

Welcome to IUPUI!

Congratulations on accepting employment with one of the premier urban universities in the nation and becoming part of the IUPUI family!

At IUPUI, students earn highly regarded degrees from two of the nation's most respected universities - Indiana University and Purdue University. IUPUI offers over 200 Indiana University and Purdue University degree programs at an energized urban campus in a major metropolitan area. Here are some interesting facts and figures about IUPUI:

- It is one of the major employers of the city. There are approximately 8,000 full-time academic and staff employees along with 3,800 part-time employees.
- It is recognized as a “family friendly” campus on the basis of childcare, education benefits, flexible work policies, and family leave.
- More than 30,000 students attend IUPUI from 50 states and 122 countries.
- The IUPUI campus ranks among the **top 20 in the country** in the number of **first professional and health-related degrees** it confers.
- IUPUI's campus is the center for graduate professional education. The IU School of Medicine, the IU School of Nursing, the IU Kelley School of Business, the IU School of Law, and the IU School of Dentistry are among schools providing graduate education at IUPUI.
- IUPUI alumni account for 85% of Indiana's dentists, half of the physicians, nearly half of the state's lawyers, more than a third of the nurses, and a large percentage of the health and rehabilitation sciences and social work professionals.
- After graduation, 67% of IUPUI's alumni remain in Indiana.
- There are internships and job opportunities that can be found only in a major metropolitan area.
- Cutting-edge research is taking place at IUPUI in cancer research, diagnosis and treatment; diabetes treatment and the accompanying conditions of obesity and vascular disease; bio-analytical chemistry; and neuroscience.

www.iupui.edu/about

Introduction to the Handbook

At IUPUI, as in every large organization, policies have been established to help employees work together effectively. The information contained in this handbook is intended only to summarize the human resources policies established by the university. Since some details, explanations, and exceptions have been omitted, this handbook is for general reference only.

At any time, the university reserves the right to modify, change, suspend, or cancel all or any part of the policies, procedures, and programs contained in this handbook. The university will, at its discretion, make changes and develop new or revised policies and procedures from time to time. When possible and appropriate, the university will seek input from staff groups, exclusive employee representatives and administrators. When the university develops or modifies new policies, procedures, and programs, it will notify members of the university community as soon as possible. Differences that result from such changes will take precedence over the content of this handbook. Periodically, revised pages for your handbook will be distributed, and it will be your responsibility to insert these pages and maintain an up-to-date handbook.

Complete up-to-date sets of human resources policies are available from Human Resources Administration at www.hra.iupui.edu. University policies and benefit plans are subject to review and change by the Indiana University Board of Trustees without notice. This handbook should not be construed as creating a contract of employment.



Staff Categories

Throughout this handbook are references to categories of staff; listed below are definitions of these staff groups:

Professional Staff (PA)

- **Professional Staff Not Eligible for Overtime (PAE):** These positions meet the FLSA duties and salary tests for exemption from overtime compensation. Salary covers all hours worked, and there is no additional compensation for hours over 40 in a week.
- **Professional Staff Eligible for Overtime (PAO):** These positions do not meet the FLSA duties test for exemption from overtime compensation. Must receive additional compensation for hours over 40 in a week.
- **Salaried Overtime Eligible (PAU):** These positions meet the FLSA duties test but do not meet the salary test for exemption from overtime compensation. These are part-time positions with an annual salary below \$23,660. Must receive additional compensation for hours over 40 in a week.

Support and Service Staff: Each of these positions does not meet the FLSA duties test for exemption from overtime compensation. Must receive additional compensation for hours over 40 in a week.

- **CL – Clerical:** Administrative support positions with office duties
- **GS – General Supervision:** Positions that supervise service and maintenance staff
- **NU – Staff Nurses:** Positions that require RN licensure to provide patient care
- **PN – Licensed Practical Nurses:** Positions that LPN licensure to assist with patient care
- **RS – Research Technicians:** Positions with research-based duties
- **SM – Service and Maintenance:** Skilled trades and other service support positions. These positions are represented by AFSCME, Local 1477.
- **TE – Technical:** Positions requiring specialized knowledge or skills acquired through experience, degree, or certificate programs

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1. Employment of Minors

Minors under the age of 14 cannot work at the university.

An Application for Employment Certificate and a Parent Authorization and Consent Form are required for minors ages 14 to 17 prior to employment unless the minor is a high school graduate, has completed a vocational or special education program, or is not enrolled in a regular school program.

The Indiana labor laws provide restrictions on the number of hours a minor can work, the times of the day a minor can work, and the type of work a minor can perform. Because these laws are subject to change, check with Human Resources Administration if you have questions.

2. Employment of Relatives

You cannot be employed in or transferred to a position within the scope of the immediate supervision of an individual who is related by blood, marriage, adoption, or same-sex domestic partnership.

Family members related by *blood* or *adoption* who fall under this policy include:

Parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin.

Family members related by *marriage* or *same-sex domestic partnership* who fall under this policy include:

Spouse as defined by Indiana law, same-sex domestic partner as qualified by the university's Affidavit of Domestic Partnership, stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-sister, half-brother, uncle, aunt, nephew and niece or relations of the same degree to the same-sex domestic partner.

3. Seniority

Seniority Dates

<i>IU establishes this seniority date...</i>	<i>According to this date...</i>	<i>For consideration in these situations...</i>
University seniority date	When you began your current appointment at the university	Promotions and transfers to other departments or reduction in force
Occupational unit seniority date	When you began continuous employment in your current occupational unit	Promotions and transfers within your department, shift preference, vacation scheduling, overtime assignments, and order of layoffs during a reduction in force

An occupational unit may be a department or subunit of a department. Check with your supervisor to learn how your department's occupational unit is defined.

4. Background Checks

Indiana University verifies certain credentials and other background information (including a criminal history check) on all new hires as a condition of their employment.

At IUPUI, the verification and background check are completed prior to starting employment.

5. University Service Credit

University service credit is the total amount of time a person has been employed with the university. It is recorded as the number of years, months and days of service (e.g. 6 years, 5 months, 3 days) or as a percentage of years (6.42 years).

Appointed staff hired before January 1, 2003: your service credit will be based on your university seniority date or your adjusted service date, if you have one. For example, if your university seniority date is October 1, 1999, on December 15, 2002 you had 3 years, 2 months, and 14 days of service credit.

Appointed staff hired after January 1, 2003 who had prior periods of appointed service: previous appointed service will be counted as a part of the service credit. In addition, any PERF hourly service after January 1, 2003 will also be counted. For example, if you previously worked in an appointed position for 2 years, 6 months, and 23 days, were rehired into a PERF hourly position on January 6, 2003, and transferred to an appointed position on February 24, 2003, your university service credit would include the 2 years, 6 months, and 23 days of prior service and the 1 month and 18 days of PERF hourly service. Your total university service credit on February 24, 2003 would be 2 years, 8 months, and 11 days.

Appointed staff hired after January 1, 2003 with no prior university employment: appointed service and PERF hourly service are counted as a part of the service credit.

You continue to accrue university service credit during unpaid leaves of absences for the following reasons:

- a) FMLA
- b) Non-FMLA medical (such leaves are limited to one year)
- c) Military
- d) Temporary reduction in force (90 days or less)

You do not accrue university service credit during discretionary unpaid leaves of absence for reasons such as education and other voluntary leaves.

University service credit is used to determine your time off accrual rates and separation pay limits. It is also used for service recognition programs.

6. New Employee Evaluation Period

All new appointed staff must serve an evaluation period, also called a probationary period. This assures that you can perform your job satisfactorily.

- All support and service staff at the time of their full-time appointment, serve a minimum four-month evaluation period.
- All professional staff, at the time of their full-time appointment, serve a minimum six-month evaluation period.

If necessary, your supervisor may extend this period so you have enough time to demonstrate satisfactory performance or, at anytime during the evaluation period, your supervisor may decide not to continue your employment. By the end of the new employee evaluation period, your supervisor will tell you whether you have satisfactorily completed the period. Check with your supervisor to learn the length of your evaluation period.

The following rules apply during the new employee evaluation period:

- During the evaluation period, staff (except SM staff) do not have access to the grievance procedure for issues concerning discipline, layoff, or termination. Other issues, however, may be grieved through Stage 3.
- Once you have completed the evaluation period, your seniority date is established.

Once you have satisfactorily completed the evaluation period, you may not be placed on another evaluation period unless you are promoted*. However, if there is a break in service and you lose seniority, you must serve a new employee evaluation period again, if rehired.

*Service and Maintenance staff serve another four-month evaluation period when promoted *or* transferred to another SM position.

7. Part-Time Appointments

For support and service staff with part-time appointments, if you work at least 20 hours a week, you are eligible to participate in the Public Employees' Retirement Fund and the voluntary supplemental retirement plans. You are also eligible for vacation and holiday hours which are earned based on the number of hours you work per week. In addition, if you work at least 30 hours a week, you will earn sick time, and the amount will depend upon the number of hours you work per week.

For professional staff with a part-time appointment, if you work at least 20 hours a week, you are eligible to participate in the IU Retirement Plan and the voluntary supplemental retirement plans. You are also eligible for paid time off and holiday hours which are prorated based on the full-time equivalent.

You must work full-time hours to be eligible for additional benefits such as health insurance, life insurance, and IU tuition benefit.



8. Multiple Jobs or Secondary Employment

It is possible to be employed in more than one IU job at a time. Examples include having two part-time jobs or having a secondary, hourly job in addition to a full-time one. If you are considering holding multiple IU jobs, contact Human Resources Administration to review the rules governing such circumstances.

9. Promotions and Transfers

The university supports filling vacancies whenever possible by promoting current staff. Sometimes this is not possible. When deciding promotions and transfers, many factors are considered, including the following:

- Education and experience
- Prior work performance
- Attendance record (excluding FMLA absences)

All eligible staff are encouraged to apply for promotions and transfers. Vacant positions are posted in one of two ways: (1) if an opening is limited to existing staff within a department, it will be posted or announced to all those within the department and (2) if an opening is available to the entire campus, Human Resources will post the vacancy.

You will be required to work at least six months in a position before requesting a promotion or transfer to another position unless you have approval from your supervisor. If you are promoted or transferred, all of your accrued paid-time-off hours will carry over to the new job. You will serve another evaluation period only if you are promoted.

For Service and Maintenance (SM) Staff

If you are in an SM position, you will have to serve another evaluation period if you are promoted or transferred.

10. Reduction in Force

IUPUI aspires to provide stable employment; however, sometimes reducing the workforce is necessary. This happens when shortages of work or funds occur or when programs and needs change. Frequently, the university can make these personnel reductions through routine attrition such as retirements, resignations, promotions, and transfers. If layoffs are necessary, IU follows an established policy that considers your length of service and your qualifications to perform available work. If you receive notice of a layoff, please contact Human Resources Administration immediately to discuss the policy and other employment opportunities.



