## Contents

FORWARD

A MESSAGE FROM THE PRESIDENT

WELCOME TO BUTLER UNIVERSITY

How The University Is Organized

Butler University’s Mission Statement

Preamble

ORGANIZATIONAL INTEGRITY

Statement of Guiding Principles

Employment-at-Will

Equal Employment Opportunity

Americans with Disabilities Act.

Civil Rights Equity Grievance Policy

Conflict of Interest

Consensual Relations

Whistleblower Protection

Employment of Family Members

WORKPLACE STANDARDS

Standards of Conduct

Computer Usage Master Policy

Absence and Promptness

Departmental/Divisional Personal Appearance

Smoke-Free Workplace

Substance Abuse

EMPLOYEE RELATIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORWARD</td>
<td>5</td>
</tr>
<tr>
<td>A MESSAGE FROM THE PRESIDENT</td>
<td>5</td>
</tr>
<tr>
<td>WELCOME TO BUTLER UNIVERSITY</td>
<td>6</td>
</tr>
<tr>
<td>How The University Is Organized</td>
<td>6</td>
</tr>
<tr>
<td>Butler University’s Mission Statement</td>
<td>6</td>
</tr>
<tr>
<td>Preamble</td>
<td>6</td>
</tr>
<tr>
<td>ORGANIZATIONAL INTEGRITY</td>
<td>7</td>
</tr>
<tr>
<td>Statement of Guiding Principles</td>
<td>7</td>
</tr>
<tr>
<td>Employment-at-Will</td>
<td>7</td>
</tr>
<tr>
<td>Equal Employment Opportunity</td>
<td>7</td>
</tr>
<tr>
<td>Americans with Disabilities Act.</td>
<td>8</td>
</tr>
<tr>
<td>Civil Rights Equity Grievance Policy</td>
<td>8</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>11</td>
</tr>
<tr>
<td>Consensual Relations</td>
<td>11</td>
</tr>
<tr>
<td>Whistleblower Protection</td>
<td>11</td>
</tr>
<tr>
<td>Employment of Family Members</td>
<td>12</td>
</tr>
<tr>
<td>WORKPLACE STANDARDS</td>
<td>12</td>
</tr>
<tr>
<td>Standards of Conduct</td>
<td>12</td>
</tr>
<tr>
<td>Computer Usage Master Policy</td>
<td>13</td>
</tr>
<tr>
<td>Absence and Promptness</td>
<td>13</td>
</tr>
<tr>
<td>Departmental/Divisional Personal Appearance</td>
<td>13</td>
</tr>
<tr>
<td>Smoke-Free Workplace</td>
<td>13</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>14</td>
</tr>
<tr>
<td>EMPLOYEE RELATIONS</td>
<td>14</td>
</tr>
</tbody>
</table>
Staff Assembly .......................................................................................................................... 14
Difference Makers .......................................................................................................................... 14
Thank You Cards .............................................................................................................................. 14
Recognition Programs ....................................................................................................................... 14
Anniversary Cards ........................................................................................................................... 15
Recognition Gatherings .................................................................................................................... 15
Expressions of Caring ....................................................................................................................... 15
Corrective Action .............................................................................................................................. 15
EMPLOYMENT PRACTICES ............................................................................................................. 16
Recruitment Practices ....................................................................................................................... 16
Internal Job Opportunities .................................................................................................................. 17
Transfers and Promotions .................................................................................................................. 17
Background/Reference Checks .......................................................................................................... 17
Introductory Period for New Staff, Promotions and Transfers .......................................................... 17
New Staff Onboarding ....................................................................................................................... 18
Voluntary Resignation ....................................................................................................................... 18
Bridging Service Dates ...................................................................................................................... 18
Verification of Employment ............................................................................................................... 19
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving for University Business</td>
<td>35</td>
</tr>
<tr>
<td>Moving Expenses</td>
<td>35</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>University Mail Center</td>
<td>35</td>
</tr>
</tbody>
</table>
FORWARD
Whether you have just joined our staff or have been at Butler University for a while, we are confident that you will find our institution to be a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the staff of Butler University to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/staff relationship. Throughout the handbook you will see references to staff, staff member and/or employee. The definitions for these terms are as follows:
- **Staff or staff member:** All individuals NOT employed as faculty (i.e. Professor, Associate Professor, Assistant Professor, Instructor, Adjunct Instructor)
- **Employee:** Individuals employed in all job categories including faculty and administrators

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department.

Neither this handbook nor any other university document confers any contractual right; either expressed or implied, to remain in the university's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the university, or you may resign for any reason at any time.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

A MESSAGE FROM THE PRESIDENT
You are joining a great group of professional colleagues, faculty and staff who care deeply about this University, our students and each other. Butler University is a special kind of place, once described as large enough to serve and small enough to care. But this is not all that makes for a caring atmosphere and a supportive environment in which to work. It takes everyone contributing every day to the institutional community. We are pleased you have chosen to become a part of our Butler community.

As we continuously strive to advance Butler to even greater success, please share with me your insights and suggestions on what is working well here and how we can be even better. I welcome you, your talents and your energies to the enjoyable task of building Butler University.

