacation time. Supervisors are responsible for ensuring that appropriate vacation assignments are arranged. All leave must be accounted for on the employee's web time entry record. All eligible employees will receive vacation leave in pay period accruals. Vacation leave may not be used

until it is accrued. The supervisor may assign an employee to vacation leave at any time if considered appropriate by the supervisor. A separation date may not be extended by using paid leave. Upon termination of employment, employees are paid for unused, accumulated vacation leave. Hours paid cannot exceed the maximum leave accrual based on full-time equivalency (FTE).

3.4.2 Eligibility. Faculty on twelve-month appointments and regular full-time and part-time staff employees, including those in their initial review periods, who are designated by the Department of Human Resources as being least .50 FTE (1040 hours per fiscal year) or greater are eligible to accrue vacation leave. Temporary and contract employees are not eligible.

3.4.3 Accruals. Regular full-time staff employees accrue vacation leave per pay period based on length of service. Accrual rates are as follows:

- a. Full-time staff employees with zero but less than five years of continuous service accrue 4.62 hours per pay period (the equivalent of 15 workdays or three workweeks annually with a maximum accrual limit of 120 hours, as explained below).
- b. Full-time staff employees with at least five but less than ten years of continuous service accrue 6.15 hours per pay period (the equivalent of 20 workdays or four work weeks annually with a maximum accrual limit of 160 hours, as explained below).
- c. Full-time staff employees who have completed ten or more years of continuous service accrue 6.77 hours per pay period (the equivalent of 22 workdays annually with a maximum accrual limit of 176 hours, as explained below).
- d. Full-time faculty and non-faculty employees holding the title of President, Vice President, Assistant/Associate Vice President, Dean, Assistant/Associate Dean or their equivalent accrue 6.77 hours per pay period (the equivalent of 22 workdays annually with a maximum accrual limit of 176 hours, as explained below).
- e. Eligible part-time staff and faculty receive a prorated accrual rate and prorated maximum accrual limit based upon FTE and length of service, if applicable.

Accrual Cap. Faculty and staff may not accrue and maintain more than one year's worth of vacation, as determined by an employee's length of service, in their vacation bank at any one time. Once an employee's accrued and unused vacation reaches the cap, the employee will not accrue any additional time except to the extent that accrued vacation time has been used.

3.5 Sick Leave.

3.5.1 Purpose. The purpose of this policy is to establish provisions that will enable the ill or injured employee to remain off of the job until he/she is well enough to work, and to avoid subjecting co-workers to illnesses that might be contagious. Sick leave, under this policy is available to use in the event of illness or injury of the employee or of a member of the immediate family who requires the employee's care. Under the provisions of Parental Leave (see [3.7](#)), it may also be exercised to care for and bond with a new child.

3.5.2 Eligibility. In order to be eligible for University paid sick leave, an employee must work in a full-time

or part-time exempt or non-exempt position that is designated by the Department of Human Resources as being least .50 FTE (1040 hours per fiscal year). Temporary, contract, and student employees are not eligible for the University paid sick leave – please see section 3.5.4 for eligible sick leave benefits.

- 3.5.3 **Accrual Rate.** Each full-time employee accrues twelve sick leave days per year at the rate of 3.69 hours per pay period. Sick leave accrues on a pro-rated basis for part-time employees. Sick leave with pay, as provided for in the University paid sick leave, if not used, may be accumulated, but not to exceed 60 work days (480 work hours). When the maximum of 60 work days (480 work hours) has been accumulated and a portion of it is used, it may subsequently be re-accumulated at the applicable earning rate.
- 3.5.4 Colorado Healthy Families and Workplace Act, Paid Sick Time (Colorado)- Effective January 1, 2021
Under the CHFWA, employees not eligible for the University paid sick leave benefits, will accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Unused sick hours currently are carried over from year to year up to 48 hours so, they can be accumulated and used when needed. Employees will not accrue additional sick time until the balance falls below 48 hours.
- 3.5.5 Paid sick leave may be used if an employee is unable to perform the job duties and responsibilities due to the following:
- (1) has a mental or physical illness, injury, or health condition that prevents them from working;
 - (2) needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
 - (3) needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
 - (4) the employee or the employee’s family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
 - (5) due to a public health emergency, a public official having closed either (A) the employee’s place of business, or (B) the school or place of care of the employee’s child, requiring the employee needing to be absent from work to care for the child.
- 3.5.6 **Immediate family.** The “immediate family” of an employee shall for purposes of this policy be limited to include: husband or wife (as defined according to applicable state or local law), a partner in a civil union or registered domestic partnership, child (including biological children, legally adopted or foster children, stepchildren, legal wards, and other individuals for whom the employee provides essential care on a day to day basis and for whom the employee is financially responsible), and parent (includes biological parents, parents-in-law, and individuals that assumed continuing day-to-day care and financial responsibility for the employee when the employee was a child in place of a parent and with whom the employee has a parent-child type of relationship). The application of these categories in any instance shall be subject to the discretionary judgment of the University.

- 3.5.7 Paid sick leave may be used in one-hour increments. Employees begin accruing sick time upon hire.
- 3.5.8 Disposition of Accrued Sick Leave of Separated Employee. If an employee is separated from employment for any reason, all accumulated sick leave shall be cancelled.
- 3.5.9 Limitations on Sick Leave. Sick leave pay shall not be granted to an employee who is absent from duty due to an injury covered by Workers' Compensation and incurred while working for Regis University or another employer. An exception to this limitation may be made when the period of disability does not last longer than three days from the day the employee leaves work as result of the injury and no disability indemnity is recoverable for this three-day waiting period.
- 3.5.10 Effect of Other Leaves on Sick Leave. Illness or injury occurring during an approved vacation or other paid leave may be charged to sick leave with supervisor approval. Whether on paid or unpaid leave, an employee will not accrue sick leave during any full pay period that the employee does not work.
- 3.5.11 Verification of Illness. In the event you are absent for four or more days, medical or legal certification is required. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.
- 3.5.12 Required Method of Reporting Illness. In order to receive compensation for the period in which he/she is on sick leave, the employee shall notify his/her immediate supervisor or a higher supervisor prior to or within one hour after the employee's regularly scheduled time for reporting to work. If the circumstances involved are such as to clearly make this impracticable, the employee shall report the illness at the earliest possible time. Failure to do so is cause for denial of sick leave eligibility.
- 3.5.13 Retaliation: Your supervisor cannot retaliate against you for requesting or using paid sick leave.
- 3.5.14 Employee rights: Employees that they have the right to file a complaint or bring a civil action if paid sick leave is denied or they are retaliated against for exercising their rights under the law.
- 3.6 Pregnancy and Childbirth Leave. In compliance with the Pregnancy Discrimination Act of 1978, any personal disability associated with pregnancy and child bearing is treated like any other temporary illness or disability. Paid leave necessitated by pregnancy or childbirth conditions will be granted under the same terms and conditions that sick leave is provided to eligible employees. See also Section [3.12](#) on Family and Medical Leave and [4.3.5](#) on Short-Term Disability.
- 3.7 Parental Leave. Regis University recognizes the importance of allowing employees time off to care for and bond with a new child. In order to assist and support new parent relationships and to assist with balancing work and family responsibilities, the University allows employees to use accrued sick leave as parental leave in connection with the birth or adoption of a child, on the following conditions:
 - a. Parental Leave of up to 12 weeks following the birth or adoption of a child may be granted to a benefit eligible employee if the employee has been employed for at least 6 months by Regis University, and has worked at least 1,040 hours during the 6-month period prior to the time leave would begin.
 - b. Parental Leave is paid from the employee's accrued sick leave and must be completed

within 12 months following the birth or adoption of a child.