11. Separations

If you voluntarily resign from your position, you are expected to give an advance notice of at least two weeks. If you are involuntarily separated from your position, your supervisor will determine the amount of notice you receive.

12. Separation Pay

Appointed employees are eligible to receive pay for certain accrued benefits when leaving the university.

All staff will receive pay accrued holidays.

If you retire from the university, your separation pay may include a portion of your sick time.

All support and service staff receive:

- Accrued compensatory time off.
- Accrued vacation time up to the maximum based on university service credit, if employed through the six-month anniversary date.

All professional staff receive:

- Accrued paid time off.
- Accrued honorary vacation, up to a maximum of 480 hours for full-time staff.

13. Reemployment Benefits

If you leave the university in good standing, upon rehire, your prior appointed service and any PERF hourly service (from January 1, 2003 on) will be counted to determine the amount of vacation or paid time off (PTO) you will earn.

If you leave the university because of a reduction in force and are rehired within 18 months, your prior seniority date is retained (as if you had not left) and PTO or vacation and sick time not paid at the time of your layoff are restored.

If you leave the university for one of the reasons listed below and you are rehired within 12 months, you will be entitled to reinstatement of seniority:

- Pregnancy or postnatal infant care
- Illness or injury that was totally disabling in the past position of employment

When your seniority is reinstated, your unused sick time is restored as well as any vacation time for which you did not receive separation pay. If you are reemployed in the same department, occupational unit seniority is reinstated, less the time you were not employed.

14. Reemployment with the University

Employees who leave the university in good standing are eligible for reemployment.

Employees who are separated or who resign for one of the reasons with “conditional rehire status” *may* be eligible for reemployment subject to Human Resources’ review of prior university employment and approval for reemployment.

Employees who are separated or who resign for one or more of the following reasons are not eligible for reemployment:

- Violation of the policy against workplace harassment and violence
- Violation of the policy on sexual harassment
- Falsification
- Misuse of university property
- Gross Misconduct

1. Pay Periods

Support and service staff as well as Professional overtime-eligible staff are paid every two weeks—on Friday—for hours worked during the preceding two-week period. On payday Friday, your pay stub is available online at www.onestart.iu.edu; click on “Staff Tools” then “Employee Self Service.” If a payday occurs on a holiday, your pay stub will be available the preceding workday.

PAE staff are paid at the end of the month for work performed in that month. Pay stubs are available on the last day of each month at www.onestart.iu.edu; click on “Staff Tools” then “Employee Self Service.” If a payday falls on a weekend or holiday, your pay stub will be available the preceding workday. The only exception is pay for work performed in December; that payday will be the first workday in January.

If your name or address changes, you can submit these changes online at www.ofs.iupui.edu or www.hra.iupui.edu (click on HR Toolbox and select “Change of Address Form”). If you want to change the amount of taxes withheld from your paycheck, contact the Office of Financial Services (Payroll).

Office of Financial Services (Payroll)
274-3919
UN 442
www.ofs.iupui.edu

2. Direct Payroll Deposit

Direct deposit of your paycheck to your personal checking or savings account is required as a condition of employment. Your paycheck is deposited directly into your bank or credit union account and is available on payday. Instead of receiving a check, your pay stub which lists gross pay, deductions, net pay, etc., is available online as indicated above.

Direct payroll deposit offers the benefit of convenience, dependability, and safety against lost or stolen checks.

If you are unable to obtain a bank account for direct deposit, contact your supervisor or the Payroll Office.

3. Classification of Positions – Professional Staff

Professional staff positions are categorized into job families. Generally, each job family has six levels which correspond to increasing levels of job responsibility.

- A job family correlates with a discipline, occupational category, or functional area that defines the type of work performed.
- The job level is based on complexity, scope of impact, autonomy, and knowledge required to perform the work.

Occasionally, duties of a position change significantly enough to consider reclassifying the position. Reclassifying a position requires a formal process of reevaluation. Contact Human Resources for more information.

Human Resources Administration
274-4537
hra@iupui.edu



4. Classification of Positions – Support and Service Staff

Each support and service staff position is classified into a job within a functional group.

Each job is evaluated and assigned a classification level with the appropriate group. To evaluate jobs, the university uses several factors including education and experience requirements, complexity of the work, and work environment. Jobs that are similar in terms of these factors are grouped into the same classification level.

Occasionally, duties of a position change significantly enough to consider reclassifying the position. Reclassifying a position requires a formal process of reevaluation. Contact Human Resources for more information.

Human Resources Administration
274-4537
hra@iupui.edu

5. Compensation Principles – Professional Staff

Indiana University's total compensation philosophy is comprised of both pay and benefits that are comparable to the practices of peer employers in the relative labor market for a job family and level. The university continuously monitors marketplace pay and benefit trends to ensure that the university's total compensation program is consistent with this philosophy.

Each job family has its own set of salary ranges that are based on pay trends in the relative labor market. Jobs are priced on the external value of similar jobs in other organizations with whom the university competes for talent. Each salary range contains a minimum, a competitive market zone, and an upper reference point. These ranges provide managers with the foundation for making objective decisions regarding pay.

Management makes decisions regarding employee pay based on objective, job-related criteria in a consistent, nondiscriminatory manner.

6. Compensation Principles – Support and Service Staff

Guidelines regarding pay for support and service staff employees depend on the functional group, the campus, and union representation.

7. Working Hours

Typically, university office hours are 8 a.m. to 5 p.m. Many departments keep different work schedules. In some departments you may have the option of working an alternative or flexible work schedule. There may also be times when you may be asked to work additional work hours or schedules. Consult your immediate supervisor for information about your work schedule.

8. Recording Hours Worked for Overtime-Eligible Staff

The importance of accurately reporting your hours worked cannot be overstated. This is a federal requirement that is strict and regularly enforced. Failing to record *actual* hours worked is a serious violation and could result in termination of your employment.

Supervisors who permit or encourage employees to record anything other than actual hours worked are in violation of university policy and state and federal law.

You are responsible for recording your work hours using the appropriate timesheets or time reporting system. Supervisors must approve each person's time record before submitting it to Payroll.

You are responsible for accurately recording
all hours worked on a daily and weekly basis.

9. Time Away From Work

Regular attendance is a condition of employment.

You are responsible for reporting anticipated absences to your supervisor. Check with your supervisor for information about your department's call-in procedure and any applicable attendance policy. In an emergency, let your supervisor know as soon as possible the reason for the absence and when you expect to return.

- If you are absent for **three consecutive working days** and do not properly notify your supervisor, your employment may be terminated.
- If you are absent for **five consecutive working days** and do not properly notify your supervisor, your employment will be terminated.

10. Fiscal Misconduct/Ghost Employment

It is against Indiana law for the university to assign and pay you to perform duties not related to university business. Likewise, it is unlawful for you to accept payment for performing non-university work during working hours. For example, it would be unlawful for a supervisor to ask a graphic designer to prepare a church brochure during work hours using university supplies and equipment. It would also be unlawful for a supervisor to report you as being at work when you are not.

If you believe you have been asked to perform such work, contact Internal Audit or Human Resources Administration.

Internal Audit 274-1285
Human Resources Administration 274-8931

11. Overtime for Support and Service Staff and Professional Staff Eligible for Overtime

You may be assigned to work overtime, and your supervisor will try to give you ample advance notice of overtime assignments. On occasion, you may be *required* to work overtime, unless a personal emergency prevents you from doing so. Your supervisor must authorize all overtime before you actually work. You may not authorize your own overtime.

The workweek begins at 12:00 a.m. Sunday and ends at midnight Saturday. You will receive overtime payment or compensatory time off for those hours **worked** in excess of 40 hours in a workweek. This does not include hours in *pay status* i.e. paid time off such as vacation, PTO, sick, holiday and other forms of paid time off.

Overtime hours in excess of 40 are paid at one and one-half times your regular hourly rate. You may receive compensatory time off at time and one-half instead of pay. Refer to the Human Resources policies to identify the amount of compensatory time you may accumulate.

Professional salaried overtime eligible staff (PAU) receive overtime pay at one-half times the regular hourly rate and are not eligible for compensatory time.

12. Compensatory Time for Exempt Professional Staff

Some professional staff (PAE) are exempt from the Fair Labor Standards Act and therefore **do not** receive overtime pay for working more than 40 hours. The university recognizes that the responsibilities of professional staff frequently require work outside regular office hours. If you work extra hours for sustained periods of time because of an extraordinary or seasonal workload, compensatory time may be granted by your department on a day-for-day-worked basis. Your supervisor should consult with Human Resources at 274-8931 to determine if you have worked “excessive” amounts of time.

Compensatory time must be used within one year of the date earned. If you are transferred to another department, accumulated compensatory time must be used before the transfer. Time not used within one year or before a transfer is lost. As an exempt employee, you are not eligible for payment of compensatory time balances.

13. Compensation for Off Campus Work and Travel Time for Overtime-Eligible Staff

Off Campus Work – When you must work at a location away from the campus of your normal work assignment, travel time in excess of your normal travel time from home to work is counted as hours worked. Approved attendance at lectures, meetings, and training programs (and similar activities) is work time if *one or more* of the following occur: 1) attendance is during normal work hours, 2) attendance is required by the university, 3) the event is work related, and 4) university work is performed.

Overnight Travel – All of the following must be counted as work time: 1) driving you are required to perform, 2) work performed while traveling, 3) travel time during normal work hours, and 4) travel on a day off during hours that are normal work hours during the week. Each of the following cannot be counted as work time: 1) a break in travel for meals and 2) time at the destination when you are free to “come and go” as you wish.

Conferences – When daily conference activities are completed and you are on your own, this time is not work time. Time for meals, sleep, and voluntary social events that are part of the conference is not work time.

14. Rest Periods/Lunch Periods for Support and Service Staff

Your supervisor may permit you to take rest periods during the workday. Under normal conditions, this rest period will not exceed a 15-minute break during each half-day of work. Breaks are scheduled so they don't interfere with the efficiency of the work unit.

You cannot skip a break period to:

- Make up for late arrival to work
- Make up for an early departure from work
- Extend your lunch period
- Accumulate time

If you work a shift of six hours or more, you should be given a 30-minute lunch period free from the job. In some departments the lunch period may be longer; check with your supervisor for your department's schedule.

15. Shift Differential for Support and Service Staff

For support and service staff, shift differential is paid for hours worked between 3:00 p.m. and 8:00 a.m. if the following condition is met:

- A minimum of six consecutive hours must be worked within the designated shift differential hours

Shift differential rates are published annually in the Salary Schedule for Staff Employees, which can be viewed at www.hra.iupui.edu (click on HR Toolbox and select "Salary Information").