James M. Danko President
WELCOME TO BUTLER UNIVERSITY

How The University Is Organized

The university is organized into academic colleges and administrative units. There are six academic colleges, an Office of Academic Affairs, and administrative units responsible for Athletics, Clowes Memorial Hall, Enrollment Management, Finance, Information Technology, Facilities, Human Resources Management and Development, University Advancement, and Student Affairs.

Butler University’s Mission Statement

“Butler’s mission is to provide the highest quality of liberal and professional education and to integrate the liberal arts into professional education, by creating and fostering a stimulating intellectual community built upon interactive dialogue and inquiry among faculty, staff and students.”

Preamble

Founded in 1855, Butler University is a private, coeducational university with an enrollment of more than 4,600 undergraduate and graduate students. Degree programs are offered through the colleges of Liberal Arts and Sciences, Business, Education, Fine Arts, Pharmacy and Health Sciences, and Communication. The University’s 290-acre campus, located in a residential area and surrounded by a vibrant city, remains a serene and beautiful area with a formal botanical garden, a nature preserve, an observatory, a state-of-the art performing arts center, a student performance and visual arts theater, a recital hall, and Hinkle Fieldhouse -- once the largest basketball arena in the nation and listed on the National Register of Historic Places. Located less than seven miles from the heart of the city, the campus offers easy access to cultural and sporting events in downtown Indianapolis.

At Butler, faculty engages in more student contact and more emphasis is placed on teaching. Research is valued, but not worshipped. Everything is smaller in scale and more personal. Change is everywhere and experimentation and innovation are encouraged. Each individual can make a real difference in the shape of the university. We hope you will enjoy this environment and will work hard with us to maintain a unique institution.

This handbook outlines information that is important to your success as a member of the Butler community. It is a summary of the policies and procedures that affect your employment although it is not a contract of employment. If you have questions that are not answered in this handbook or in the policies and procedures found on the Human Resources website at www.butler.edu/hr, please see your supervisor or a HR representative in the Department of Human Resources Management and Development (HRM & D).
ORGANIZATIONAL INTEGRITY

Statement of Guiding Principles

Institutions of higher education are entrusted by society with greater resources and commensurately greater responsibilities for the creation, dissemination and preservation of knowledge. The purpose of the University is to provide a quality education, and each member of the community aspires to maintain the highest professional standards in working to assure that students are well prepared for life-long learning following the Butler experience.

As a member of the Butler University community, faculty, staff, students, volunteers, contractors, vendors and consultants all have a responsibility to adhere to and abide by the guiding principles established by the University to assure that the highest standards of ethical conduct are maintained in all University relations. These include but are not limited to the ethical dispositions of open-mindedness, creativity, curiosity, intellectual flexibility and civility.

The foundation of the guiding principles is based on an atmosphere of respect and dignity for each individual in all social interactions in the Butler University community. It is expected that all individuals behave in a fair and honest manner when dealing with members of all constituencies, and strive to promote an open and tolerant environment for voicing opinions. Members of the University community adhere to the established University policies and procedures which assure that all aspects of the University are conducted in an ethical and legal manner. The documentation for the guiding principles is found in the Faculty and Staff Handbooks under Policies and Procedures. These include but are not limited to Code of Conduct, Workplace Violence, Anti-Harassment and Complaint, Consensual Relationships and Conflict of Interest.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Employment-at-Will

This Staff Handbook is intended to provide you with a general understanding our personnel policies. You are asked to familiarize yourself with its contents. It will answer many common questions concerning employment with Butler University.

The Staff Handbook, however, is not an employment contract and is not intended to create contractual obligations of any kind. Your employment with Butler University is a voluntary one and is subject to termination by you or the University at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with, to eliminate or modify in any way the employment-at-will status of Butler University staff employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President of Butler University or the University’s Board of Trustees, whichever is applicable.

Equal Employment Opportunity

Butler University is an equal opportunity employer and is committed to enhancing the diversity of the student body and our faculty and staff in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the American with Disabilities Act of 1990 as amended, and Section 504 of the Rehabilitation Act of 1973, as applicable. In addition, hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. It is the policy of the University to provide equal opportunities for employment and advancement for all individuals regardless of age, gender, race,
religion, color, disability, veteran status, sexual orientation, national origin, or any other legally-protected category.

Any employee of the University who believes that he/she has been a victim of some form of discrimination in violation of the above policy should report the incident immediately to his or her supervisor and to the Director of Human Resources. A faculty member should also make a report regarding the matter to the Dean of his/her college.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Americans with Disabilities Policy Statement

Butler University is committed to providing equal employment opportunity to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). In keeping with that commitment, the University provides reasonable accommodation to qualified individuals with disabilities and forbids discrimination against employees because of a disability. It is the responsibility of the employee to make the University aware of the need for accommodation for a disability. It is the responsibility of the Executive Director of Human Resources or a designee to administer this policy.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Civil Rights Equity Grievance Policy

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discrimination. Butler University’s Anti-Discrimination policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters. The sections below describe the specific forms of discrimination that are prohibited by law and University policy.

Note: For complaints regarding class content, the Title IX Coordinator will confer with the Provost to ensure proper protections on academic freedom.