- c. An employee's accrued and available sick and/or vacation leave may also be used for the purpose of paid Parental Leave (see Family and Medical Leave Policy, [3.12](#)). An unpaid Parental Leave may be granted to qualified employees if the employee has no accrued and available leave benefit (see [3.12](#)).
- d. Parental Leave is not increased for multiple births/adoptions. An employee who adopts a spouse's child or the child of a member of his/her household is not eligible for Parental Leave.
- e. The employee must submit a request for Parental Leave in writing to the appropriate supervisor at least 30 days prior to the expected date of the leave. Requests for Parental Leave are evaluated based on a number of factors, including anticipated operational requirements and staffing considerations during the proposed period of absence. Leaves must be approved by the supervisor and the Department of Human Resources.
- f. Family and Medical Leave runs concurrently with Parental Leave. An employee who fails to return upon expiration of approved Parental Leave will be terminated unless additional leave using accrued vacation, Family and Medical Leave, or other leave has been requested and approved.

3.8 Bereavement/Compassionate Leave. With supervisor approval, a full-time employee may take a maximum of five working days or forty working hours of leave each calendar year to mourn the passing or to prepare for the imminent death of a person or persons of significant importance to the employee. The maximum bereavement/compassionate leave for part-time employees is prorated based on full time equivalency. Temporary, contract, and student employees are not eligible for bereavement/compassionate leave.

3.9 Military Leave. Members of the U.S. Armed Forces Reserve, National Guard, or employees performing other protected uniformed service, are granted a leave of absence when called for active or inactive (training) duty.

3.9.9 Compensation While on Leave. Regular full-time and part-time employees scheduled to work a minimum of one thousand forty (1040) hours per work year, which is the equivalent of half-time employment (.50 FTE) are eligible for paid military leave for up to fifteen (15) work days in a twelve (12) month period, for days which the employee would have otherwise been scheduled to work. Employees are not required to use accrued vacation leave during absences due to military service requirements, but may do so upon request.

3.9.10 Re-employment. Employees granted military leaves of absence are reinstated in accordance with the laws governing veterans' re-employment rights.

3.9 Jury Duty, Witness Duty, and Voting Leave.

3.9.1 Jury Duty. Participation in jury service is encouraged as a part of an employee's civic responsibility. A copy of the jury summons should be presented to the employee's supervisor upon receipt.

Requests from employees for employer recommendations for deferment or advancement of jury service will be considered only in those cases where an employee's absence would

seriously impair the operation of the University. Jury duty includes actual jury duty service and time spent in preliminary examination and interviews required prior to such service.

Temporary and casual employees whose work hours during the three-month period preceding the jury duty were determined by a schedule, custom or practice, are eligible for up to three days of paid time off (regular wages) while serving jury duty during regular work hours.

Regular employees shall be granted paid time off (regular wages) for the duration of jury duty during regular work hours. Colorado also pays jurors after the first three days of jury duty for state district or county courts. Any jury duty pay provided by the courts must be remitted to the University by regular employees as an offset against regular wages for the days of paid jury service; a receipt will be provided to employees for income tax return purposes.

On any day when an employee on jury duty status is not required to report to the court, the employee is required to report to his/her regular work. If the employee is excused from jury duty during his/her regular work hours, he or she is expected to report to work promptly. An employee who does not report to regular work as required will receive pay only for the number of hours actually spent on jury duty. The supervisor may require the employee to furnish documentation from the court clerk as to days served.

- 3.9.2 **Witness Duty.** An employee compelled to be a witness in a court proceeding (other than as expert witness) will receive his/her regular rate of pay for the first five days the employee is compelled to appear. If the witness duty extends beyond five days, leave without pay will be granted. A copy of the subpoena will be required by the supervisor before leave is granted.
- 3.9.3 **Voting.** In Colorado, polling places are generally open from 7:00 a.m. until 7:00 p.m. and employees are encouraged to vote before or after working hours. If voting in off hours is not possible, an employee should request approval from their supervisor at least one day prior to the election day to vote during the workday. The supervisor when requested in advance will arrange time off with pay, not to exceed two hours.
- 3.10 **Miscellaneous Paid Leaves.** In addition to those leaves of absence with pay that are presented elsewhere in this Manual, a leave of absence with pay may be granted to a regular employee under special or unusual circumstances that, in the opinion of the President or designee, in consultation with the Department of Human Resources make it in the best interest of the University to do so. Requests for such leave must normally be received at least five (5) workdays ahead of planned departure to permit full discussion of the exceptional circumstances and prior approval.
- 3.11 **Domestic Abuse Leave.** Regis University provides unpaid domestic abuse leave to employees who are victims or potential victims of such abuse for the purpose of:
 - a. seeking a civil restraining order to prevent domestic abuse;
 - b. obtaining medical care or mental health counseling for the employee or his/her children as a result of domestic abuse, stalking, sexual assault, or any other crime involving domestic violence;
 - c. making his/her home secure from the perpetrator of domestic abuse, stalking, sexual assault, or other crime involving domestic violence or seeking new housing to escape the perpetrator; or

- d. seeking legal assistance to address issues arising from domestic abuse, stalking, sexual assault, or other crime involving domestic violence, and preparing for and attending court related proceedings from the act or crime.

Employees who have been with Regis University for more than twelve months may be granted unpaid leave for up to three workdays or twenty-four work hours within any twelve-month period for the purposes listed above. Eligible employees must exhaust all available and applicable paid leave time before taking unpaid Domestic Abuse Leave. Employees must obtain approval from the immediate supervisor in advance except in the cases of imminent danger to the health and safety of the employee. The supervisor may request appropriate documentation.

3.12 Family and Medical Leave (FMLA). Regis University provides family and medical leave to eligible employees according to the Family and Medical Leave Act of 1993 (FMLA). Regis University understands the importance of family issues. The University also recognizes that many of its employees face conflicting demands of family obligations and work. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with the FMLA, Regis University hereby establishes its family and medical leave policy.

3.12.1 Eligibility. An employee is eligible for family and medical leave if the employee has been continuously employed for at least 12 months (or 52 weeks) by Regis University, and has worked at least 1,250 hours during the 12-month period prior to the time leave would begin.

3.12.2 Qualifying Reasons for Leave. Regis University will grant an eligible employee unpaid, job-protected leave for up to 12 workweeks during a 12-month period. Accrued sick and/or vacation hours may be used to remain in a paid status.

Leaves are allowed for any of the following reasons:

- a. The birth of a child of an employee and to care for the child. (Entitlement expires 12 months after birth);
- b. The adoption or foster care placement of a child and to care for the child. (Entitlement expires twelve (12) months after adoption or placement);
- c. To care for the spouse, child, or parent of an employee, if the family member has a serious health condition; or
- d. A serious health condition of the employee that renders the employee unable to perform the functions of his or her job.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation 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, and attending post-deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty. The injury or illness must make the service member

medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

3.12.3 The 12-Month Period. Available leave will be calculated by determining the amount of leave used by the employee for the 12 months prior to each day for which leave is requested and subtracting that number from the total of days equal to 12 work weeks. This is referred to as the "rolling" method of calculation.

3.12.4 Intermittent Leave. An employee taking leave for a personal illness or to care for an ill family member is not required to take such leave in one block of time. Leave may be taken on an intermittent basis, or by reducing the employee's scheduled work hours, if the employee provides certification from a health care provider caring for the employee and/or family member that leave must be taken in that manner. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent leave or reduced schedule leave may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave. This decision is the sole discretion of the University. If leave is not taken continuously, it will be deducted from the employee's entitlement to leave (i.e., 12 weeks during a 12-month period) in quarter hour increments.