16. Sunday Premium for Support and Service Staff

Hours worked between 12:00 a.m. on Sunday and 12:00 a.m. on Monday are paid at one and one-quarter times your regular hourly rate.

17. Temporary Pay Adjustment

It may be possible for you to receive a temporary pay increase if you perform the duties of another position. The position must be vacant for at least a full pay period for reasons other than vacation. Temporary pay adjustments are not required, and the amount of the adjustment will depend upon whether you assume total or partial duties of the other position. Temporary pay adjustments are not paid to service and maintenance staff performing only partial duties of a vacant position or professional staff performing the duties of a vacant support and service position.

18. Call Back/Call In Pay for Support and Service Staff

You are entitled to compensation for a minimum of three hours at time and one-half your regular hourly rate if you are called back, called in, or scheduled to work outside your regularly scheduled workday. This applies only if you make an *additional* trip to and from work.

19. On Call or “Stand By” Pay for Support and Service Staff

You are eligible for on-call pay if you are required to be available (on stand by) to work on *off-duty* hours over and above your normal scheduled hours of work. During designated on-call hours you must remain accessible by phone or pager and in a fit condition to work. If called in, you must report to work within the time frame established by your department or you forfeit on-call pay. On call pay is \$1.50 or \$2.00 per hour.

20. Confined Space Pay for Service and Maintenance Staff

If you have completed the safety training on confined spaces and you work in a permit-required confined space, you will be paid an additional \$1.50 per hour for time actually spent working in the confined space.

21. High Pay for Service and Maintenance Staff

If you work from a temporary structure or appliance at least six feet high, you will be paid an additional \$.75 per hour for time actually spent working from these types of temporary structures or appliances.

22. Smoke Hazard Pay for Service and Maintenance Staff

Police Officers who are required to enter a smoke-filled building caused by a fire emergency, will be paid a premium of \$1.50 per hour for time actually spent in the smoke-filled building.

23. Adverse Weather

Usually the IUPUI campus does not close for bad weather because many essential services must remain in operation. You should use your best judgment if bad weather creates adverse road conditions for traveling to and from work. Don't ignore statements of local officials about traveling during adverse weather. If the campus is open but you cannot come to work, you may use one of the following options to cover your absence:

- make up the lost time in the **same** work week or work a different schedule with your supervisor's approval
- work from home with your supervisor's approval
- use accrued paid-time-off benefits
- use accrued compensatory time (for overtime-eligible staff only)
- take it as an absence without pay and with time off accrual

If adverse weather conditions are widespread and extremely severe, the chancellor may decide to close the campus. You will be paid if the campus is officially closed on a day you were scheduled to work. If you are **required** to work when the campus is closed, you will receive pay for your hours worked in addition to pay or time off at time and a half.

Be aware that . . .

In a weather emergency, it is your responsibility to listen to local news media, check the IUPUI home page (www.iupui.edu) or check the adverse weather web site (<http://iupui.edu/alert>) to find out if the campus is closed. Contact your supervisor to see if you should report to work.

24. Performance Management

Performance management is a continuous process of planning, communication, evaluation and development. To assist you in understanding your work responsibilities and performance expectations, you should receive performance feedback and feel free to seek such feedback from your supervisor on an on-going basis. While the opportunity to meet with your supervisor and discuss your performance and job- and career-related goals should occur as needed at regular intervals, you should receive at a minimum of one formal feedback session annually. You should receive a copy of any document that is completed as part of this process and that is consistent with the content of your feedback discussions. You should also have an opportunity to include your written comments in response to any such document. You are encouraged to discuss with your supervisor your need for performance feedback, as well as any concerns you have regarding the performance evaluation process. Performance appraisals **cannot** be appealed through the problem-grievance procedure.



1. Health Care

Full time, appointed staff employees are eligible to enroll in an IU-sponsored health care plan. The coverage, deductibles, co-payments, and rates vary for each plan. Each plan has four options for coverage: employee only, employee+children, employee+spouse, and family. For details about a specific plan go to www.hr.iu.edu.

You can change health plans or drop plan coverage, for any reason, once a year during open enrollment in November. The changes you make during open enrollment become effective the following January 1.

If a specific IRS-defined “change in status” event occurs, you may be able to change health care coverage enrollment during the year, rather than waiting until open enrollment. Such changes are retroactive to the date of the event, **provided that you request a change within 30 days of the qualifying event.**

Examples of Change in Status Events:

Marriage, divorce, death, birth, change in your spouse’s employment status, or loss of coverage under your spouse’s health plan

Health care coverage ends on your last day of employment with the university. If you leave because of a reduction in force or medical reasons that prevent you from doing your job, you may continue your health care coverage for an additional four months. To be eligible, you must elect continuation of coverage under COBRA and pay the monthly premiums.

2. Dental Care

The IU Dental Plan is optional and offers enhanced dental benefits using CIGNA dental networks. If dental benefits are not selected at the time of initial eligibility, you must wait 12 months, and then you may re-enroll during the next open enrollment.

3. Continuation of Health Care Coverage - COBRA

Employees and eligible dependents should take the time to read this notice carefully.

Federal law requires most employers sponsoring group health plans to offer employees and their families the opportunity for a temporary extension of health coverage (called COBRA continuation coverage) at group rates in certain instances where coverage under the plan would otherwise end. This notice is a summary of your rights and obligations under the COBRA continuation coverage law.

If you are an employee of Indiana University covered by any employee group health plan, you have the right to choose COBRA continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee covered by an Indiana University employee health care plan, you have the right to choose COBRA continuation coverage under that health plan for any of the following three reasons:

1. Death of your spouse
2. Termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment with Indiana University
3. Divorce or legal separation from your spouse

In the case of a dependent child of an employee covered by an Indiana University employee health care plan, he/she has the right to continuation of coverage if group health coverage under any Indiana University group health plans is lost for any of the following four reasons:

1. Death of a parent
2. Termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with IU
3. Parent's divorce or legal separation
4. Dependent child ceases to be a "dependent child" under an Indiana University group health plan

3. COBRA, continued

Under the law, the employee or a family member has the responsibility to inform Indiana University of a divorce, legal separation or a child losing dependent status in the Indiana University group health plan within 60 days of the date of the later of the event or the date on which coverage would end under the plan because of the event. Similar rights may apply to certain retirees, spouse, and dependent children if Indiana University commences a bankruptcy proceeding and these individuals lose coverage.

The COBRA election shall be tolled during a qualified beneficiary's incapacity until a legally appointed representative may act on his or her behalf.

When Indiana University is notified in writing that one of these events has happened, we will notify you that you have the right to choose COBRA continuation coverage. Under the COBRA law, you have at least 60 days from the date of termination or date of the COBRA offer letter, whichever is later, to inform Indiana University that you want COBRA continuation coverage.

Once you choose COBRA continuation coverage and your election form is received, we will mail you payment slips showing amount due. These payment slips will date back to the first date of COBRA eligibility, which will be the day after you originally lost coverage due to your qualifying event. You will have 45 days from your COBRA election date to make your first payment. If payment is not received within 45 days, you will lose all continuation coverage rights under the plan. Once your first payment is received, the plan provider will be notified to re-activate your coverage retroactively to the date you became COBRA eligible.

If you do not choose COBRA continuation coverage, your group health coverage will end. If you choose COBRA continuation coverage, Indiana University is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain COBRA continuation coverage for up to 36 months unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the maximum continuation coverage period is up to 18 months. These 18 months may be extended to 36 months from termination of employment if other events (such as death, divorce, or legal separation) occur during the 18-month period.

The 18 months may be extended to a total of 29 months if an individual becomes disabled (for Social Security disability purposes) within 60 days after the time of the termination, and Indiana University is notified in writing of that determination within 60 days. The affected individual must also notify

3. COBRA, continued

Indiana University within 30 days of any final determination that the individual is no longer disabled. In no event will COBRA continuation coverage last beyond three years from the date of the event that originally made a qualified beneficiary eligible to elect coverage.

If you have a child born or placed for adoption while you are receiving COBRA continuation coverage, that dependent child will be considered a qualified dependent for COBRA purposes.

The law also provides that your COBRA continuation coverage may be terminated for *any* of the following five reasons:

1. Indiana University no longer provides group health coverage to any of its employees.
2. The premium of your COBRA continuation coverage is not paid on time.
3. You become covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition you may have.
4. You become entitled to Medicare.
5. You extended coverage for up to 29 months due to your disability, and there has been a final determination that you are no longer disabled.

You do not have to show that you are insurable to choose COBRA continuation coverage. However, continuation coverage under COBRA is provided subject to your eligibility for coverage; Indiana University reserves the right to terminate your COBRA coverage retroactively if you are determined to be ineligible.

For COBRA coverage, you will have to pay 100% of the premium (in the case of an extension of continuation coverage due to a disability, you will be billed at 150% of the premium). Payments are due on the first of every month, and there is a 30-day grace period for payment of the regularly scheduled premium.

If you have any questions about COBRA, you have changed marital status, or you and your spouse have changed addresses, please notify University Human Resource Services at 812-855-7833.

4. Tax Saver Benefit Plan

The Tax Saver Benefit (TSB) Plan allows full-time, appointed staff employees to reduce out-of-pocket costs for eligible medical and dependent care expenses with pre-tax dollars. TSB dollars are never taxed by federal, state, local, or FICA. Dollars usually paid in taxes end up in your paycheck! You do not have to be enrolled in one of the university's health care plans to take advantage of these tax savings. The plan is offered in three parts:

Pre-tax premiums: automatically deducts your premiums for health care (medical and dental) and personal accident insurance from your paycheck before the taxes are calculated.

Health care expenses: provides reimbursement for certain health care expenses (typically items not covered by your medical/dental plan, deductibles, and copayments). The maximum contribution is \$6,000 per year.

Dependent care expenses: provides reimbursement for certain dependent care expenses including children and parents. The maximum contribution is \$5,000 annually or \$2,500 if married and filing separately.

Every year during open enrollment, you must enroll in the TSB Plan to participate in the health or dependent care expense reimbursement. The annual amount you wish to contribute is divided by the number of pay periods in the year; this is the amount deducted from your paycheck before taxes are calculated. Estimate expenses carefully—contributions for health or dependent care expenses that are not used (reimbursed) are forfeited based on IRS regulations.

TSB participation while on leave without pay: In order to continue participation in TSB during a leave without pay, contributions must continue on an after-tax basis until you return from leave. If contributions are not made during leave without pay, your participation in TSB will be suspended. This means that expenses incurred during the leave will not be eligible for reimbursement.

5. Retirement Benefits for Support and Service Staff— Public Employees' Retirement Fund (PERF)

If you are a support and service staff employee who works more than 1,000 hours in a calendar year and if you are in a PERF-covered position, you are eligible to participate in this benefit. The PERF retirement plan provides two separate benefits – a pension benefit and an annuity savings account benefit. Contributions for both benefits are paid by Indiana University.