Discriminatory and Bias-Related Harassment: Harassment constitutes a form of discrimination that is prohibited by law. This policy explicitly prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the community, which creates an objectively hostile environment. A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, or persistent or pervasive so as to interfere with, limit or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Examples of harassment may take the form of name calling, notes, invasion of a reasonable expectation of privacy, obscene messages on voice mail or other electronic communication, (to include social media), signs, slurs, or jokes that demean an individual or group.

Merely offensive conduct and/or harassment of a generic nature not on the basis of a protected status may not result in the imposition of discipline under this University policy, but will be addressed through civil confrontation, remedial actions, and education and/or effective conflict resolution mechanisms.

The University condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by law. It is important to note that those who engage in harassing behavior may be subject to criminal prosecution under appropriate federal or state law.
Action taken by the University through the Equity Grievance Resolution Process does not preclude the pursuit of criminal or civil action.

**Sexual Harassment**: Both the Equal Employment Opportunity Commission and the State of Indiana regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Butler University has adopted a definition of sexual harassment based on the EEOC definition in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

**Sexual harassment** is:

- Unwelcome, sexual or gender-based verbal, written or physical conduct that is,
  - Sufficiently severe, persistent or pervasive that it, has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university’s educational, social and/or residential program, and is
- Based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

**Sexual Misconduct**: State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, the University has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, the University considers Non-Consensual Sexual Intercourse violations to be the most serious, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, Butler University reserves the right to impose any level of sanction, up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses based on the facts and circumstances of the particular complaint. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation and/or gender identity of those involved.

**Other Prohibited Acts of Discrimination**

1. Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class.
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class.
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the hazing policy) on the basis of actual or perceived membership in a protected class; hazing is also illegal under Indiana code and prohibited by University policy.
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.
6. Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (this includes romantic relationships, domestic and/or relationship violence).

7. Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear.

8. Any other University procedures or rules when a violation is motivated by the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

Note: Indiana State statute defines domestic violence as battery or bodily threats, which is applicable to criminal prosecutions for domestic violence in Indiana, but may differ from the definition used on campus to address policy violations.

Note: Indiana State statute defines stalking as “…knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.” The state definition of stalking is applicable to criminal prosecutions for stalking, but may differ from the definition used on campus to address policy violations.

Retaliation
Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, for supporting a complainant or for assisting in providing information relevant to a claim of harassment is a serious violation of the University’s policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Dean of Student Life (for students) or the Executive Director of Human Resources (faculty/employees) and will be promptly investigated. The University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. The University is committed to ensuring that its faculty, staff, and students are not subjected to harassment by individuals who are not employed by the University, but who have some association with it. Accordingly, this policy is applicable not only to faculty and staff, but also to visitors, contractors, vendors, and others with whom the University has a relationship. This policy is applicable also to individuals involved in an experiential learning or service-learning relationship.

Reporting
Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment and Nondiscrimination has been violated should contact the Title IX Coordinator or a member of the EGP. It is also possible for employees to notify a supervisor, or for students to notify a student affairs staff member, faculty member, or any member of the community may contact the University Police. The University offers reporting resources on its website, which may be used to initiate a complaint. The University will promptly investigate all such complaints and take appropriate action, and to commit that the matter will be treated as confidential to the extent practicable.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/
Conflict of Interest
Butler University expects all faculty and staff, when acting on behalf of the University, to maintain the highest standard of ethical conduct. Individuals employed by the University are expected to remain free of interests or relationships which are, or appear to be, detrimental to the best interests and reputation of the University. They must avoid circumstances that cast doubt on their ability to act objectively and fairly regarding the University’s business and interests. They must not support the commission of such acts by others.

A practice will not be condoned on the grounds that it is customary, easy, or expedient if it does not meet the standards of ethical conduct. Condoning such practices compromises the integrity and reputation of the University. If an individual is asked to engage in any action that he/she reasonably believes may be in violation of this policy, it is acceptable (and, in fact, encouraged) to respond by making any of the following (or similar) statements: 1) “University policy does not allow me to do this”; or 2) “Please discuss this matter further with my supervisor because I have concerns about whether I can do this without violating University policy”; or 3) “I am uncomfortable with what you have asked me to do, and I would first like to discuss the matter with my supervisor (or Human Resources Management & Development)”. Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Consensual Relations
Intimate relationships to which both parties consent, but in which there is an evaluative, advisory, supervisory, or reporting relationship between the parties, pose special problems for the University. These relationships give rise to the potential for or the appearance of impropriety, a conflict of interest, favoritism, or bias. They may also undermine the real or perceived integrity of the evaluation or supervision given. An additional issue that may arise due to the reporting and/or evaluative nature of the relationship and the power differential inherent therein is the potential for such relationships to become exploitive or cause actual harm to one of the parties.

For the reasons outlined in this policy, the University prohibits consensual relationships as defined above. Notwithstanding this general rule, the University acknowledges that some “consensual relationships” may be acceptable, in view of the specific circumstances. For example, if a faculty member is married to or in a committed relationship with another individual, but one of the individuals has an evaluative, advisory, supervisory, or reporting role in regard to the other, the couple should report this relationship and their respective roles to the University so that the University can determine whether any changes in the evaluative, advisory, supervisory, or reporting role should be made, or whether other individuals should share or assume such role. In such a case a staff member should report the relationship to his/her Division Vice President. Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Whistleblower Protection
Butler University has a responsibility to conduct its affairs ethically and in compliance with University policy. Butler employees who, in good faith, report suspected wrong-doing or unethical behavior are protected under Butler’s Whistleblower policy. The Board of Trustees adopts this policy in order to encourage and empower the University’s trustees, officers, employees, and volunteers to report misuse, inappropriate allocation, or diversion of the University’s charitable and educational resources.