3.12.5 Part-time Leave After Birth, Adoption, or Foster Care Placement. Requests for intermittent or reduced schedule (part-time) leave after the birth, adoption, or foster care placement of a child will be considered on a case-by-case basis. The request should be made to the Department of Human Resources. As a general rule, part-time arrangements or intermittent leave will be granted:

- a. During the immediate twelve months after the birth, adoption, or foster care placement;
- b. Subject to the ability of the employee's supervisor to ensure that work is completed through scheduling changes or job-sharing; and
- c. Subject to the employee's consent to alter schedules or work longer hours on an emergency basis, such as when other employees are out sick.

Regis University reserves the right to refuse leave, or to cancel any such arrangement on 30 days' notice, if the University concludes that the needs of the business require the employee's presence on a full-time basis.

3.12.6 Scheduling. If leave is for the planned medical treatment of the employee or a family member, or requires intermittent or reduced schedule leave, the employee may be requested by the supervisor to arrange a particular schedule or to reschedule appointment or treatments, subject to consent of the health care provider.

3.12.7 Definitions.

- a. Spouse - a husband or wife. For the purposes of this definition, husband or wife refers to the other person with whom an employee entered into marriage as defined or recognized under state law for purposes of marriage in the State in which the marriage was entered

into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in the same-sex or common law marriage that either:

- i. Was entered into in a State that recognizes such marriages; or
 - ii. If entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State.
- b. Child - includes biological, legally adopted or foster children, stepchildren, legal wards, and other persons for whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible. The aforementioned son or daughter must be under 18 years old; or age 18 or older and incapable of self-care because of a physical or mental disability.
- c. Parent - includes biological parents, parents-in-law, and individuals that assumed day-to-day and financial responsibility for the employee when the employee was a child.
- d. Serious health condition - any illness, injury, impairment, or physical or mental condition that involves:
- i. Inpatient care (i.e., an overnight stay) in a medical care facility, including any period of incapacity (defined as an inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care; or
 - ii. Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
 - A period of incapacity of more than three full consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:

Treatment two or more times by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) on a referral by a health care provider; or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment.
 - A period of incapacity due to pregnancy, or for prenatal care.
 - A period of incapacity or treatment for a "chronic" serious health condition which requires periodic visits for treatment by a health care provider, continues over an extended period, and may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy).
 - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member need not be receiving active treatment by a health care

provider (e.g., Alzheimer's disease, severe stroke, terminal cancer).

- A period of absence to receive multiple treatments for an injury or condition which would result in incapacity of more than three days if not treated (e.g., chemotherapy or radiation for cancer, physical therapy for severe arthritis, dialysis for kidney disease).

(Note: Unless complications arise, short-term conditions requiring only brief treatment and recovery are not "serious health conditions" and are normally covered under sick leave. Such conditions include the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, routine dental and orthodontia problems, and periodontal disease.)

3.12.8 Requests for Leave. An employee should ordinarily request family or medical leave by contacting the immediate supervisor. This will assist Regis University in working out appropriate schedules and will allow the supervisor to coordinate the approval process with the Department of Human Resources. If for any reason an employee does not wish to inform the supervisor of the reason for the leave, or if an employee has any questions about the supervisor's response, please contact the Department of Human Resources.

Employees must provide sufficient information for Regis University to determine if the leave may qualify for FMLA protection, along with the anticipated timing and duration of the leave. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Foreseeable Leaves. When the need for family or medical leave is foreseeable, the employee must provide thirty days' advance written notice to Regis University. Leave may be delayed for up to thirty days after the employee provides notice of need for leave unless there is a reasonable excuse for the delay in notice. The Department of Human Resources provides FMLA request forms. Failure to report to work when family or medical leave has been denied will be treated as an unexcused absence. An employee will not be paid for any missed days or permitted to substitute paid leave.

Unforeseeable Leaves. If the need for family or medical leave is not foreseeable, the employee must give notice as soon as possible and practicable. An employee is expected to promptly notify the supervisor and/or the Department of Human Resources.

In emergencies, the employee or a family member should contact Regis University by phone as soon as possible and practicable. Requests should then be submitted in writing within 3 business days. The Department of Human Resources provides FMLA request forms.

3.12.9 Medical Certification. Regis University requires proof of necessity for family or medical leave by a health care provider on forms provided by Regis University. The information required shall include:

- a. The date on which the serious health condition commenced;
- b. The probable duration of the condition;
- c. Appropriate sufficient medical facts within the knowledge of the health care provider that

would entitle the employee to take family or medical leave;

- d. An estimate of the amount of time that the employee is needed to care for a family member, or a statement that the employee is unable to perform the functions of the position of the employee; and
- e. In cases of medical leave, an explanation of the extent to which the employee is unable to perform the function of the employee's position.

Medical certifications must be submitted within fifteen calendar days of the date Regis University informs the employee medical certification is required. Failure to submit a certification will result in any absence being treated as unexcused, with whatever disciplinary consequences that may result. Regis University has the option of requiring the employee to get a second opinion from an independent medical provider selected and paid by the University. If the two opinions conflict, the conflict may be resolved by a third opinion by a provider agreed to by the employee and the University which shall be considered final and binding. The University will pay for the third opinion.

Subsequent medical certifications may be required no more frequently than every thirty calendar days unless an extension or modification of leave is requested, changed circumstances occur regarding the serious health condition or information arises that questions the validity of the earlier certification. Employees should keep their employer informed of their intentions to return to work.

3.12.10 Notification of Request Approval or Denial. The Department of Human Resources will send all approval or denial notifications of family or medical leave requests to the employee in writing. If the employee meets eligibility requirements, such notification will specify any additional information required as well as the employee's rights and responsibilities. If the employee does not meet eligibility requirements, the reason for the ineligibility will be provided.

3.12.11 Confidentiality. Regis University will keep confidential all information relating to requests or family or medical leave. This information will be used only to make decisions in regard to the provisions of this policy. Supervisors must submit all records to the Department of Human Resources and should not retain any copies in their files.

3.12.12 Paid and Unpaid Leave Benefits. Although family and medical leave is an unpaid benefit, it runs concurrently with applicable and accrued paid leave benefits (i.e., sick leave, floating holiday, and vacation leave). It is required that an employee's applicable paid benefits be exhausted at the beginning of any family or medical leave of absence. The family or medical leave benefit is unpaid when accrued paid leave benefits are exhausted. University designated holidays and similar scheduled University closures during the family or medical leave will not extend the maximum leave period.

3.12.13 Effect on Benefits. Regis University will continue to pay the employer's portion of the group health insurance, dental insurance, life insurance, short-term disability and long-term disability insurance premiums (if applicable) for the duration of the family or medical leave. During any weeks of unpaid leave, the employee portion of premiums will be held in arrears in Workday and will be deducted once the employee is in a paid status.

3.12.14 Return from Family and Medical Leave. When an employee returns to work on or before the

expiration of the family or medical leave, the employee will be reinstated to his/her position or to an equivalent position. In cases of an employee's own serious health condition, the employee is required, within one week prior to and no later than the date of his/her return to work, to provide a certification from a health care provider confirming the employee is able to return to work and perform the essential functions of his/her position.

3.12.15 Failure to Return to Work. Failure to return on the date after expiration of leave will result in termination of employment (unless other arrangements are made with Regis).

3.12.16 Unlawful Acts. FMLA makes it unlawful for the University to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

3.12.17 Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the University. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

3.13 Family Care Leave. Regis University provides up to 12 weeks of unpaid leave to eligible Colorado-based employees to care for a partner in a civil union or registered domestic partnership, who has a serious health condition. Accrued sick and/or vacation may be used for the duration of the leave. Generally, leave under Colorado's Family Care Act is administered consistent with FMLA regulations. Contact your supervisor or the Department of Human Resources if you need family care leave.

3.14 Parental Involvement Leave. Regis University provides employees unpaid, job-protected time off to attend certain academic activities.