Pension Benefit. You become vested for the pension benefit when you have completed 10 years of PERF service. With 10 years of PERF service, you may start your pension at age 65. The amount of your monthly pension is based on your years of PERF service, your salary, your age when you start the pension, and the survivor option you select.

Annuity Savings Account Benefit. Indiana University contributes 3% of your base pay to your PERF annuity savings account. You are vested in this benefit immediately; upon termination this money is yours regardless of how long you are employed at Indiana University. You can direct these contributions to one or more of the five PERF investment funds. You can also change your fund selection once every calendar quarter.

At retirement, PERF income is based on the combination of both the pension and annuity savings account benefit. For most participants, the pension benefit will provide a much greater amount of retirement income.

PERF also provides disability benefit (after five years of PERF service), survivor benefits (after 15 years of PERF service), and cost-of-living adjustments as approved by the Indiana Legislature.

Consult with your supervisor to determine if you are in a PERF-covered position. Contact the IUPUI Benefits Office in Human Resources Administration for detailed information on PERF.

Human Resources Benefits Office
274-4596
benefits@iupui.edu

6. Retirement Benefits for Professional Staff — IU Retirement Plan

The IU Retirement Plan is a defined contribution plan, and contributions to your account are made entirely by Indiana University. You make all the decisions about the investment of these contributions. Your retirement income is based on the amount of IU contributions, the earnings and performance of participant-elected investment funds, and the current market value of investment fund shares.

Immediately upon hire professional staff employees (50% FTE or more) are eligible to participate in the plan. The university contributes 10% of your base salary to the plan. Contributions begin upon receipt of your enrollment application, and earnings begin when these contributions are credited to your account. Effective September 1, 2010, all new participants in the IU Retirement Plan will be subject to a 3-year vesting requirement. Upon completion of three years of IU service, the existing balance will be vested and all future contributions and earnings will be immediately vested.

The plan offers a variety of investment fund choices including stocks, bonds, fixed annuity, and money markets from two investment companies—TIAA-CREF and Fidelity Investments. The university makes no decisions regarding the investment of your contributions. How well you manage these contributions throughout your career will determine when you can retire and how much retirement income you will have.



7. IU Retiree Status

Employees who qualify for IU retiree status are eligible for these benefits:

- option to participate in health care coverage
- paid life insurance
- fee courtesy

In addition, retirees generally receive an email account and staff rates when purchasing tickets to university events.

To qualify for IU retiree status, you must meet the age and service criteria listed below. (Years of service are prorated for ages that fall between the ages listed in the table.)

Age and Service Required for IU Retiree Status	
Age at Termination	Years of IU Service**
55	30
56	28
57	26
58	24
59	22
60*	20
61*	18
62*	16
63	14
64	12
65	10

*At ages 60, 61, and 62, employees covered by the PERF retirement plan on the date of termination qualify for IU retiree status with 15 years of IU service.

**“Years of IU Service” means the years of full-time appointed service at Indiana University.

8. Voluntary Supplemental Retirement Plans

The IU Tax Deferred Annuity (TDA) and IU Retirement Savings Plan (457b) are voluntary retirement plans for you to save for your retirement. You may enroll in one or both of these plans if you are expected to work an average of 20 hours or more per week.

These voluntary retirement plans are a smart way to supplement other retirement benefits such as Social Security and PERF. You do not have to pay taxes on the amount you contribute nor on the interest you earn *until* you withdraw the money. Since taxes are deferred, your taxable salary is reduced, and you pay less tax!

To enroll, contact the IUPUI Benefits Office in Human Resources Administration.

Human Resources Benefits Office
274-4596
benefits@iupui.edu

9. Basic Life Insurance

Basic life insurance is provided by Indiana University for full-time, appointed staff employees. Life insurance protects against the loss of income that would occur if a wage-earning family member were to die.

The value of basic life is your annual base salary, doubled, then rounded down to the next lower \$1,000. For example, if your annual salary is \$23,600, your doubled salary is \$47,200. Basic life coverage is \$47,000. Maximum coverage is \$50,000.

Highlights of the basic life insurance plan:

- Provides a death benefit to the designated beneficiary
- Provides an accidental death and dismemberment (AD&D) benefit equal to the amount of basic life insurance
- Offers optional supplemental coverage to increase the amount of insurance
- Continues to pay life insurance premiums if a covered employee becomes totally disabled
- Pays a disability benefit if a covered employee becomes totally and permanently disabled
- Provides life insurance for eligible dependents and Indiana University Retirees
- Lets covered employees convert group life coverage to an individual policy without proof of good health
- Offers an accelerated death benefit, which allows terminally ill employees and their dependents the opportunity to collect all or part of their life insurance prior to death

10. Supplemental Life Insurance

In addition to basic life insurance full-time, appointed staff employees have the opportunity to purchase supplemental life insurance at one, two, three or four times their annual base salary (rounded down to the next lower \$1,000). The cost of supplemental life insurance will depend upon the option selected, the participant's age, and salary. Premium amounts will automatically change as participants get older and as their salaries change.

11. Long-Term Disability Insurance

The long-term disability (LTD) plan provides protection for your income and retirement if you become disabled from an accident or illness. Protecting your paycheck is as important as life, home, and car insurances. LTD is an optional benefit available to full-time, appointed staff employees and is paid by employee premiums at group rates. Premiums are based on the participant's age, salary, waiting period selected, and retirement option selected.

Highlights of the long-term disability plan:

- A monthly income benefit up to 60% of base salary (maximum \$10,000 per month) less any Social Security or similar benefits
- Optional retirement protection equal to 10% of your salary to a retirement annuity fund
- A 90-day or 180-day waiting period before benefits begin
- Annual benefit increase equal to 3% after 36 months of disability payments
- Partial disability benefits
- Survivor income benefits
- Conversion privileges to an individual policy without proof of good health



12. Personal Accident Insurance

IU's personal accident insurance plan provides financial protection in the event of accidental loss of life or severe injuries which result in dismemberment or paralysis. Personal accident insurance is an optional benefit available to full-time, appointed staff employees and is paid by employee premiums at group rates.

Highlights of the personal accident insurance plan:

- Coverage available from \$30,000 to \$500,000
- Coverage available for family members at a percentage of the employee's coverage
- Many additional benefits are available: permanent total disability, wearing a seatbelt, rehabilitation, exposure and disappearance, education or training for surviving family members, violent crimes, worldwide travel assistance, child care expenses, dual accidents, and premium waivers
- Conversion privileges to an individual policy without proof of good health

Premiums are based on the amount of coverage and selection of individual or family coverage.



13. IU Employee Assistance Program (EAP)

The IU Employee Assistance Program offers many services to help you handle personal issues that may interfere with your day-to-day well being. All full-time, appointed employees and members of their households are eligible to participate. Expenses for this program are paid by IU. Masters-prepared counselors are available 24 hours a day, 365 days a year and offer counseling via telephone or appointment in the following areas:

- Stress or anxiety
- Divorce or separation
- Loss of a spouse or loved one
- Child or elderly parent issues
- Conflict in the workplace
- Relationship problems
- Alcohol or drug concerns

All contacts to the EAP are kept strictly confidential in compliance with state and federal laws. After an initial assessment, EAP will help you schedule further counseling (if necessary) for up to three sessions per issue at a time and place of your choice. For more involved needs, the EAP counselor will refer you to the appropriate providers covered by your health plan.

IU Employee Assistance Program
1-888-23-IUEAP (1-888-234-8327)

14. IU Tuition Benefit

IUPUI is one of the country's premier urban universities. The combination of two highly respected universities—Indiana University and Purdue University—creates a multitude of learning opportunities. IUPUI offers more than 200 degree programs with more than 10,000 classes making it the most comprehensive campus in the state. Full-time, appointed staff employees can take advantage of educational opportunities at IUPUI and all other IU campuses by utilizing the IU Tuition Benefit. Note: Under IRS rules, the value of tuition benefit for graduate courses is treated as taxable income.

For employees: covers tuition up to a dollar maximum per semester* based on the Indiana resident per-credit-hour rates at each campus and your class standing (undergraduate, graduate, or professional).

For spouses: covers tuition up to a dollar maximum per semester* based on the Indiana resident per-credit-hour rates at each campus.

For dependent children: The tuition benefit value is 50% of the in-state resident undergraduate credit-hour fees up to the first bachelor's degree or the maximum 140 credit-hour limit is reached, whichever comes first. Graduate credit hours are not covered.

*Hours mentioned above are per semester or combined summer sessions.

Dollar maximums for each campus can be found at: www.hr.iu.edu

If you wish to register for a class scheduled during your work hours, you must have the approval of your supervisor *prior* to registering for the class. Also, you must use your paid-time-off benefits to cover your time away from your job or make up the time in the same workweek. Before registering for a class, be sure to consult the Training and Education policy.

1. Vacation for Support and Service Staff

Outlined below is a schedule of vacation earnings for full-time, appointed staff. If you are in a part-time, appointed position (50% FTE or greater), you will earn a prorated amount of the vacation hours shown below according to your FTE. Vacation hours are not earned when you are absent without pay, while on a leave of absence, or on a temporary reduction in force.

Staff with this amount of university service credit	Earn this amount of vacation for every 80 hours in pay status	For a total of this amount each year
From 0 to end of 6 th year	4.31 hours	112 hours (14 days)
Start of 7 th year to end of 13 th year	5.85 hours	152 hours (19 days)
Start of 14 th year to end of 29 th year	7.39 hours	192 hours (24 days)
Start of 30 th year and beyond	8.92 hours	232 hours (29 days)

2. Income Protection (Sick Time) for Support and Service Staff

Income protection (sick time) is provided to you to protect your income and prevent loss of pay when:

- you or a family member are ill, injured, or have medical/dental appointments
- personal emergencies arise that are not health related
- other special situations occur

Full-time, appointed staff earn 3.7 hours per pay period (part-time, appointed staff of 75% FTE or greater earn a prorated amount based on FTE). This results in a maximum earning of 96.2 hours in a calendar year. Sick time can accumulate from year to year without limit.

Sick time is not earned when you are absent without pay, while on a leave of absence, or on a temporary reduction in force.

Your supervisor may request documentation to support the use of sick time for any absence in this category.



3. Funeral Leave for Support and Service Staff

Up to three working days (prorated for part-time staff 50% FTE or greater) with pay may be taken for bereavement and funeral services of the following relatives:

- a parent (or an individual who stood in loco parentis to you when you were under the age of 18) or grandparent
- a spouse as defined by Indiana law or same-sex domestic partner as qualified by the university's Affidavit of Domestic Partnership
- a child or grandchild
- a brother or sister
- in-law relatives, step relatives, and same-sex domestic partner's relatives of the same degree as the above
- other relatives of whom you are the sole survivor

These days must be used within one week following the date of death; however, if the funeral is held outside of the one-week period, any of the unused 24 hours of funeral/bereavement time may be used to attend the funeral service.