If the person making the report (the “Whistleblower”) so requests, the whistleblower’s identity shall be kept confidential to the extent possible consistent with Butler’s need to investigate. Furthermore, a whistleblower may submit a report anonymously through Ethicspoint, by logging onto my.butler.edu and clicking on the Ethicspoint link or calling 1-800-445-9198. However, the whistleblower should be aware
that, in some instances, preserving anonymity could make it more difficult to investigate the report and ensure appropriate resolution of the reported misuse.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Employment of Family Members
The University will not limit or prohibit the simultaneous employment of two members of the same family. However, members of the immediate family may not work under the direct supervision of another member of the immediate family. This includes spouses, domestic partners, parents, siblings, children, step-parents, step-siblings, step-children, aunts, uncles, nieces and nephews. Faculty, staff and administrators shall neither initiate nor participate in institutional decisions involving a direct benefit (e.g., appointment, retention, salary, leave) to members of their immediate family.

There may be an occasion when an exception to this policy will be made for dependent children of employees who may work in student positions or temporary positions that could be supervised by the parent as long as approval is granted by the parent’s direct supervisor and the Executive Director of Human Resources Management and Development.

In all cases, these positions, as with all positions, will be reviewed to ensure that the relationship does not interfere with the successful operation of the department.

WORKPLACE STANDARDS
Standards of Conduct
Butler University hopes that your working relationship with the University will be mutually satisfactory. Just as the staff member may resign at any time, he or she may be disciplined or discharged at any time. The University makes no promise of continued employment for a specific period of time.

Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis. There are, however, some actions that, after investigation by the University, will result in termination. Among the types of conduct that may result in immediate termination are:

- Theft of University property or the property of other employees, students or visitors.
- Failure to report for work when scheduled for three (3) consecutive days without notifying or obtaining permission from the supervisor.
- The use, possession, consumption, or sale of intoxicants, including alcohol or controlled substances, contrary to the University’s Substance Abuse policy.
- Threatening or inflicting bodily harm against any employee, student or visitor of the University.
- Falsification of University records including, but not limited to falsification of employment applications, other personnel records, or expense reports; intentionally giving false information to management personnel; time records of self or others and concealing defective work.
- Unlawful possession of weapons on campus.
- Unlawful Harassment

The examples of prohibited conduct listed above are not, and are not intended to be, exhaustive or exclusive. Prohibited conduct for which a staff member may be disciplined or discharged may exist in forms other than listed in the foregoing examples. Butler University reserves its right to discipline for offenses as it, in its sole discretion, deems appropriate.
Computer Usage Master Policy
Butler University cherishes the privacy of personal content and freedom of expression that are at the core of intellectual pursuit and fundamental to expression of teaching and learning. However, this must be balanced against the legal responsibilities, rights, and risks of the University and others. Our policy endeavors to balance the use of and need for technology while creating an environment of respect and privacy, and ensuring that the assets and reputation of the University are protected.

Link:
http://www.butler.edu/information-technology/policies-security/computer-use-master-policy/

Absence and Promptness
Attendance and punctuality are very important. Unnecessary absences and tardiness are disruptive and place an unfair burden on fellow employees and supervisors. The following steps must be taken when a staff member is absent or tardy:

- The staff member’s supervisor is called to report the absence or tardiness, as early as possible but at least by the start of the work day.
- If the supervisor cannot be reached, the staff member is responsible for following departmental procedure (which may vary by department) for reporting absences or tardiness.
- If the staff member is physically unable to personally make the call, it is permissible for a family member or friend to call.
- In some cases of illness, the staff member may be required to return with a doctor’s note, documenting that medical care had been sought and that the staff member can return to work.
- All absences must be requested in the Time and Attendance system, based on departmental reporting procedure.

Violations of this process could result in disciplinary action, up to and including termination of employment. Excessive absenteeism or tardiness will result in corrective action up to and including termination. Unreported/unexcused absences (“no call/no show”) of three consecutive work days generally will be considered a voluntary resignation of employment with the University.

Departmental/Divisional Personal Appearance
It is the responsibility of each staff member to maintain a professional appearance that enhances the image of Butler University to its constituents. Due to the diversity of job duties and departmental operations at Butler, vice presidents are authorized to establish reasonable appearance standards and dress codes that promote legitimate business, anti-harassment and safety interests. This information will be provided to you by your supervisor. Supervisors reserve the right to send any person home to change clothing or other items that are in violation of the departmental standards. The time spent away from work for this reason will be deducted from vacation or personal leave time.