Employees are required to make a reasonable attempt to schedule academic activities outside regular work hours. Except in emergencies, employees must provide written verification from the school or school district and obtain approval from the immediate supervisor at least one calendar week in advance of the need for leave. In emergencies, employees are required to provide notice and then written verification from the school or school district as soon as possible after learning of the need for leave.

3.14.1 Eligibility. To be eligible for this leave, an employee must be the parent or legal guardian of a child in grades K-12. Full-time employees may take leave up to a maximum of 18 hours in an academic year (defined by Regis University as August 1 through July 31) to attend approved academic activities. Part-time employee leave is prorated accordingly based on the percent of full-time schedule the employee works. Employees may not take more than six hours of leave in any one-month period and leave may not be taken in increments longer than three hours.

3.14.2 Qualifying Reasons for Leave. Employees may take parental involvement leave for academic activities such as: parent-teacher conferences and meetings about special education services, response to intervention, dropout prevention, attendance, truancy, or disciplinary issues.

3.14.3 Paid and Unpaid Leave Benefits. Although parental involvement leave is an unpaid benefit, it runs concurrently with applicable and accrued paid leave benefits (i.e., floating holiday and

vacation leave). It is required that an employee's applicable paid benefits be exhausted when parental involvement leave of absence has been recorded on a timesheet. The parental involvement leave benefit is unpaid when accrued paid leave benefits are exhausted.

- 3.15 **Miscellaneous Unpaid Leaves.** In addition to those leaves of absence without pay that are presented elsewhere in this Manual, a leave of absence without pay may be granted to a regular employee under special or unusual circumstances that, in the opinion of the appropriate vice president or dean in consultation with the Department of Human Resources make it in the best interest of the University to do so. Requests for such leave must normally be received at least five workdays ahead of planned departure to permit full discussion of the exceptional circumstances and prior approval. It is required that an employee's applicable paid leave benefits be exhausted prior to leave without pay.

Section

4

Benefits

- 4.1 General. The purpose of this section is to indicate employee benefit programs that are supported or provided by Regis University to its employees. This is an abbreviated version of coverage and benefits offered to the employees of Regis University. Details of coverage and benefits as well as benefit forms may be obtained from the Department of Human Resources. All benefits are governed by the terms and provision of the laws or insurance plans under which they are provided. All benefit programs, carriers, terms and conditions are subject to change from time to time by the University and are effective as and when changed.
- 4.2 State/Federal.
- 4.2.1 Workers' Compensation Insurance. The University provides workers' compensation coverage for employees in accordance with the laws of each state in which the University operates. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. It also provides compensation for time off the job caused by the work-related illness or injury. Employees who sustain work-related injuries or illness should inform their supervisors immediately. It is the responsibility of the supervisor to report any job-related injury or illness to the Department of Human Resources within 48 hours of its occurrence so that an account of the accident may be documented.
- 4.2.2 Unemployment Insurance. The University contributes a percentage of employee's wages to the state to provide unemployment benefits if an employee becomes unemployed through no fault of their own. Eligibility for benefits is an individual determination made by the appropriate state agency.
- 4.2.3 Social Security/Medicare. Each pay period a portion of an employee's salary along with a matching amount provided by the University is set aside for Social Security benefits (FICA tax). This program is intended to provide employees and family with security for retirement benefits, disability payments, financial assistance for dependents or disabled persons, lump sum death payments, Medicare, and survivor's benefits. Specific information about personal or family situations is available through local offices of the Social Security Administration.
- 4.3 University Sponsored.
- 4.3.1 General Eligibility. University sponsored benefits apply to regular exempt and non-exempt employees and to faculty who are scheduled to work a minimum of one thousand forty (1040) hours per work year, which is the equivalent of half-time employment (.50 FTE). Temporary and contract employees and those employees who are scheduled to work less than 1040 hours during a work year receive benefits only under 4.2 above. Student employees receive only workers' compensation. Student employees are also subject to FICA/Medicare during time periods when they are not enrolled in academic courses.

Unless otherwise noted, benefit eligibility commences the first of the month following or coinciding with date of hire. Enrollment materials must be completed within thirty calendar days of the effective date of coverage or during the open enrollment period, which is typically during April of each year for an effective date of May 1.

University and employee shares of premium rates are established annually by the University prior to the open enrollment period.

If an employee does not enroll existing dependents for health insurance when first eligible, such dependents will be required to provide evidence of insurability. The determination of eligibility for benefit participation shall be made in the sole judgment of the University.

- 4.3.2 Medical Insurance. Regis University provides two medical insurance plans for employees and eligible dependents -- the Regis University Medical Plan and the Kaiser Permanente Health Maintenance Organization (HMO) Plan. The Kaiser HMO plan is available only to employees who have been covered by another Kaiser HMO plan within twelve months prior to employment at Regis University and who reside in the Kaiser Permanente service area.
- 4.3.3 Dental Insurance. During the employee's first year of employment, the employee and eligible dependents may elect a dental maintenance program. After one year of service, the employee and eligible dependents have the option of electing the dental maintenance program or a dental indemnity insurance program.
- 4.3.4 Vision Insurance. Employees and their eligible dependents may elect to enroll at their own expense in a vision insurance program.
- 4.3.5 Short-Term Disability (STD). The University provides group short-term disability insurance for benefit eligible employees the first of the month following their date of hire., The plan provides 70% of regular earnings to a maximum of \$2,700 per week, payable on a weekly basis, for up to 24 weeks from the onset of an illness or injury. The elimination period for STD is 14 days for an accident and 14 days for an illness during which time sick leave would be used to pay the employee. If there is a shortage or no sick leave during this 14-day elimination period, an employee may use accrued vacation, or some or all of this time would be unpaid. An employee may supplement the 70% of income received from STD using accrued sick or vacation leave to pay the other 30%. The plan provides coverage for disabilities occurring only off the job. See the workers' compensation (4.2.1) for applicable benefits. Short-term disability benefits end when long-term disability benefits begin.
- 4.3.6 Long-Term Disability (LTD). The University provides group long-term disability insurance for employees if their disability extends beyond the STD period. After the exhaustion of short-term disability coverage, the long-term disability plan provides for a payment of 60% of base monthly earnings up to \$10,000 per month, so long as the disablement (and inability to work) shall prevail, to social security normal retirement age.

Disability, which must be reviewed and approved by the carrier, is defined as inability due to sickness, bodily injury or pregnancy to perform with reasonable continuity the material duties of any occupation for which a person is reasonably qualified by education, training or experience.

- 4.3.7 Life & Accidental Death and Dismemberment (AD&D). The University provides employees a basic life insurance policy with a payment benefit to the employee's designated beneficiary(ies) equal to one and one-half times the employee's annual base pay if the employee dies.

In addition to basic life insurance, the University provides accidental death and dismemberment (AD&D) coverage. If the employee's death is due to an accident, the beneficiary(ies) will receive an additional benefit equal to one and one-half times the employee's annual base pay. The plan also provides a percentage of the employee's coverage directly to the employee in the case of specific injuries or losses.

- 4.3.8 Retirement. The Regis University retirement plans operate under section 403(b) of the Internal Revenue Code (IRC). Eligible employees may participate without Regis University contributions in the Defined Contribution Plan upon employment; participation is required after one year of employment. The one-year waiting period for University contributions may be waived for employees who accrued benefits from a regionally accredited institution of higher education retirement plan. Employees are immediately vested in the University's contributions.

Employee contributions to the retirement account are the minimum required for the corresponding University contributions in each schedule. Retirement contributions are based on regular salary or wages, but not on overtime or supplemental remuneration for extra services.

In addition to the Defined Contribution Plan, employees may elect to participate in a Tax Deferred Annuity (TDA) Plan on a pre-tax basis any time during their employment.