With your supervisor's approval, you may take time off for funeral-related matters or to attend the funeral services of other relatives or friends. The time off must be covered by using accrued vacation, sick time, compensatory time, or taken without pay.

4. Paid Time Off (PTO) for Professional Staff

Paid time off (PTO) provides time off for vacation, sick leave, personal business, funeral attendance, and other absences from work. To determine the days of PTO you will earn, refer to the chart below. PTO is not earned when you are absent without pay, while on a leave of absence, or on a temporary reduction in force.

<i>Months of university service credit</i>	<i>Full-time staff on 12-month appointments earn this amount</i>	<i>Part-time staff 50% or greater FTE earn this amount</i>
During the first 60 months of university service credit	30 days per year or 2 1/2 days per month	Prorated amounts equal to the FTE percent
After 60 months of university service credit	36 days per year or 3 days per month	Prorated amounts equal to the FTE percent

Your PTO is earned the last workday of each month. With your supervisor's approval, you can use PTO on the first day of the following month. For example, if you earn 2 1/2 days on July 31st, then you can use it on August 1.

Professional staff who **are not** eligible for overtime must use PTO in full-day increments. PTO cannot be taken in less than full-day increments unless it is being used for an approved Family Medical Leave of Absence.

When professional staff who **are** eligible for overtime use PTO, the exact number of hours, including tenths of hours, are reported and subtracted from accumulations.

PTO is to be recorded at least monthly to the employee's department or to an office designated by the campus.

Your annual allowance is the maximum amount of PTO you can use in a calendar year. It is also the maximum amount of PTO that can be carried forward to the next year if you do not use it. At the end of each year, you have the option to transfer up to 12 days (prorated for part-time staff) of unused PTO to a sick leave account.

4. Paid Time Off (PTO) for Professional Staff, continued

Monitor Your PTO Balance Closely!

Be sure to review your PTO balance on a monthly basis to ensure that you do not lose any accrued hours and to ensure that your PTO is *accrued and available* when it is used.

If you accrue a large amount of PTO, you may want to use some hours or transfer them to your sick leave account.

If you use a large amount of PTO, be sure it is not used before it is earned and that you don't use more PTO than your annual allowance.

PAO and PAU staff are to record PTO at least weekly in the university TIME system; PAE staff are to record PTO at least monthly in the ePTO system.



5. Holidays

The university observes the following holidays, and most offices are closed, except where continuous service is essential:

New Year's Day	Martin Luther King Jr. Day	Campus Holiday
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Friday After Thanksgiving	Christmas Day

When a holiday falls on a Sunday, IU observes the holiday on the following Monday. When a holiday falls on a Saturday, IU observes the holiday on the Friday before.

Religious Holidays

Some staff members celebrate religious holidays that are not in the above list. If you want time off for a religious holiday that IU does not observe, your department may make reasonable accommodations in your work schedule. A supervisor may let you take time off without pay, make up the missed work time in the same workweek, or support and service staff may use their sick time.

Campus Holiday

Campus Holiday is a floating holiday to be taken on a day of the employee's choice with supervisory approval. The holiday is earned on March 1.

Compensation for Support and Service Staff Only

- If you work on a holiday (except Martin Luther King, Jr. Day and the Friday after Thanksgiving), you receive pay at one and one half times your hourly rate plus time off—up to the 8-hour holiday maximum—for future use.
- If you work on Martin Luther King, Jr. Day or the Friday after Thanksgiving, you receive your regular rate of pay plus time off —up to the 8-hour holiday maximum—for future use.

6. Family and Medical Leave (FMLA) Rights

The Family and Medical Leave Act (FMLA) covers your absences from work for up to 12 weeks per calendar year for certain family and medical reasons. You do not have to take the leave all at once. To be eligible, you must be able to answer “yes” to both these questions:

- Have you worked for Indiana University for 12 months in the last seven years from your most recent date of hire? (The months of service do not have to be consecutive.)
- Did you work for Indiana University at least 1,250 hours during the 12-month period preceding the start of your intended absence?

Reasons for Taking FMLA

An FMLA leave may be taken for the following reasons:

- For birth of a child and to care for the newborn child
- For placement of a child with the employee for adoption or foster care
- To care for a spouse, same-sex domestic partner, child, child of the same-sex domestic partner, or your parent who has a serious health condition
- For yourself, if you have a serious health condition that prevents you from doing your job
- For a qualifying exigency which arises while a covered family member who is called to active duty or on active duty
- To care for a covered military service member injured in the line of active duty

FMLA Advance Notice and Medical Certification

- You must provide 30 days advance notice when the leave is foreseeable.
- If you request a leave for a serious health condition, you must provide a medical certification to support your request.

Consult with Human Resources at 274-8931 for details on Family and Medical Leave.

6. Family and Medical Leave (FMLA) Rights (continued)

Service Member Family Leave

If you are the spouse, son, daughter, parent, or next of kin of a service member with a serious injury or illness, you may be eligible for up to 26 workweeks of leave during a single 12-month period to care for the service member. Contact Human Resources Administration for more details regarding this provision.

Job Benefits and Protection

During and FMLA leave, you can maintain your IU-sponsored healthcare coverage under the group insurance plan. Contact Human Resources for details about how to do this. When you return to work after a leave, you will be restored to the same position you held at the time your leave began or to an equivalent position with equal pay, benefits, and working conditions.

Job Benefits and Protection

Starting on the first day of the FMLA-covered absence, you must take all accrued compensatory time off, paid-time off (PTO, vacation, income protection/sick, etc.) before going into unpaid status.

Human Resources Administration
274-8931
hra@iupui.edu

7. Discretionary Leave of Absence

A discretionary leave of absence is an approved absence without pay for a minimum of 30 calendar days and a maximum of one year. A discretionary leave that qualifies for FMLA cannot be granted until FMLA leave is exhausted. You may, however, request a discretionary leave for additional time following your FMLA.

To request a leave of absence, complete a Discretionary Leave of Absence Request form and give it to your supervisor. When determining whether to approve the leave, the academic dean, department head, or designated authority will consider the following questions:

- What are the purpose and length of the absence?
- What is your length of service?
- What is your expected or potential length of service once you return?
- How will your work be done during your leave?

Once the leave is approved, you should contact the IUPUI Benefits Office concerning the status of your retirement and insurance benefits. You do not earn paid-time-off benefits while on a leave of absence.

You will continue to receive university service credit during an unpaid discretionary leave for FMLA, medical, and military reasons. University service credit is not received during an unpaid discretionary leave for education, political activity, or personal reasons.

Partial Leave of Absence

You may also request a partial leave of absence which is subject to approval by the department head. A partial leave of absence is a formal leave in which your hours are temporarily reduced to less than full time. You should contact the IUPUI Benefits Office concerning the status of your retirement and insurance benefits. Vacation and income protection time may be earned depending upon the number of hours worked during the partial leave.

8. Short Tours of Military Duty

If you belong to the National Guard or a reserve component or if you are retired from the naval, air, or ground forces, you are entitled to paid leave for annual training. The leave must not exceed 15 working days in any one military year (October 1 to September 30). To receive pay for military training that exceeds 15 working days in any one military year, you may use your paid time off. If you have no accrued time, you may take the absence without pay but with benefit accrual.

As with any absence, you should submit the written military orders to your supervisor as soon as you receive them.

9. Extended Active Military Duty

IU grants a military leave of absence without pay if you are inducted through Selective Service, enlist voluntarily, or are called through membership in the National Guard or a reserve component into the Armed Forces of the United States or the Coast Guard.

A military leave of absence may extend to four years. An additional year of leave may be taken at the request of or for the convenience of the federal government, even if the additional year is voluntary on your part.

When you return from a military leave of absence, you will be reinstated to your former position or to one of similar status and pay. In either case, the position is subject to the same adjustments in pay that you would have received had you remained in the position. However, you must be discharged from the military service under honorable conditions and request employment within 90 days after release of duty. This time period may be longer if you are hospitalized or recovering from an injury caused by active duty.

10. Leave for Military Families

If you are a family member (spouse, parent, biological grandparent, or sibling) of a person on active duty in the United States Armed Forces, you may be eligible for up to 10 work days of military family leave. To be eligible you must have worked at IU for 12 months and worked at least 1,500 hours in the 12 months immediately preceding the day your military family leave begins.

Family military leave may be taken during one or more of the following periods:

- Up to 30 days before or after the family member's active duty
- During the family member's active duty
- Any combination of the above

While on family military leave, you must use vacation or PTO before any unpaid time can be taken.

In addition to providing a copy of the active duty orders, a 30-day notice is required before taking family military leave. If active duty orders are issued less than 30 days before your leave date, provide notice as soon as possible.

11. Jury and Court Duty

If you are called to serve on a jury or if you are subpoenaed as a witness in court, you may perform this duty without losing your regular earnings. To be eligible for earnings, you must notify your supervisor in advance and provide proof of notification.

If you work days and are required to report for jury duty, you will be paid for your regular shift (whether selected to serve or not). If you work evenings or nights, you will be paid for the following shift.

12. Voting

You are encouraged to exercise your right to vote. If your work schedule prevents you from voting before or after work, you may be allowed up to two hours of time off with pay to vote.

1. Personal Dress and Appearance

Although there is no dress code policy that applies to all employees, some departments may have established a dress code for their particular work area. Your dress and grooming should be appropriate for your department and the work you perform.

Departments that require uniforms have clear policies and practices for them. Uniforms are defined as special garments worn for identification and/or to present a clean, sanitary, or uniform appearance. They may consist of shirts, pants, jackets, dresses, coats (long or short) or aprons, or head coverings of a prescribed color and tailoring.

Uniforms may be required when:

1. It is accepted professional practice of a particular occupation.
2. Identification is needed for the expeditious performance of your job or to provide evidence of authority or privilege.
3. There is need for a controlled standard of cleanliness and sanitation of clothing, such as in the preparation or serving of food.
4. The performance of job tasks causes abnormal wear or soiling of clothing.

If you are required to wear a uniform, but are not permitted to wear the uniform to and from work, you are allowed ten minutes in the scheduled work day for changing into and out of the uniform.

If you have questions about appropriate dress for a particular situation or about uniforms, consult your supervisor.

2. Political Activity

You can participate in political activity as long as it does not conflict with your work performance. In your participation, you must make it clear that you are acting as a *private* citizen and not representing the university.

Following are some guidelines for participating in political activity:

- You may not use university property (computers, telephones, etc.) for political activities.
- If the activities prevent you from fully accomplishing your job responsibilities, you must request a leave of absence for the period of activity.
- If participation affects your job duties, you must inform the department head.
- If you and an administrative officer disagree about ability to fulfill university obligations, you can appeal through the grievance procedure.