Smoke-Free Workplace
Butler University is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees, students and visitors. Motivated by the University’s desire to provide a healthy work environment for all of its employees, a smoking policy has been adopted and shall apply to all employees of the University. It is the policy of Butler University to prohibit smoking on all campus premises, except in the outdoor areas designated by signage and the presence of a receptacle for smoking-related
waste.
Substance Abuse
Substance abuse at work seriously endangers the safety of employees, members of the Butler community and the general public, and contributes to a variety of workplace problems. These include increased on-the-job injuries and accidents, increased absenteeism, increased health care and benefit costs, and a decline in the quality of services that we provide. The University has established this policy to ensure that employees do not abuse alcohol or use illegal drugs on University property (including parking areas) while engaged in University-related activities or business during working time. The purpose of the policy is to communicate the University’s position on alcohol and drug abuse in the workplace and to advise employees of testing and other procedures that will be used if abuse is observed or suspected.

EMPLOYEE RELATIONS
Staff Assembly
Staff Assembly was created in February of 2001 to enhance the work environment and represent the interests and concerns of staff in the overall governance structure of the university. Staff Assembly is composed of a 12 member Executive Committee and six standing committees. Over 50 staff members are actively involved with Staff Assembly on either the Executive Committee or one of the six standing committees. Staff Assembly is the second largest constituent group on campus with over 700 people working in a staff position. Below are some of the programs supported by Staff Assembly:

Difference Makers
In the spirit of recognizing the contributions and hard work of staff, Butler University Staff Assembly will acknowledge, on an annual basis, Difference Makers - employees who are truly making a positive impact at Butler. Up to six awards will be presented each year, with representation from at least one of the three award criteria:
- Making a difference to the Butler Community
- Service to students
- Job performance and attitude

Difference Makers may be nominated by any member of the Butler faculty, staff or student community through an online nomination form. Nominations for Difference Makers will be accepted February 15 through May 1. Award winners will receive a $500 pre-tax award to be presented at the fall faculty/staff picnic. Winners will be invited to a dinner honoring their service at the President's residence.

Thank You Cards
Staff Assembly gives staff the opportunity to send a personalized ‘Thank You’ to employees who have gone above and beyond the call of duty in performing a particular job or task. Send an email to staff-assembly@butler.edu stating who should receive the ‘Thank You’ and why. Anonymous thank you cards can be sent by dropping a note in the Suggestion Box in Jordan Hall outside the HRM&D office at JH144. ‘Thank You’ cards are always sent anonymously (from Staff Assembly, not from the requestor).

Recognition Programs
Our employees are the university’s greatest resource with many varied and unique talents. Those talents are vital to the success of the University and its mission. In recognition of their service and commitment, our recognition program consists of different components:
Anniversary Cards
Collectible anniversary cards are sent annually in the month of the employee’s hire date. These cards feature a series of unique water colors depicting various university buildings or landmarks that are suitable for framing.

Recognition Gatherings
In order to qualify for the Recognition Program the employee must be a full-time employee at the time of the award. The University seniority date will be used to determine years of service. Service pins are awarded at (5) year service levels. These pins are awarded either at a breakfast or at the recognition dinner.

The recognition dinner is held in the spring and honors those employees who have 25 years or more of service to the University and those that have or will retire that fiscal year. The retiree is given a choice of gifts: a chair or a lamp engraved with the Butler seal, the retiree’s name and the date of service or an original watercolor of any building, landscape, or landmark on the university campus. Employees with five to twenty years of service are honored at a recognition breakfast either in the spring or fall of their anniversary year.

Expressions of Caring
It is the practice of Butler University to send flowers as an expression of concern to:

- An employee who is hospitalized.
- An employee who becomes a parent.

Requests must be coordinated through HRM&D at x9609. HRM&D will place the order for you and will prepare the request for payment. Your budget will not be charged for this purchase.

If your area wishes to send flowers to others not listed or in addition to those sent on behalf of Butler, a collection may be taken among the employees in your department.

Corrective Action
A small percentage of staff are unable or are unwilling to live up to required job expectations. Performance problems must be addressed quickly to avoid setbacks in work group performance and cohesiveness. Common problem areas include excessive absenteeism or tardiness, poor work quality, and a lack of skills/abilities to perform the job. These types of problems should be addressed through the use of the Corrective Action process, by using the steps below for facilitating performance or behavioral improvement.

The goal of addressing performance or behavioral issues is to help the staff member become successful, thereby improving productivity and enhancing morale. These actions, when done effectively and in a time-efficient manner, not only improve performance, but establish consistency of expectations throughout the department.

The corrective action process is initiated by the supervisor of the staff member exhibiting performance problems.
Corrective Action Steps
The University process on corrective action consists of three steps which are generally administered in progressive order. However, in some cases, the seriousness of the infraction or performance issue may warrant skipping one or more steps in the process.

First Level Warning
The first level warning is a formal method of informing an employee of a relatively minor violation of University or department rules or of failure to perform job duties in an acceptable manner. Generally a first level warning occurs after an employee has received counseling from their supervisor related to the issue(s), and it is intended to encourage the employee to change the behavior.

Second Level Warning
The second level warning is used when performance and/or attendance problems persist or when action more severe than a first level warning is warranted.

Termination
If all prior disciplinary actions do not resolve the situation, or if the nature of the violation is so serious that a first or second level warning or a suspension is not appropriate, the employee is subject to termination. The supervisor must consult with the Director of Employee Relations before an employee may be terminated.