- 4.3.9 Employee Assistance Program (EAP). The University provides an Employee Assistance Program that helps employees and members of their households deal with personal issues in a confidential and safe environment.
- 4.3.10 Flexible Spending Account (FSA). The University provides a Flexible Spending Account program, whereby employees can elect to have their taxable income reduced to the extent allowed by federal law to be used for predictable medical and dental expenses and dependent care expenses. Money transferred into an FSA must be used by the end of the calendar year or the employee will forfeit the money.
- 4.3.11 Health Savings Account (HSA). The University provides a Health Savings Account program, whereby employees can elect to have their taxable income reduced to the extent allowed by federal law to be used for out-of-pocket health care expenses. Money transferred into an HSA is yours to keep, even if you change health plans or jobs. The money can be invested and grows tax free; including interest and investment earnings.
- 4.3.12 Effect of Separation on Benefits. The University discontinues the payment of benefit premiums when termination of employment occurs. Health insurance coverage ends the last day of the month in which termination occurs and life/AD&D, short-term and long-term disability coverage ends on the last day of employment. The University provides the opportunity for continuation of health insurance in accordance with applicable state and federal laws.
- 4.3.13 Reinstatement of Employment. A reinstated employee is one who had been employed for a minimum of 1040 hours/year for at least six consecutive months and returns to regular employment of a minimum 1040 hours/year within six months after termination. Benefit eligibility will be handled as follows:
- a. The anniversary date will be the same as the anniversary date of his/her prior employment at the University.
 - b. Group benefit coverage will begin the first of the month following or coinciding with the re-employment date. Short-Term and Long-Term Disability benefits will be reinstated as of his/her re-employment date.
 - c. Mandatory contributions for the Regis University Retirement Plan will be reinstated at the same contribution amounts in place prior to termination as of his/her re-employment date. Prior service will be taken into consideration for meeting the one-

year and four-year eligibility criteria for mandatory contributions. Voluntary contributions may be elected at any time following re-employment.

- d. The employee's vacation accrual rate will be based on his/her original anniversary date.
- e. Any sick leave accrued and unused during the prior employment term will be reinstated.

4.4 Training/Education.

4.4.1 Employee Tuition Benefit (ETB) The University provides a tuition benefit for employees, their spouses and children (defined as a biological, legally adopted, or stepchild of the employee) enrolled in select Regis University undergraduate programs and for employees attending select Regis graduate programs. All general applicable admissions, academic progress, and registration requirements must be met. The benefit amount is prorated for employees and dependents of employees whose full-time equivalency is less than .75 (three-quarter time). The employee may, with the supervisor's approval, enroll in a maximum of nine credit hours of undergraduate work or six credit hours of graduate work per semester. Spouses and dependent children of the employee may receive ETB for a maximum of 18 credit hours a semester per recipient. Qualified ETB recipients may receive need-based financial assistance in conjunction with the tuition grant. ETB will be reduced for students receiving tuition assistance from another employer. Total tuition assistance in combination with ETB cannot exceed actual tuition charges. Work hours spent in class need to be made up in the same workweek, and hours worked must be reported accurately on time sheets. ETB program eligibility is determined by the Department of Human Resources. Specific academic programs and courses are excluded from the ETB program.

Employees are eligible for ETB as follows:

- a. After six months of employment for undergraduate courses;
- b. After one year of employment for graduate and certificate courses: EMPLOYEES HIRED AFTER 8/1/21
- c. A temporary employee working full-time who subsequently moves into a regular, approved budgeted position may count the time spent in the temporary position for ETB eligibility.

Dependents. Dependent children are eligible to receive ETB after the employee has completed two years of consecutive and benefit-eligible employment at Regis University. ETB dependent eligibility lasts for seven years following high school graduation. Dependents may not apply ETB toward undergraduate courses during the Regis College summer term sessions.

Spouses are eligible to receive ETB for their first baccalaureate degree within the University provided the employee has worked for the University a minimum of two years. A temporary employee working full-time who subsequently moves into a regular, approved budgeted position may count the time spent in the temporary position for ETB eligibility.

Affiliate Faculty – Are not eligible for the ETB benefit. They are eligible under a separate policy managed through the Office of the Provost.

FACHEX/Tuition Exchange. The University participates in the Faculty and Children Exchange (FACHEX) and the national Tuition Exchange programs for dependent children. Any dependent child of an employee whose FTE is 1.0 and who is eligible for the ETB benefit at Regis University may apply for tuition grants through these programs. Awards of undergraduate degree program tuition grants are made by the participating college or university to which the student applies

and are subject to award parameters established by that institution:

- Dependent children are eligible to be considered for FACHEX/TE certification for up to seven years after high school graduation. Extensions for wartime military service may be considered on a case- by-case basis.
- FACHEX: Due to the high demand of the FACHEX program, typically 2 certifications are made per program per year (4 total). Certifications are based on total length of service of the 1.0 FTE employee at Regis University.
- Tuition Exchange: Financial Aid may certify any eligible dependent for Tuition Exchange. If a Tuition Exchange offer is granted to the dependent at the school of their choice and they accept, the employee is responsible for the annual Tuition Exchange Certification fee charged to Regis University for their dependent. This is in addition to any fees charged at the institution the dependent has chosen to attend.

Certification to participate in FACHEX or TE does not guarantee a tuition waiver at the dependent's school(s) of interest. FACHEX and TE awards are competitive and each school has their own selection criteria. Please see the financial aid guidelines regarding each of these programs

Continuing Education for Professional Development

Employees participating in a professional development plan (must be approved by Human Resources) are eligible to take designated work-related courses, including those within a certificate program, with approval from their supervisor, associate vice president or dean and human resources. Employees are limited to one course per term. Course fees are paid by the department. If this is done as an audit, registration will be allowed the first day of class, if approved by the instructor of record.

Tuition Support for Doctoral Studies

To facilitate educational and professional development goals of its staff, Regis University may provide limited financial support to employees who pursue doctorates at other educational institutions. The amount of support provided to the employee is limited to the lesser of the budget availability of funds per the individual budget manager or the cost of tuition at the educational institution up to a maximum of \$1500.00 per calendar year.

The employee's supervisor and the appropriate budget manager, if not the supervisor, must approve the request for tuition support. The cost of support will be deducted from the department's annual consumable budget allocation.

The employee will submit to the Payroll Department a completed stipend form for the amount of tuition reimbursement, along with verifying proof of payment and proof of a satisfactory passing grade. These stipends are taxable to the employee, but the employee may consult with his/her tax advisor to determine if they are deductible. The employee's supervisor, or the appropriate budget manager, if not the supervisor, must sign the stipend form. Employee advances will not be given for tuition support.

Employment Separation from Regis University. EFFECTIVE WITH FALL 2021 TERM

When an employee separates employment from the University and is currently enrolled in a course, the tuition benefit is still in effect if the separation date falls after the add/drop period.

Employees that voluntarily separate from Regis University within one year of their degree completion date will be responsible for reimbursing the University for a percentage of the tuition costs of the most recent term (the percentage will be based on the amount of time between the last day of the course and the separation date, i.e. term ends May 1st, separation date of November 1st – 50% of the final term tuition is due for reimbursement). When possible, this amount will be deducted from the employee's final check.

Procedures

Registration - Course enrollment must be at the required minimum in order for an employee to receive the ETB for the course. First priority will be given to non-employee students to ensure there are enough regular paying students in the course to cover instructor and course costs.

Note: This does not apply to dependents taking undergraduate courses.