3. Information Technology Usage

Access to IU information technology resources (computing, networking, phones, etc.) is a privilege granted to all university, faculty, staff and students. Responsibilities such as secure, legal, and ethical usage accompany the privilege.

For a detailed explanation of computer users' privileges and responsibilities, visit the website listed below.

Use of technology resources must be limited to support one's studies, instructions, duties, official business with the university, and other university-related activities; however, "incidental personal use" may be acceptable in your department. Such use must adhere to all university policies covering appropriate use. Also, senior managers have the right to disallow or define appropriate levels of "incidental personal use" for their departments.

Computer Users' Privileges and Responsibilities

www.indiana.edu/~uitspubs/iu001/



4. Electronic Mail

You may open an account that gives you access to the university computer network and facilities. This includes the capability to send and receive electronic mail (email). IU encourages you to use email as a tool to help you carry out your tasks more efficiently. Email for personal use should be kept to a minimum and must not interfere with your job.

The university policy prohibits sending messages or materials that contain obscene, profane, lewd, derogatory, or otherwise potentially offensive material. University administration may monitor email messages. Under certain circumstances, and if necessary, the court system and law enforcement agencies may have access to email messages.

When using email, you should be discreet. Email is not private. It has the same level of privacy as a postcard. As a rule of thumb, do not send any message that you would not want a person other than the receiver to see.

Computer Users' Privileges and Responsibilities

www.indiana.edu/~uitspubs/iu001/

5. Telephone Usage

Follow the guidelines of your department regarding personal calls. You should reserve business phones for business calls, and if a personal call is necessary, make the call during lunch or break time. Make or receive personal calls during working hours only when absolutely necessary. Calling 900 numbers or other long distance numbers that result in charges to the university is not allowed and can lead to termination of your employment. Long distance or toll calls that must be made from a university phone should be charged to your credit card or home phone.

You may be authorized to make business-related long distance calls. If so, the university may give you an access code and instructions on how to properly use the university long distance system. This access code is not to be used for making personal calls. It should be treated as a password and not shared with anyone.

If you have questions about the use of telephones or telephone equipment, talk with your supervisor or call a service consultant at IU Telecommunications Services.

IU Telecommunications Service (Voice)
274-9900
IT 200



1. Safety at IUPUI

Call 274-7911 to report any emergency, problem, or concern.

Yellow emergency telephones, many with a distinctive blue light, are located across campus.

Cingular cellular telephone users can get assistance by dialing COPS (2677) from their cellular telephone, and any IUPUI employee carrying a two-way radio can summon assistance for persons in need through the radio system.

IUPUI Police Department

274-7971

BA 100

www.police.iupui.edu



2. Clery Act

In Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the campus police provide information on crime statistics, crime prevention, law enforcement, crime reporting, and other related issues.

3. Parking, Shuttle and Escort Services

The university regulates all parking facilities, including visitor and pay lots. Parking is offered to all employees at discounted rates. You must secure and display a current parking hangtag at all times and park in designated parking spaces only. You may pay your parking permit fees through payroll deduction. If you have a physical disability, you may be eligible for a special parking permit.

Illegal parking and parking in a restricted area without a proper hangtag are subject to a fine. In addition, your vehicle may be towed at your expense. To register your vehicle and buy a hangtag, contact Parking and Transportation Services.

Parking Services offers shuttle and escort service to faculty, staff and students to different locations on campus. Clarian Health also has a People Mover to shuttle employees and students between Methodist, IU and Riley Hospitals. These services are free of charge. For more information on the schedules, call Parking and Transportation Services at 274-4232 or get this information at <http://registrar.iupui.edu/campus-shuttle.html>. For information on Clarian's People Mover, call 962-2283 or visit their website at www.clarian.org. If you need information on city public transportation, you can get information at Indy Metro Services at 635-3344 or visit their website at www.indygo.net/.

Escorts

The university provides safety escorts 24 hours a day if you are concerned about your personal safety. An escort is available by calling 274-SAFE (274-7233). Between 6:00 p.m. and 2:00 a.m. a special vehicle is provided for this service by Parking Services. At all other times, IUPUI police and security officers provide escorts on foot and by vehicle.

Parking and Transportation Services
274-4232
Vermont Street Parking Garage, Ground Level
www.parking.iupui.edu

4. Employee Health

Indiana University is committed to ensuring your safety and to complying with all regulatory requirements related to employee safety. The Department of Environmental Health and Safety is responsible for developing and implementing campus safety programs including:

- Chemical safety
- Hazardous waste management
- Radiation safety
- General sanitation
- Biological safety
- Emergency response
- Fire safety

All employees are expected to cooperate fully in these programs. Also, you are encouraged to contact the Department of Environmental Health and Safety to voice your concerns about safety in the workplace.

If you feel you have been directed to perform work that is unsafe or dangerous beyond the normal hazards of your occupation – or you are asked to perform work without adequate training or protective equipment required by applicable laws – you may ask your supervisor to have the work reviewed. The Department of Environmental Health and Safety or other university-designated expert will make a determination about the safety of the work and the safety standards that apply. Prior to this determination, you are not required to perform the work in question, as long as you can demonstrate that there is a reasonable basis for your belief that the work would endanger your personal safety.

Environmental Health and Safety
274-2005
UN 043
www.ehs.iupui.edu

5. Tobacco Free Policy

Smoking and other tobacco use is not permitted on the IUPUI campus or in university vehicles.

In order to maintain a healthy environment in which to work, study, and live, IUPUI depends upon staff, faculty, and students to be socially responsible and comply with this policy and encourage others to do so as well.

Violations of this policy should be referred to the appropriate administrative office for review and action: for faculty, the Faculty Appointments and Advancement Office; for staff, Human Resources Administration; or for students, the Office of the Dean of Students.

6. On-the-Job Injuries

If you are injured while performing university duties, you may be eligible for Worker's Compensation benefits.

To receive these benefits, you must do the following:

- Report the injury to your supervisor immediately.
- Go to the IUPUI Health Services, Coleman Hall, Room 101 for treatment of the injury. If the health center is closed, or it is an emergency, go to the University Hospital Emergency Room.

For more information and to obtain accident claim forms, please consult IUPUI Health Services.

IUPUI Health Services
274-5887
Coleman Hall - CF 101
www.iupui.edu/~iupuiohs

7. Provision for Lactating Mothers

Indiana University promotes a respectful and healthy work environment for all employees. The time needed to express milk is paid time if it occurs during work hours. The expectation is that the employee can express milk during rest periods and lunch breaks. If additional time is needed, supervisors are encouraged to grant reasonable flexible scheduling to accommodate the need. Departments are to provide a location, to the extent reasonably possible, where an employee can express breast milk in private.

8. AIDS Policy

A complete set of AIDS Guidelines is available in the Human Resources Policy Manual for Appointed, Nonunion Professional and Support and Service Staff.

AIDS Guidelines

1. Using the latest information from the Indiana State Board of Health, American College Health Association, and the Centers for Disease Control, the university determines on an individual basis the participation of persons infected with the HTLV virus in various aspects of campus life.
2. The university considers situations that place an infected staff member at risk for his or her own health on an individual basis. The university protects the staff member by taking action that is compatible with IU human resources policies.
3. The chancellor is responsible for making decisions about the compatibility of an infected person with campus life. It will be done in consultation with university health and medical directors or with hospitals or physicians at regional campus sites. A patient's primary physician is always consulted.
4. The university does not intend to require HTLV III antibody testing of staff unless the law or Indiana State Board of Health requires it. Exceptional circumstances that are not presently foreseen may require testing.
5. The university encourages all persons diagnosed with AIDS or AIDS-related disorders to be monitored by a physician or hospital. Environmental Health and Safety can assist with any special on-campus needs of the patient.
6. The university does not intend to seek confidential information from personal physicians. In fact, IU holds in confidence all health information to the fullest extent that the law and university obligations permit.

1. Equal Employment Opportunity/Affirmative Action

Indiana University pledges to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and Vietnam-era veterans.

The Office of Equal Opportunity monitors the university's policies and assists individuals who have questions or problems related to discrimination.

Office of Equal Opportunity
274-2306
UN 117
www.iupui.edu/~oeo/

2. Sexual Harassment Policy

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Indiana University does not tolerate sexual harassment. The university investigates and responds promptly to every complaint. When a complaint is found to be valid, corrective action to stop the harassment, up to and including discharge, will be taken through the appropriate channels of the university.

Employees and students have the right to raise the issue of sexual harassment. Complainants and anyone who participates in an investigation of a complaint are protected from retaliation. Sexual harassment is a critical matter—one that all members of IU should take seriously. It can have serious and far-reaching effects on the careers and lives of individuals. It is your responsibility to follow the university policy on sexual harassment.

What is sexual harassment?

Unwelcome sexual advances – including requests for sexual favors and other verbal or physical conduct of a sexual nature – constitute sexual harassment when one or more of the following conditions exist:

- An individual communicates to you – directly or indirectly – that your employment depends on your submitting to such conduct.
- You submit to such conduct and an individual uses this as a basis to employ you; you reject such conduct and an individual uses this as a basis to deny you potential employment.
- Such conduct unreasonably interferes with your ability to work or creates an intimidating, hostile, or offensive work environment.

What are the provisions?

1. Faculty, staff, and students have the right to raise the issue of sexual harassment. Further harassment against complainants or retaliation against complainants or others who participate in the investigation of a complaint will not be tolerated. Appropriate and prompt disciplinary or remedial action will be taken against persons found to be engaging in such further harassment.

2. Sexual Harassment Policy, continued

2. The University will deal with reports of sexual harassment in a fair and thorough manner, which includes protecting, to the extent possible and to the extent permitted by law, the privacy and reputations of the accusing and accused parties.
3. Education is the best tool for the prevention and elimination of sexual harassment. Each dean, director, department chair, and/or administrative officer is responsible within his/her area of jurisdiction for the implementation of this policy, including its dissemination and explanation.
4. It is the obligation and shared responsibility of all members of the university community to adhere to this policy.

Reporting and investigating sexual harassment

Sexual harassment can be reported to a supervisor, an academic or student services dean or official, the Office of Equal Opportunity, the Dean of Faculties, or Human Resources Administration.

All complaints are handled in confidence and follow these principles:

- Information regarding incidents of sexual harassment will be shared only with those who have a need to know.
- The Office of Equal Opportunity serves as a resource to interpret sexual harassment guidelines. That office, or its agent, advises and consults with either or both parties involved in the complaint.
- If conducting a formal investigation of a complaint is necessary, then the Office of Equal Opportunity will ensure that the investigation follows proper complaint procedures.
- Investigations are conducted as quickly as possible. Results are reported to both parties involved.
- The university will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed.