Multiple Corrective Action Tracks
Performance or behavioral issues are generally treated in one track of Corrective Action and attendance issues in a separate track. For example, an employee who has been issued a first level warning for a performance or behavior-related issue would receive another, separate first level warning for an attendance problem that warrants corrective action. If attendance is corrected but the performance continues to be sub-standard, a second level warning for performance may be warranted.

EMPLOYMENT PRACTICES
Butler University is committed to employing, in its best judgment, the most qualified candidates for University positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of the University to provide equal employment opportunity to all internal and external applicants.

Recruitment Practices
The appropriate authorization is required to initiate any action to fill an open position including any recruitment efforts, advertising, interviewing and offers of employment. Such authorizations insure that positions are necessary and in line with the mission of the University, funding is available, diverse recruiting vehicles are utilized, and position classification and compensation are appropriate.
Internal Job Opportunities

It is the University's practice to post open positions internally by HRM&D for a period of 5 business days (when the campus is open for business) through the following means:

- Placement on the University’s employment website (www.butler.edu/hr, select “Employment” dropdown menu)
- Hard copies sent to all University colleges and divisions for general posting

In the event the hiring manager wishes to promote a current employee, the position still must be posted internally. Only the Executive Director of Human Resources can make an exception.

Transfers and Promotions

Any staff member who is interested in transferring to another department to fill an open position is encouraged to discuss their interest with HRM&D. Generally, they must meet the following conditions:

- A minimum of twelve (12) months of service in their current position
- A current performance rating of “meets expectations” or higher
- No documented performance or behavior problems for the past 6 months
- Qualifications that are consistent with those required for the new position

If these conditions are met, the staff member should submit a resume as instructed on job posting.

Background/Reference Checks

It is the policy of the University to conduct a background check of a final candidate’s employment history, references, education credentials, and criminal convictions with the candidate’s written consent. Where appropriate, secondary background checks of credit, motor vehicle driver’s record, and other searches deemed necessary will be conducted with prior written consent. These secondary checks will be conducted only on final job candidates for certain positions, e.g., credit checks for those handling large amounts of cash or with access to University bank accounts, or driver’s record checks for those regularly driving University vehicles. Likewise, drug and alcohol checks will be conducted for those final candidates for positions such as (but not limited to) driving University vehicles, the operation of firearms, or work performed in potentially hazardous locations.

The University also has the right to require existing employees to submit to primary and/or secondary background checks where warranted by new job responsibilities such as those listed above.

Introductory Period for New Staff, Promotions and Transfers

The first 90 days of continuous employment at Butler University are considered an introductory period. This time is intended to give staff who are new in their positions the opportunity to demonstrate their ability to perform and to determine whether the position meets their expectations. Butler University uses this period to evaluate the new staff member’s capabilities, work habits, and overall performance.

Butler University reserves the right to extend the introductory period if it is believed to be necessary.

Upon completion of the introductory period, the supervisor must provide a written review of the staff member’s performance. Completion of this period does not entitle the staff member to continued employment with the University for any definite period of time or an increase in compensation.
Employment is “at-will” both during and after the introductory period and may be terminated with or without cause and with or without notice at any time for any reason or no reason.

New Staff Onboarding
Effectively orienting new staff members to the campus and to their positions is crucial to establishing successful, productive working relationships. Supervisors have the unique opportunity to create a positive impression of their department and Butler. New staff members often report feeling overwhelmed the first few days on the job. The time spent in planning for the new staff member’s first days and weeks in the department will greatly enhance a successful start, and can play a significant role in the staff member’s retention and productivity.

An effective onboarding will:

- Build an understanding of Butler’s culture, values and mission.
- Help the new staff member successfully transition into the new job.
- Help the staff member understand his/her role and how he/she fits into the total Butler community.
- Build better communication among the current members of the department and the staff member.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Voluntary Resignation
When a staff member voluntarily separates from Butler University, certain procedures are required to ensure that the employee understands his/her responsibilities for providing proper notification and meeting all obligations to the University prior to the last day of employment. Butler University is an “at-will” employer, meaning both the staff member and the University may end the employment relationship at any time or for any reason. The only exception to this may be an employee who has signed an employment contract.

Giving notice of separation:
For a voluntary resignation, written notice of two weeks is requested, unless waived by the University. If the staff member has any awarded but unused vacation, that time will be paid out in the final paycheck according to the Butler University Vacation Benefit Policy. There is no payout for unused personal or sick days that the staff member may have. If a two-week notice is not given, the staff member forfeits all awarded vacation payout.

Exit interviews:
Once a staff member gives notice, exit interviews are scheduled with HRM&D. These interviews provide information about benefits continuation and collect information about the staff member’s reasons for leaving the University. All exit interviews are voluntary and confidential.

Bridging Service Dates
Sometimes, staff transfers change the number of months that a staff member works. To ensure that transfers to and from 9, 10, 11 or 12 month positions are accurately tracked, time in service is appropriately recorded, and paid time off is properly pro-rated or increased. For staff members that transfer from part-time employment to full-time employment, appropriate service credit will be given. Likewise, for former staff who is re-employed by the University the appropriate service credit for previous employment is acknowledged.