Fees – EFFECTIVE WITH FALL 2021 TERM

Employees

Tier fee structure based on employee's salary at the start of the term:

- Up to \$50,000: \$25.00 fee per credit
- \$50,001 to \$75,000: \$50.00 fee per credit
- \$75,001 and higher: \$75.00 fee per

Dependents

Tier fee structure based on employee's salary at the start of the term:

- Employee Salary up to \$50,000: \$25.00 fee per credit
- Salary \$50,001 to \$75,000: \$50.00 fee per credit
- Salary \$75,001 and higher: \$75.00 fee per credit
- FAFSA application required
- Analyze FAFSA data after first year to make future recommendations.

Any unpaid fees still due at the end of the term will be deducted from the employee's next pay check. Additionally, outstanding fees may result in suspension of the tuition scholarship.

Participants in the FACHEX or Tuition Exchange programs are responsible for the applicable institution fee requirements.

- 4.4.2 Training. The University provides employees with training opportunities for professional development and improved job performance. Training courses attended during the regular work period and approved in advance by the appropriate supervisor are considered time worked.

Section 5

Performance Management

- 5.1 Staff Performance Review. Supervisors are encouraged to review staff performance on a regular basis. The employee may request a review of performance from his/her supervisor. The reviews may include informal discussions between the supervisor and the employee. The employee and his/her supervisor are also encouraged to develop and regularly review a professional development plan for the employee.

Goals of performance reviews and professional development plans include:

- a. Improving the employee's understanding of the job, the supervisor's objectives and how well the employee meets these objectives.
- b. Encouraging the employee's personal and professional growth.
- c. Aiding management in selecting qualified people for promotion, transfer, and training.
- d. Providing documentation of performance deficiencies, standards for evaluating improvement, and timelines for improvement.

If deficiencies are noted in an employee's performance as a result of a performance review, the professional development plan should specify the deficiencies, the standards for evaluating performance improvement, and appropriate timelines for improvement.

- 5.2 Corrective/Disciplinary Actions. Regis University is committed to creating and maintaining an environment in which individual and institutional responsibility combine to achieve the University's educational mission. Good working relationships make demands on everyone, and employees have responsibilities to the University and to the people with whom they work. Accordingly, employees must at all times comply with University expectations for performance and conduct.

When a supervisor determines that an employee's performance or conduct is unacceptable, corrective or disciplinary action may be taken. Actions may include, but are not limited to, informal discussion with the employee, counseling, written warning, or reprimand or, with approval from the appropriate dean or vice president and in consultation with the Associate Vice President for Human Resources, demotion or suspension, depending upon the University's opinion of the seriousness of the situation. The University reserves the right to make or institute whatever corrective actions or disciplinary sanctions it deems appropriate at any time or in any sequence. Any action taken by the University in an individual case does not establish a precedent in other circumstances.

The fact that the University has or has not utilized corrective/disciplinary action shall not supersede or limit the University's right to dismiss any employee (see [2.11.3](#)).

Section 6

Grievance Procedures

- 6.1 Grievance.
- 6.1.1 Objectives. The objectives of this grievance procedure are to:
- a. Encourage resolution of problematic issues between employees and the University.
 - b. Provide an orderly process for the handling of grievances.
 - c. Resolve problematic issues before they become unduly exaggerated and disruptive to the organization or to the individuals involved.
 - d. Encourage correction of the cause of the grievance through impartial consideration of the facts and free expression of views from both sides of the dispute.
- 6.2 Outside Resolution. If a complaint that is substantially similar to a grievance that is in process under this procedure has been filed with an outside agency or court, the University is under no obligation to continue to process the matter under this procedure.
- 6.3 Definitions/Guidelines. The following definitions and guidelines apply to the grievance procedure:
- a. A "grievance" is a bona fide allegation that the grievant's employment circumstances have been adversely affected due to a violation, misapplication or misinterpretation of one or more policies, regulations or procedures contained in Sections 1 through 8 of this Manual. Grievances alleging violations of civil rights or misinterpretations of the Nondiscrimination and Sexual Misconduct policy shall be processed in accordance with the procedures set forth in Section 2. 8.5 "[Nondiscrimination and Sexual Misconduct.](#)"
 - b. The term "grievant" shall mean a regular exempt or non-exempt employee or group of such employees of the University who files a grievance.
 - c. The Ombudsman is a neutral person appointed by the President to act as an intermediary between the University and the grievant for the purpose of seeking a resolution to the grievance.
 - d. A matter outside Sections 1 through 8 of this Manual cannot be taken through this grievance procedure but should be discussed between the employee and her/his immediate supervisor.
 - e. "Working days" are those days when the business offices of the University are open.
 - f. "Respondent" shall mean that person designated by the University to respond to the grievance.
 - g. Time Limitations. When any action that is required within a specified time period is not taken in time, the following shall apply:
 - i. If the grievant fails to act within the time limits the grievance shall be deemed withdrawn and may not be re-filed.

- ii. In the case where the University fails to act in time, the grievant may proceed to the next review level and any subsequently issued decision at the by-passed level shall be void.

6.4 Steps in the Grievance Procedure.

Step I - The grievant must first file a grievance in writing with the his/her immediate supervisor within five working days of the date when the employee knew or reasonably should have known of the action or circumstances giving rise to the grievance. The grievance must state that it is a filing at Step I of the grievance procedure, the specific provision(s) of this Manual that has been violated, misapplied or misinterpreted, the actions or behaviors in which misapplication, misinterpretation or violation occurred, and the remedy desired. A copy must be submitted by the grievant to the Department of Human Resources on the same date as the filing with the supervisor. The immediate supervisor or another person designated by the University as the respondent shall respond in writing to the grievant no later than five working days after actually receiving the grievance and provide a copy to the Department of Human Resources.

Step II - If the response does not settle the matter, the grievant may submit a notice of intent to proceed to Step II to the Department of Human Resources no later than five working days after receiving the Step I decision. The Associate Vice President for Human Resources shall determine if the matter constitutes a grievance under the definitions contained within this Grievance Procedure. If it does not, both parties will be notified that the grievance is dismissed. If it is determined to constitute a grievance, the Department of Human Resources will inform the grievant and the area vice president or dean no later than five working days after receipt of the Step II filing. An appropriate representative(s) of the Department of Human Resources will consult with the grievant, the respondent and any other appropriate parties, determine the facts, interpret institutional policy if necessary and recommend a resolution in writing to the grievant and the respondent within fifteen working days after the date of the notice to the grievant and the area vice president or dean. (If the Department of Human Resources is unable to obtain information from the grievant in a timely manner, the time limit may be extended by the Associate Vice President for Human Resources. The Associate Vice President will notify all parties to the grievance when a time limit has been extended.) If a written request for further review of the grievance is not received in the Department of Human Resources within five working days from the date of the Step II recommended resolution, the grievance will be considered resolved. Either party (grievant(s) or respondent(s)) may submit a request for further review.

Step III - If a request for further review is received in the Department of Human Resources within five working days from the date of the Step II recommended resolution, an Ombudsman shall be appointed by the President and shall interview the respondent, the grievant, and any other appropriate parties. The Ombudsman may also review any material or records the Ombudsman deems appropriate. The Ombudsman will issue a memorandum of findings and conclusions no later than fifteen working days after receipt of notice of appointment. The memorandum may include a recommendation(s) for resolution. The memorandum will be sent to the Associate Vice President for Human Resources with copies to the grievant, respondent and the President. If the Department of Human Resources does not receive a notice of appeal from the grievant or the respondent within five working days of the date of issuance of the memo, the Ombudsman's recommendations or interpretation of policy will be considered the final resolution of the grievance and the Associate Vice President for Human Resources shall implement the recommendations(s). In the event that the Ombudsman's memorandum is sent to any party by U.S. mail, the time limit for filing the notice of intent to appeal shall be extended to five working days after the date of certified receipt of the memorandum by the party(ies) to whom it was

mailed or ten working days after issuance, whichever is sooner in time.