2. Sexual Harassment Policy, continued

- If the Office of Equal Opportunity finds a complaint to be valid, they will take action through the appropriate channels of the university. This action is intended to rectify the situation, assuring that such incidents do not occur in the future.

Examples of Sexual Harassment

The following are a few examples of situations which could lead to allegations of sexual harassment. This does not purport to be an exhaustive list.

A male craft worker continually makes off-color, sexual jokes about women in front of a new female apprentice. In addition, he does not give her important training she needs to successfully complete her apprenticeship and puts her down in front of her coworkers. When she discusses the situation with her supervisor, she is told to ignore it. In addition, when the supervisor witnesses the behavior, no action is taken to stop it.

When a relationship between a supervisor and one of his employees goes sour, he refuses to share important information with the employee and gives him poor performance reviews in retaliation for breaking off the relationship.

A clerical worker is promised a promotion if she agrees to date her supervisor.

After a doctoral student refuses the sexual advances of her dissertation director, she begins to receive extreme, negative criticism, challenging the scholarly worth of her dissertation, although previously the proposal had been given the director's full support.

In the hospital hallway, a male doctor and a male student health care professional once again discuss the physical attractiveness of a female patient. A female student health care professional feels embarrassed and excluded by the conversation. She suspects that she has also been the topic of a similar conversation. When she expresses her feelings of discomfort, she is told there is no harm intended and that she needs to "grow up" if she wants to be successful on this clinical rotation.

2. Sexual Harassment Policy, continued

A professor constantly asks one of his students to accompany him to a local restaurant to discuss her work. At first the professor discusses matters related to her course work, but lately he has begun talking about his recent divorce, as well as telling the student how pretty she is and how much he would like to get to know her better. Eventually the professor asks her to go out with him. The student states that she would rather they simply continue to discuss her course work, but the professor insists that they go out next weekend just to have fun. Not knowing what to do, a student confides in a female faculty member, stating that she is extremely uncomfortable with the advances of one of her professors. Uneasy about discussing the matter with her colleague or the dean, the professor tells the student she can be counted on to lend a sympathetic ear, but otherwise makes no attempt to report.

Office of Equal Opportunity
274-2306
UN 117
www.iupui.edu/~oeo/

3. Americans with Disabilities Act (ADA) Rights

University policy and federal law forbid employment discrimination against qualified persons with physical and mental disabilities.

The ADA defines a person with a disability as an individual who . . .

- Has a physical or mental impairment that limits one or more major life activities (walking, speaking, seeing, hearing, etc.)
- Has a record of such impairment
- Is regarded as having such an impairment

A qualified person with a disability is someone with a disability who meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

IU is committed to ensuring equal employment opportunities for qualified persons with disabilities. The university will provide reasonable accommodations as provided in the law for employees protected by the ADA by making changes in the work environment or by changing certain practices and procedures as long as these changes do not pose an undue hardship on the university or alter the essential functions of the job.

If you are disabled and meet the qualifications above, discuss your needs with your supervisor or the Office of Equal Opportunity. If you have a complaint regarding the university's compliance with the ADA, contact the Office of Equal Opportunity.

Office of Equal Opportunity
274-2306
UN 117
www.iupui.edu/~oeo/

4. Substance-Free Workplace Policy

Indiana University intends to maintain an alcohol and drug-free workplace. To that end, the following policy governs all university campuses and workplaces.

IU expects and requires you to report to work on time and in appropriate mental and physical condition. It is the university's intent and obligation to provide a drug-free, healthful, and secure work environment.

The university absolutely prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on university premises or while conducting university business off university premises. Violations of this policy may result in immediate termination of employment.

The university recognizes drug dependency as an illness and a major health problem. The university also recognizes drug usage as a potential health, safety and security problem. Employees with such problems are encouraged to seek help from IU-sponsored programs, if applicable, and from community-based support programs. Conscientious efforts to seek such help will not jeopardize an employee's job.

You must, as a condition of employment, abide by the terms of the above policy, and report to the campus chancellor any conviction under a criminal drug statute for violations occurring on or off university premises while conducting university business. A report of a conviction must be made within five days after the conviction and is required by the Drug-Free Workplace Act of 1988.

There are numerous criminal penalties and health risks associated with alcohol and drugs. A partial description of these is contained in the human resources policy manuals.

5. Confidentiality of Student, Medical and Personnel Records

You may be required to handle confidential information. Indiana University views this information as an important trust. Confidential information refers to nonpublic information about students, faculty, and employees. Some examples of confidential information include grades, financial aid, performance evaluations, family data, and medical records.

You should behave responsibly when handling confidential information. If anyone asks for confidential information, you must follow the specific policy that applies to the request. You must not release confidential information to anyone unless that person has authorization.

Family Education Rights and Privacy Act

Federal law classifies most student record information as private. This information cannot be released to third parties (including parents) without signed consent from the student.

All employees are working for the common good of the university. This means that you cannot use confidential information for personal reasons. For example, you cannot use someone's address to seek political contributions or to present information about a sales campaign.

The consequence of mishandling confidential information (intentionally or unintentionally) range from receiving instruction on proper handling of such information to disciplinary action, up to and including termination.

6. Public Access to Staff Employee Records

The “Access to Public Records” law of 1984 allows the public to inspect and copy public records, including portions of employee human resources records. Upon written request, the public shall have access to the following information from an employee’s human resources record:

- Name
- Compensation
- Application for employment
- Job title
- Business address and telephone number
- Job description
- Education and training background
- Previous work experience
- Dates of employment
- Information relating to the status of any formal charges against the employee
- Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged

Human Resources Administration is responsible for maintaining employee records for all staff at IUPUI. Requests for employee records information should be referred to the Records Section in Human Resources Administration. If the file maintained in the Records Section does not contain the requested information, Human Resources Administration will notify the employee’s department to obtain a copy the requested materials, if they exist.

Employment Files

You may view the contents of your official employment file. This includes files maintained in your department as well as Human Resources Administration. Contact your supervisor or Human Resources Administration to make arrangements.

Human Resources Records
274-4437
UN 359

7. Corrective Action

Corrective action is a process that is used to correct or improve job-related performance, attendance, and/or behavior. Corrective action is to be progressive in nature beginning with the least severe action necessary to correct the problem and moving to increasingly severe steps only if the problem is not corrected. These steps include an initial written warning, a second written warning, a final written warning which can be substituted by a suspension and/or demotion, and termination. Corrective action should also be related to the seriousness of the offense and the employee's work record; therefore, it is possible for steps to be skipped or repeated. All of the steps may not be taken in every situation. If you do not agree with a corrective action you have received, you may appeal this action through the problem-grievance procedure.

Listed below are some examples – not an all-inclusive list – of offenses that may result in corrective action up to and including discharge:

- Unsatisfactory performance
- Excessive absenteeism
- Inappropriate behavior, including insubordination and using offensive language
- Falsifying university documents such as time cards, purchase orders, travel reimbursements, etc.
- Theft, obtaining, or attempting to obtain university property or money intentionally, by fraud, or by misrepresentation, including the inappropriate use of long-distance phone service, university credit cards, etc.
- Workplace violence
- Violating the university's sexual harassment policy, drug-free workplace policy, or firearms and weapons policy

8. Problem-Grievance Procedure

In working from day to day, it is normal for employees to occasionally have problems affecting their employment. The important thing is to work out a solution to these problems as quickly and fairly as possible. If you wish to file a grievance, you must do so within **10 working days** from the time of knowledge of the incident or practice causing the grievance.

Problem-Grievance Procedure

Stage	Your Time Limit to Appeal	Person Who Hears the Appeal	Respondent's Time Limit to Answer
1	10 Working Days (from knowledge of the incident causing grievance)	Immediate Supervisor	5 Working Days
2	5 Working Days	Dean or Director of Department	5 Working Days
3	5 Working Days	Human Resources	10 Working Days
3.5*	10 Working Days	Human Resources	
4	10 Working Days	Arbitrator	

**Applies to SM Employees only*

The grievance form can be found online at www.hra.iupui.edu (click on Employee Relations link) or you can pick one up at Human Resources Administration. For questions about the grievance procedure or for help in writing your grievance, contact Human Resources Administration.

Charges of discrimination by reason of race, sex, age, religion, national origin, handicap, or Vietnam era veteran should be filed directly in the campus Office of Equal Opportunity and processed through that office's procedures. For all other grievance matters, the problem-grievance procedure should be followed.

Human Resources Administration
274-8931
UN 340

9. Workplace Violence Policy

Threatening or violent behavior is not tolerated at Indiana University and will result in serious disciplinary action up to and including termination of employment. If you experience or witness threatening or violent behavior, immediately report the incident to a supervisor. In the absence of a supervisor, or in an emergency situation, contact the IU Police Department.

Threatening behavior is an express or implied threat to interfere with an individual's health or safety, or with the property of the university, which causes a reasonable apprehension that such harm is about to occur. Examples of threatening behavior include, but are not limited to:

- Direct or indirect threats of harm
- Words or gestures which intimidate others
- Prolonged or frequent shouting
- Stalking or following an individual
- Conduct which causes others to fear for their safety

Violent behavior is the use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person or the property of the university. Examples of violent behavior include, but are not limited to:

- Unwelcome physical contact
- Slapping, punching, striking, pushing or otherwise physically attacking a person
- Throwing, punching, or otherwise handling objects in an aggressive manner

Employees who are victims of domestic violence or nonwork-related violence, or who believe they are potential victims of such violence and fear it may enter the workplace, are encouraged to promptly notify their supervisor, department head, IUPUI Police Department or Employee Relations in Human Resources Administration.

IUPUI Police Department
274-7911 (Emergency)
274-7971 (Information)
BA 100
www.police.iupui.edu

10. Firearms and Dangerous Weapons

Unauthorized firearms, weapons, ammunition, explosives, and other items that the campus police consider to be dangerous are prohibited on university premises and at IU events. This policy includes activities such as introducing, possessing, using, buying or selling firearms. Even if you have a valid state permit to carry the firearm, you are not authorized to carry the firearm on university premises. Only law enforcement officers and others who have prior approval of the police chief are authorized to carry a firearm on campus. If you know of a violation of this policy, immediately notify the campus police department or your supervisor. Anyone violating this policy can be immediately terminated.