Staff who transfer from 12 month to 9, 10 or 11 month positions will have their allotment of paid time off (vacation, sick, and personal time off) pro-rated to reflect their change in status.
Staff who transfer from 9, 10 or 11 month to 12 month positions will have their allotment of paid time off (vacation, sick, and personal time) increased to reflect their change in status.

Regular Part-time staff who transfer to full-time employment will be given appropriate service credit.

Former staff who are re-employed will have their previous service credited to their Adjusted Date of Employment (ADOE) for the purpose of benefits eligibility.

Verification of Employment
All requests for information on current or former employees must be referred to the University’s HRM&D office. Information provided by phone will be limited to verification of employment dates and position title.

In response to written requests, information regarding salary will be provided if an authorization signed by the employee is provided.

Personnel Files
All employees may review their personnel files, located in JH144. The staff member must contact HRM&D at x9355 to make an appointment. A member of the HRM&D staff must be present at all times during the appointment. Copies of any documents signed by the staff member can be provided.

Times when a file can be examined by other individuals include, but are not limited to:
- When an employee wishes to transfer and the new supervisor wants to examine prior performance evaluations
- When a member of a governmental agency wants to examine the file of a former employee for employment purposes (only with the employee’s written authorization)
- For auditing purposes
- When requested by a court order

All personnel files are the property of Butler University.

WORK-LIFE BALANCE

Alternative Work Arrangements
Alternative work arrangements are in place at Butler University to recognize the varied and changing needs of staff and the varied work styles present in the academic community. The University promotes alternative work arrangements for staff when regular work hours are not ideal to meet personal and/or family needs. A staff member’s request for an alternative work arrangement must be made to his/her supervisor for a flexible work schedule (Flextime).

It may not be possible for a supervisor to accommodate all requests for alternative arrangements as the supervisor must insure the responsibilities of the department and the University are met and uncompromised.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Healthy Horizons
Healthy Horizons assists employees with improving their health, provides ongoing information and health education programs, and helps identify health risks and ways to reduce those risks. The program is conducted by the Health Education Center, part of the College of Pharmacy and Health Sciences. Learn more about Healthy Horizons and the programs it offers at:
Health and Recreation Complex
The Butler University Health and Recreation Complex offers many services to students, faculty, staff, alumni and affiliates. To encourage HRC membership and Healthy Horizons participation, Butler provides a $200 stipend for a 12 month membership to the HRC. To learn about the services the HRC provides, and to learn more about the stipend program please go to:

Link: http://www.butler.edu/hrc/

Lactation Accommodation
In order to provide assistance and support to nursing mothers who wish to take breaks during their workday in order to express milk when separated from their infant children, Butler University will provide a clean, private lactation room and refrigeration for both full-time and part-time employees for 1 year after the child’s birth.

If an employee works a distance from a lactation room, supervisors should be flexible about the time allowed for travel to and from the room.

An employee who wishes to take breaks for the purpose of expressing breast milk should discuss this and a schedule of these breaks with her immediate supervisor. The schedule must be approved in advance by the supervisor.

Butler University has provided a private lactation room that an employee may use, and will seek to provide more as usage dictates. Expressed milk must be clearly labeled with the employee’s name and placed in a refrigerator in the employee’s work area until the end of her work day. Employees should use consideration when sharing refrigeration with others. All breast milk is to be removed at the end of the work day. Alternatively, HRM&D will provide complimentary cold storage packs for mothers who wish to keep the milk at their workstations.

SAFETY AND EMERGENCIES

Emergency Procedures
Emergency preparedness is an important part of our daily campus routine. Knowing how to respond to critical incidents is vital to sustaining Butler University and mitigating injury or loss of life. How we respond to any crisis, large or small, will leave a lasting image on our institution.

Butler University encourages every department, division, school, and constituent of the university to take emergency preparedness seriously and plan. Pre-planning and training can ensure a faster response to help mitigate any emergency incident, large or small. The Department of Public Safety stands ready to assist you in planning and getting prepared. Please read the following information carefully and be sure to ask your supervisor any questions you have about the topics it covers. Follow this link to BUPD policy and procedures for more in-depth information.

Link: http://www.butler.edu/public-safety/emergency-preparedness/emergency-evacuations/

Workplace Injuries
Workplace safety is everyone’s responsibility and is taken very seriously by Butler University. Any work-related incident (injury or illness) must be immediately reported to the supervisor, whether or not medical treatment is needed. Failure to report the incident the same day of occurrence may result in denial
of a claim by Worker’s Compensation. For more information on how a workplace injury or illness should be handled, please read the Injury on the Job Procedure and FAQ’s at:

Workplace Violence
Butler University seeks to provide for the safety of faculty, staff, students, visitors, and property by eliminating or reducing threats of workplace violence. The University is committed to maintaining an environment free from violence or threats of violence. A person who engages in a threat or any act of violence will be subject to termination of employment, removal and/or permanent ban from campus property. Suspension, reassignment of duties or other sanctions as deemed appropriate by the University may follow. In addition, such person may be subject to arrest and prosecution for the commission of a crime. Possession of firearms or other dangerous weapons in the workplace (which includes, but is not limited to, any vehicle parked on University property, except as otherwise provided by state law) or at any University event is prohibited. Any staff member in violation of the foregoing is subject to termination of employment. This policy does not apply to BUPD personnel engaged in official duties.