Step IV - If a notice of appeal is filed within the time prescribed in Step III, the Associate Vice President of the Department of Human Resources shall notify the President of the appeal and provide the President with the entire grievance file. At a time determined by the President, the President or his designee shall review the file. Further proceedings may be pursued as specified by the President or his designee. Upon completion of his review, the President shall make a decision and provide notice of the decision to all parties to the grievance and to the Associate Vice President of the Department of Human Resources. This decision shall be final.

Section 7

Compensation Policies and Procedures

- 7.1 Colorado Overtime and Minimum Pay Standards Order
- 7.2 Minimum Wages. No less than the applicable Federal minimum wage or the State of Colorado minimum wage, whichever is higher, shall be paid to any employee.
- 7.3 Types of Wages.
- 7.3.1 Base Wages. A base wage is established for each position at the University (see section 2.6.2). The base wage is the hourly rate or salary paid for a job performed. It does not include benefits, overtime or other pay elements.
- 7.3.2 Supplemental Pay. Supplemental pay is non-base wages including benefits, overtime, or other pay elements.
- 7.3.3 Excess Hours. Excess hours pertain to non-exempt employees who are normally scheduled to work fewer than 40 hours per workweek and whose FTE is less than 1.0. Excess hours is work performed in excess of the hours defined by the employee's FTE but no more than 40 hours per workweek. Straight time is paid for excess hours.
- 7.3.4 Overtime. Non-exempt employees shall be paid at an overtime rate of one and one-half times their base hourly rate for each hour worked in excess of forty hours in a workweek. Exempt employees are not eligible for overtime pay.
- 7.4 Overtime Policy. Regis University conforms to the Fair Labor Standards Act of 1938, as amended, and other applicable laws when calculating and paying overtime to eligible employees. Overtime work must be approved by the appropriate supervisor before it is performed. Non-exempt employees are not to work before, beyond, or outside their regularly scheduled work hours or are not to work overtime unless authorized to do so. Employees who work overtime without supervisor approval will be paid in accordance with this policy; however, such action may result in disciplinary action.

Overtime is to be approved in emergency circumstances, when it is impractical to maintain a full-time work force, or to address peak loads during regular work hours. When necessary, a supervisor may require a non-exempt employee to work overtime. Overtime will be approved or mandated by the supervisor only when work cannot be accomplished by currently assigned personnel within normal work hours. Supervisors at all levels are responsible for examining workload, for changing priorities of workload when practical, and for temporarily reassigning available personnel to handle peaks of workload when practical before authorizing overtime. It is the responsibility of the approving supervisor to ascertain that the claimed overtime was actually performed both as to dates and total hours claimed.

For overtime computation purposes, "hours worked" shall not include:

- a. any time spent on leaves, whether compensated or not,
- b. rest breaks in excess of 20 minutes per rest period or 40 minutes per shift;

- c. meal periods, unless the employee is required by the University to eat "on the job";

- d. travel time to and from work, except in the case of emergency service where the return to work was unscheduled and unpredictable; and
- e. absences.

"Hours worked" shall include:

- a. all hours worked, even when the hours worked are in more than one position or for more than one department of Regis University;
- b. attendance at meetings or training programs if:
 - i. attendance is within regular working hours ("on duty" or "on call" time shall be determined by the Department of Human Resources), or
 - ii. attendance is required;
- c. travel as part of the employee's principal work activities for the University if it is conducted during regularly scheduled or pre-authorized work periods;
- d. time used to care for tools and equipment, or for changing clothes or washing, if it is a required part of employee's duties and responsibilities;
- e. fire and disaster drills conducted by the University;
- f. civic and charitable work if required by the University;
- g. pre-approved home-based work; and
- h. time spent waiting for and receiving medical attention on or off University premises if during regularly scheduled or pre-approved work hours and related to injuries suffered in the course and scope of employment.

7.4.1 Flexible Scheduling. At Regis University, flexible scheduling for non-exempt employees is permitted only when approved by the supervisor. Flexible scheduling for non-exempt employees constitutes a one for one-hour adjustment in the employee's normal weekly work schedule. If flexible scheduling cannot be arranged during the same workweek and the employee exceeds forty work hours during that week, overtime compensation will be paid.

7.4.2 On-Call Duty. On-call duty is when a designated employee is scheduled to remain available to respond (either by returning to work or by responding by telephone or computer) after leaving the university premises following his or her work shift to take care of a work-related need which cannot wait until regularly scheduled working hours. Employees assigned on-call duty must respond within a reasonable time period established by the department and remain in a fit condition to work.

7.4.3 Emergency Call-Back. Emergency call-back occurs when an unscheduled nonexempt employee is asked by management to respond (either by returning to work or by responding by telephone or computer) after leaving the university premises following his or her work shift to take care of some work-related emergency which cannot wait until regularly scheduled working hours in order:

- To avoid significant service disruption; or
- To avoid placing students, employees or the public in unsafe situations; or

- To protect and/or provide emergency services to property or equipment; or
- To respond to emergencies with students, employees or the public

Emergency call-back applies to nonexempt staff in Campus Safety, Physical Plant, Conference and Event Services and Information Technology Services only. Emergency call-back does not apply when employees are designated as the on-call duty representative for their department or service unit. Employees responding to emergency call-back must be in a fit condition to work.

- 7.4.4 Compensation. On-call duty employees are compensated at straight time and emergency call-back is compensated at one and one-half times the employee's regular rate of pay. Employees are paid for a minimum of three hours if returning to work is necessary. If hours worked are less than three, actual time worked should be recorded via web time entry as hours worked; the balance of the three hours should be recorded as leave with pay. If, at the end of the standard workweek, hours paid total more than 40, the employee will be compensated at time and one-half the employee's regular rate of pay for all hours paid over 40. An employee performing work on a designated holiday as a result of an emergency call-back will be compensated at the aforementioned rate of pay in addition to the standard holiday pay.
- 7.5 Compensation - New Hires. Compensation for new hires will be established as follows:
- Non-Exempt. The hourly rate paid to a new non-exempt employee is governed by the pay grade of the position into which the employee is hired.
 - Exempt. Initial salaries for new exempt employees are determined at the discretion of the University based upon factors such as experience, position, duties and responsibilities, applicant skills and qualifications, labor market conditions, and institutional resources.
- 7.6 General Increases. Wages and salaries for existing employees are reviewed by the University at least annually. General increases are made at the discretion of the University based upon labor market conditions and institutional resources.
- 7.7 Promotions. All promotions must be posted unless it is part of a previously communicated career advancement and occurs within one year of the date of hire. An employee promoted to a position with a higher pay grade or classification will receive an increase in wage rate that is consistent with the new pay grade or classification.
- 7.8 Transfers. An employee transferred to a position in the same pay grade or classification will continue to be paid at the same rate.
- 7.9 Demotion. An employee demoted to a position with a lesser pay grade or classification will receive a reduction in wage rate that is consistent with the new pay grade or classification.
- 7.10 Reclassification. The reclassification of an employee's position will generally result in a change of pay only if the employee's wage rate prior to the reclassification is lower than the minimum wage rate for the new classification. In a case where the employee's wage rate prior to reclassification is higher than the highest wage rate for the new classification, the employee's wage rate may be frozen until it is within the new wage rate range or may be reduced as determined in the discretion of the University.
- 7.11 Payroll Deductions.
- 7.11.1 Mandatory. Certain payroll deductions are required by federal and state law. Mandatory deductions include but are not limited to:

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- a. FICA/Medicare
- b. Federal Income Tax
- c. State Income Tax
- d. City Occupational Tax
- e. Deposits for mandatory retirement programs

7.11.2 Optional. Payroll deductions, if authorized in writing by the employee, include but are not limited to:

- a. Medical insurance coverage
- b. Dental insurance coverage
- c. Vision insurance coverage
- d. Contributions to a Tax-Deferred Annuity Plan (TDA) in excess of the required minimum
- e. Contributions to Regis University

7.11.3 Garnishments. If a court of law orders a garnishment against an employee's wages, Regis University will deduct appropriate payments from wages earned as designated by the garnishment notice.