IUPUI Police Department
274-7911 (Emergency)
274-7971 (Information)
BA 100
www.police.iupui.edu



11. Motor Vehicle Record Check

In order to drive on university business, you must maintain an acceptable driving record. If you will be driving a university vehicle or your own vehicle on university business more than once a month, you will be required to authorize a review of your driving record. An annual motor vehicle record check will be conducted by the Office of Risk Management; you may request a copy of this check. If your driving record falls below an acceptable level, your authorization to drive on university business will be suspended until your driving record improves.

www.indiana.edu/~riskmgmt/policies.htm Office of Risk Management
Poplars 705, Bloomington Campus
5-9758

12. Conflicts of Commitment and Interest

Conflicts of interest occur when you or someone in your immediate family benefits financially from your position at the university by:

- inappropriately influencing your judgment
- compromising your ability to carry out university responsibilities
- causing a detriment to the university's integrity

You must immediately disclose any real or potential conflicts of interest to your unit head by submitting a Conflicts of Interest Disclosure form (www.indiana.edu/~uhrs/pubs/forms/coi-disclose.pdf). Your department will evaluate the situation and determine how to manage it.

Conflicts of commitment occur when the time or effort you devote to external activities interferes with your fulfillment of assigned university responsibilities or when you make unauthorized use of university resources in the course of an external activity.

Violations of the Conflicts of Interest and Conflicts of Commitment policies can include disciplinary action up to and including termination.

13. Whistleblower Policy

The general purpose of this policy is to protect you if you make a good faith report of suspected wrongful conduct. More specifically it:

- requires you to disclose violations of law or university policy
- informs you how allegations of wrongful conduct may be reported
- protects you from reprisal as a result of reporting wrongful conduct
- provides a complaint process to seek relief from retaliatory acts

Wrongful conduct should be reported to the university or campus office responsible; for example, NCAA violations should be reported to the campus athletics compliance officials and sexual harassment should be reported to the Office of Equal Opportunity.

If you believe you have experienced an adverse academic or employment action as a result of reporting wrongful conduct, you may file a written complaint of reprisal with the Office of University Counsel, Human Resources, or the Dean of Faculties Office.

Anonymous reporting of wrongful conduct may be made through EthicsPoint Inc. at 888-236-7542 or
https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=17361.

Office of Internal Audit
<http://www.indiana.edu/~iuaudit/>
UN 554
274-1285

1. Campus and U.S. Mail

There is a U.S. Postal Services branch office on campus that is located in the Campus Center on the second floor. Its hours of operation are Monday through Friday 8 a.m. to 4 p.m.

The university handles two types of mail: internal campus and U.S. mail. The university is able to use its internal campus mail system free for university business. Under federal rules and regulations, personal mail must first go through the U.S. mail system before campus mail can deliver it. Also, the university assumes that any mail delivered to a university address is university business. Authorized persons may open mail, even though it may be addressed to you. To avoid overloading the internal campus mail delivery system, do not have personal mail or packages delivered to your workplace.

USPS Branch Office
274-8209
CE 217

2. Telephones on Campus

Important phone numbers:

Campus Police (Emergency): (317) 274-7911

Campus Police (Non-Emergency): (317) 274-7971

IUPUI: (317) 274-5555

IU Medical Center: (317) 944-5000

Jumpstart (317) 274-SAFE (274-7233)

Parking and Transportation: (317) 274-4232

Office of Equal Opportunity: (317) 274-2306

Human Resources

Benefits: (317) 274-4596

Employment: (317) 274-7617

To use the phones on campus:

IUPUI telephone prefixes are 274 and 278. To place a call from an IUPUI phone:

- 1) To call another IUPUI number, dial the last five digits of the number (4-XXXX or 8-XXXX).
- 2) To call IUPUI phones that are housed in the Clarian system (previously 274 or 278 prefix), dial (944-XXXX or 948-XXXX).
- 3) To call an Indianapolis number, dial 9 + the desired number.
- 4) To call IU Bloomington (855 or 856 prefix), dial the last five digits of the number (5-XXXX or 6-XXXX).
- 5) To call IUPU Columbus, dial 1 + 812 + the seven digit number+ your long distance authorization code.
- 6) To call campus information, dial 0.

2. Telephones on Campus, continued

For other long distance calls:

When using a campus phone, you will need to have an authorization code.

For United States, Canada, Mexico and the Caribbean,
dial 9 + 1 + Area Code + 7 digit number + authorization code

For toll free calls, dial 9 + 1 + toll-free prefix (800, 888, etc.) + 7 digit
number

Accessing your voice mail:

To access your voice mail box from your campus phone, dial 8-4288,
enter your password when prompted.

From an off-campus phone, dial 278-4288, enter your ten-digit mailbox
(telephone) number, enter your password when prompted.

To get e-mail addresses or phone numbers of IUPUI staff, faculty and students,
visit the website www.iupui.edu/people.htm.

3. Jagtag

The campus I.D. card, also known as the Jagtag can be used to check out a library book, get a drink from the vending machine, and make photocopies using a campus copy machine. It can also be used as a check or a credit card to shop at any campus bookstore or to grab lunch at one of the campus cafeterias or restaurants. Jagtag serves as identification for other discounts and services available to IUPUI staff. It also provides discounts to many White River State Park attractions. For a complete and up-to-date listing of all the Jagperks available to you visit www.jagtag.iupui.edu/jagperks.asp. You can get a jagtag at the location below. Also, visit the Jagtag website to find out what discounts, and services are available to staff.

Jagtag/Campus Card Services (main office)
274-5177
CE 213
www.jagtag.iupui.edu



4. Publications

A great deal of information about life on the IUPUI campus and other events on campus is available through the following resources:

Inside IUPUI electronically informs students, faculty and staff about events taking place on the IUPUI campus. If you would like to receive an announcement instead of an e-mail copy of *Inside IUPUI*, just e-mail listserv@iupui.edu this message: SUBSCRIBE INOTIFY-L. Do not include a subject line or any other text.

Jagnews is a campuswide electronic messaging system that delivers timely information about campus events and opportunities right to your electronic mailbox. This service is available to any IUPUI faculty, staff, or student who has an email account.

Sagamore is the award winning student newspaper and focuses on information for students.

Chancellor's Newsletter is a monthly e-newsletter describing IUPUI events and activities of interest to people outside the university. To subscribe go to: www.iupui.edu/administration/chancellorsnews.htm

IU Home Pages is an e-newsletter for faculty and staff on the eight campuses of Indiana University. IU Home Pages exists to inform and strengthen communication among the faculty and staff on all eight Indiana university campuses. It is part of an ongoing effort to increase awareness of the value of an IU education, the esteem of the IU workplace, IU faculty and staff excellence, and the positive effects the Indiana University campuses have on their local communities, the state, the nation and the world.

Schools and departments on campus may have their own form of newsletter. For information on specific publications, please contact the school or department directly.

5. Center for Young Children

The Center for Young Children is a state-of-the-art childcare center for children of faculty, staff and students. In addition to the traditional full-day, five-day-a-week program that includes kindergarten, part-time sessions are available to accommodate parents' work or class schedules.

Center for Young Children
274-3508
YC 111
www.childcare.iupui.edu

6. ATM Locations

There are thirteen locations on campus:

- Campus Center (second floor)
- Cavanaugh Hall (on the outside of the building facing Michigan Street)
- ES/BS Building (on the second floor, at the corridor leading to University Library)
- IU Hospital (2 locations: one by the front desk near the telephones and the other is next to the gift shop)
- Natatorium
- Regenstrief (next to the Wilson Street garage)
- Riley Hospital (2 locations: one inside the main entrance and the other is by the gift shop in the Riley Outpatient Center)
- Union Building (main floor)
- University Place Hotel (on the first floor near the hotel gift shop)
- VA Hospital (near the outpatient pharmacy)
- Wishard Hospital

7. Places to Eat on Campus

There are many places to eat on campus. Cafeterias are located in University and Riley Hospitals. A McDonald's restaurant is located in Riley Hospital, and a quick service cafeteria is located in the Riley Outpatient Clinic. There is a food court in the Campus Center. Chancellor's is a full-service restaurant that is located in the University Place Conference Center. There are several restaurants and fast food places located at the corner of Indiana Avenue and University Boulevard. Vending machines are located in most buildings on campus.



8. Bookstores and Gift Shops

Bookstores

The bookstore is located in the Campus Center.

Bookstores

274-7874

CE 155

www.bncollege.com

Gift Shops

There are five gift stores on the IUPUI campus:

- IU Hospital – 274-5751
- Riley Hospital – 274-8713
- Riley Outpatient Clinic – 278-1534
- University Place Hotel Conference Center – 231-5149
- The Natatorium Pro Shop – 274-3518

For general information and hours, contact the gift shop directly.

9. Banking Services – Indiana Members Credit Union

As an employee of IU, you are eligible to join the Indiana Members Credit Union. The credit union offers checking, savings, and money market accounts, Christmas Clubs, loans, and many other services. A branch is located on the second floor of the Campus Center. The hours of operation are Monday-Thursday 8:00 a.m. – 4:00 p.m. and Friday 8:00 a.m. – 5:00 p.m.

Indiana Members Credit Union

636-8479

CE 200

10. Libraries

The IUPUI Library system is composed of five separate libraries. Since procedures vary slightly among the different libraries, consult each before checking out books and other materials. Check each library also for possible hour changes, particularly during the summer sessions, holidays, and when classes are not in session.

Dental School – 274-7204 www.iusd.iupui.edu/depts/lib

Law School – 274-4028 www.iulaw.indy.indiana.edu/library/

Medical Library – 274-7182 www.medlib.iupui.edu

University Library – 274-8278 www.ulib.iupui.edu

Herron School of Art Library – 920-2433 www.ulib.iupui.edu/herron

11. Sport Complex

The IUPUI Sport Complex consists of the Indianapolis Tennis Center, Michael A. Carroll Track and Soccer Stadium and the Natatorium including the Fitness Center. The Natatorium has been proclaimed one of the fastest pools in the world -- 90 American and 11 world records have been broken here. Athletes from around the world dream of competing at the Natatorium, and it is available to all who recognize swimming as both an excellent form of exercise and fun. Several membership packages are available and a 10% discount is offered to faculty, staff and students with the purchase of a semester recreational pass from the Department of Recreational Sports.

IU Natatorium
274-3518
www.iunat.iupui.edu



**OFFICE OF
HUMAN RESOURCES
ADMINISTRATION**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
Indianapolis

HANDBOOK RECEIPT

I acknowledge that I have received a copy of Indiana University Purdue University Indianapolis Staff Handbook. I agree to read it thoroughly, and if there is any policy or provision in the handbook I do not understand, I will seek clarification from my supervisor or the Human Resources Department. I understand that Indiana University Purdue University Indianapolis is an "at will" employer and as such employment is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that this handbook states IUPUI's policies and practices in effect on the date of publication. I understand that nothing contained in the handbook may be construed as creating a promise of future benefits or a binding contract with IUPUI for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt.

First Name (Please Print)

Last Name (Please Print)

Department: _____

Signature: _____

Date: _____

JAN 2008

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Please sign and date this receipt.

First Name (Please Print)

Last Name (Please Print)

Department: _____

Signature: _____

Date: _____

Return to Human Resources Administration – UN 340

JAN 2008