7.11.4 Deductions pursuant to the Colorado Wage Act.

- a. Deductions for loans, advances, goods or services, and equipment or property provided by an employer to an employee pursuant to an enforceable agreement.
- b. Deductions to cover the cost for theft if a report has been properly filed with law enforcement.
- b. Deductions for the amount of money or value of property that an employee failed to properly pay or return when terminated.

7.12 Pay Period. Regular exempt, non-exempt, temporary and student employees are paid bi-weekly. A biweekly pay cycle means that every other Friday employees will be paid for the previous two weeks worked. Earnings are paid on a one-week lag or on the Friday following the previous Friday (last day of the two week pay period). Affiliate faculty are paid monthly on the fifteenth of the month.

Employees are encouraged to have payroll checks deposited directly to a bank or credit union of the employee's choice. Contact the Department of Human Resources or the Payroll Office to complete a direct deposit authorization form.

7.13 Timekeeping. It is the responsibility of all employees to accurately record exceptions to their normal work schedules (e.g., overtime, excess hours, leave usage, etc.) on their web time entry. Regis University keeps accurate time and leave records in order to calculate employee pay and benefits. (See also [2.9.6](#))

It is the employee's responsibility to submit his/her web time entry to certify the accuracy of all time and leave recorded. Supervisors will review and then approve the time and leave records before submission for payroll processing. If corrections or modifications are made to a time or leave record, both the employee and the supervisor must verify the accuracy of the changes.

Altering, falsifying, or tampering with time or leave records will not be tolerated.

7.14 Severance. The University may provide for the payment of a severance stipend to employees whose employment with the University ends (see section [2.11](#)). Whether severance shall be

awarded and its amount shall be subject to review and recommendation by the Associate Vice President for Human Resources and to the discretion of the President or designee on a case by case basis. In all cases, severance is not considered earned wages.

7.14.1 Payment Procedures. Severance shall be paid in a lump sum subject to such withholdings and deductions as determined to be required by law and the payroll procedures of the University. Any payment of severance will be made only upon a release of the University for claims by the employee in a written form acceptable to the University. Payment will be conditioned upon the employee promptly returning all University property and satisfying financial obligations to the University.

7.15 Staff Teaching/Other Services. Regis University has established guidelines for compensating full-time staff that teach at or consult on behalf of the University. The University regards regular employment as a full-time, professional commitment. The University also supports internal teaching and consulting by qualified staff. It is expected that this teaching or consulting will enhance the employee's work experience and will not interfere with the employee's regular job duties or responsibilities.

7.15.1 Definitions.

- a. Teaching includes direct teaching relationships such as classroom-based instruction, online instruction, guided independent study (GIS) and other instruction with faculty load association as delineated in University faculty handbooks.
- b. Consulting is work performed in providing professional/expert advice or production of work in a recognized field of knowledge.
- c. Full-time staff are exempt non-faculty or non-exempt employees. This policy does not apply to staff who are less than full-time. It also does not apply to non-working months for full-time staff that hold less than a 12-month appointment. Vice presidents and deans are not eligible for additional compensation as outlined in this policy.
- d. A Semester is a traditional 15- or 16-week academic session (e.g. fall, spring, and summer semesters)
- e. An Accelerated Academic Term is any regularly scheduled academic session within a semester or between two semesters (e.g., five- or eight-week terms or winter interim session.)
- f. Payment for an additional internal assignment, such as teaching or consulting, is extraneous to an employee's regular salary. This compensation is considered "supplemental pay" for employment taxes and withholding. Fringe benefits (including retirement) are not paid in connection with supplemental pay.

7.15.2 Paid Teaching.

- a. Paid teaching is limited to one course or six (6) guided independent study credits per semester or two courses per semester if teaching during accelerated academic terms. The employee cannot teach more than one course, either classroom or online, simultaneously (e.g. a five-week course and eight-week course that overlap or a semester course and an accelerated term course.)

- b. Approval for each course taught is required from the employee's supervisor, appropriate dean (or designee) for the school or college in which the teaching is performed, and Human Resources. All approvals must be received before teaching commences to ensure payment.
- c. Compensation is based on current affiliate or unranked faculty pay-schedules.
- d. Employees must record vacation leave usage for time they are absent from work due to teaching or preparation for teaching.
- e. Teaching beyond the stated limits is permissible, with approvals, on an unpaid basis.

7.15.3 Consulting.

- a. Consulting services must be outside the employee's regular/traditional job responsibilities.
- b. Approvals are required from the employee's supervisor, dean or vice president and Human Resources. All approvals must be received before consulting commences to ensure payment.
- c. Compensation is based on established University rates and can be negotiated between the employee and the requesting department. This rate may not exceed the maximum rate as confirmed by the Vice President for Administration.
- d. Employees must record vacation leave usage for each consulting day they are absent from work.

7.15.4 Responsibility. Supervisors, deans, vice presidents and Human Resources are responsible for ensuring proper administration of this policy.

7.15.5 Administration. Applications for additional compensation may be obtained from the Department of Human Resources. In order to be considered for compensation, the application must be completed and approved before teaching or consulting commences. Human Resources will assist the appropriate dean or vice president in verifying eligibility.

Section 8

Personnel Records

- 8.1 Individual Personnel Files. Each employee shall have an individual personnel file, maintained by the Department of Human Resources, containing documentation of personnel actions and materials such as the employee's job application, resume, performance appraisals, compensation records and other employment records. Faculty personnel files are maintained by the office of the appropriate dean. In accordance with the Health Insurance Portability and Accountability Act of 1996, all medical related information and documentation including benefit enrollment records, eligibility, premium payments, claims and claim status information, and medical insurance payments are maintained in a separate individual file for each employee.

Personnel files are the property of Regis University and access to the information they contain is restricted. Generally, only the individual employee, immediate supervisor and management personnel of Regis University who have a legitimate business reason to review information in a file are allowed to do so. Inspection of these records by persons other than supervisors, the area vice president or dean, University legal counsel, the President or his designee, or the Department of Human Resources staff must be authorized by the Associate Vice President for Human Resources, or the President.

- 8.2 Employee Review of Personnel File. An employee may inspect and obtain a copy of any part of his/her personnel file upon request in the Department of Human Resources and in presence of an individual appointed by the University, with reasonable notice, except for letters of reference obtained upon the representation that they would remain private, grievance records, and other matters deemed confidential by the University. Documentation may not be added or removed from the personnel file without authorization from the Associate Vice President for Human Resources, the appropriate vice president or the President. Regis may require employees to pay the reasonable cost of duplication of documents.
- 8.3 Former Employee and External Requests for Personnel Records. A former employee may make one inspection of his/her personnel file after termination of employment. Requests from persons and entities outside of Regis University for access to or disclosure of employee records, including subpoena and requests from law enforcement agencies, must be referred to the Department of Human Resources. Regis may require requestors, including former employees, to pay the reasonable cost of duplication of documents.
- 8.4 Personnel Data Changes. It is the responsibility of each employee to promptly notify the Department of Human Resources of any changes in personnel data. Legal name, mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such data should be accurate and current at all times.
- 8.5 Reference Requests. Requests to Regis University for employment references, where not addressed to a specific person, must be referred to the Department of Human Resources for response. Unless a written authorization signed by the employee or past employee is provided to the Department of Human Resources identifying with reasonable specificity the information authorized for release and the parties authorized to receive it, only the employment dates and position held will be released unless the release of additional information is determined to be in the interests of the University.