Security Measures
Dawg Alert
In the event of a campus emergency, weather-related delay or closing, Butler University will activate the emergency notification tool, Dawg Alert. This system gives Butler administrators the ability to reach students, faculty and staff on and off campus via text messages, voicemail messages and email alerts. To register online for Dawg Alert, please follow this link: http://www.butler.edu/public-safety/dawg-alert/

BUPD Escort Service
When working late into the evening, a student or faculty member can request that a BUPD officer accompany them to their vehicle. Please call X9396 to request this service.

Securing Valuables
Many buildings on campus are open early, late and on weekends, to accommodate our faculty, staff, students, and visitors. This means that personal belongings and valuables should be kept in a safe place. Valuables and personal items unable to be secured should be left at home.

Lost and Found
The Lost and Found department is located in the BUPD Headquarters, 525 W. Hampton Drive. Faculty, staff and students are encouraged to inquire for lost or misplaced articles. Inquiries can be made in person or by phone at x9396, 24 hours a day. Learn more about safety and security at Butler by following this link. http://www.butler.edu/public-safety/university-police/contact-bupd/
UNIVERSITY CLASSIFICATION AND COMPENSATION

It is the policy of Butler University to establish and maintain an equitable staff compensation program designed to attract, retain and motivate qualified individuals. Policy objectives are achieved through:

- Maintaining an internally equitable job classification level (or pay grade) for each position that is reflective of its overall responsibility in relationship to other positions at the University;
- Maintaining a pay structure that is competitive with salaries paid by Butler’s competitors;
- Progressing staff through their pay grade in accordance with their level of performance via the performance appraisal program; and
- Facilitating practical and fair management decisions in the administration of pay.

Initial Pay and Annual Adjustments

The initial pay for a new staff member is based on the job classification level and the applicable skills and/or work experiences an individual brings to the job. Staff may be considered annually for pay increases based on their performance evaluation and supervisor's recommendations. However, annual increases are not automatically granted as they are dependent on the financial resources of the University.

Definitions of Employment Status

Butler University staff includes all Butler personnel not classified as faculty (full-time, part-time or adjunct) or Butler student employees. Staff personnel may be employed on a 9, 10, 11 or 12-month schedule, or on a temporary or occasional basis.

Regular Full-time Staff:

A regular full-time employee is scheduled to work at least 37 ½ hours per week for 9, 10, 11 or 12 months, or regularly scheduled to work 40 hours per week for twelve months. Full-time staff is eligible for all employee benefits as outlined in the benefits section of this Handbook.

Regular Part-time Staff:

A regular part-time employee is scheduled to work no more than 27 hours per week for twelve months. They are eligible for some benefits as outlined on our website: http://www.butler.edu/human-resources/benefits/

Non-Regular Part-time Staff:

A non-regular part-time employee is scheduled to work less than 20 hours per week in a twelve-month calendar year. They are eligible for some employee benefits as outlined on our website: http://www.butler.edu/human-resources/benefits/

Temporary Staff:

A temporary employee can be full-time or part-time for a specific time period with a definite or estimated end date generally not more than six months. Temporary staff may be eligible for some employee benefits as outlined on our website: http://www.butler.edu/human-resources/benefits/

Temporary positions are created for the following reasons:

- To meet a special or seasonal need
- To replace a staff member on an extended leave of absence; and
- To provide program continuity while recruitment is under way to fill a vacant position.
Occasional Staff:
An occasional employee is scheduled on an “as-needed” basis and may have variable hours and/or days depending on workloads or special needs; (e.g. covering for an illness or vacation of other staff). The actual hours worked by an occasional employee usually vary and are not guaranteed. Occasional employees are not eligible for employee benefits. A change in employment status to or from full-time, part-time, temporary or occasional may have impact on length of service and/or eligibility for employee benefits. Prior to a change in employment status, review the potential impact with a HRM&D representative.

Fair Labor Standards Act (FLSA):
The Fair Labor Standards Act (FLSA) is a federal law that governs the payment of overtime, child labor standards, and guidelines for the classification of staff jobs into the following categories:

Exempt: Executive, professional and administrative employees paid on a salary basis are not eligible for overtime pay, in accordance with the FLSA.

Non-Exempt: Generally includes positions that are not executive, professional or administrative in nature. Employees in these positions are eligible for overtime pay in accordance with the FLSA.

The title of a position does not determine eligibility for exempt status. Only the duties and requirements of a position determine the FLSA status. Questions regarding staff classification and compensation should be addressed to your supervisor or to HRM&D.

Overtime
Staff may be asked by their supervisor to work overtime on weekends, holidays or additional hours during the regular workweek and are expected to comply with such requests. Overtime compensation is paid to all non-exempt employees at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per week. If you are non-exempt, you must receive authorization from your supervisor before working overtime. Overtime pay is based on actual hours worked. Time off on holidays, sick leave, vacation leave, personal leave or any leave of absence will not be factored in as hours worked when calculating overtime. Compensatory time may not be given in lieu of cash overtime in the private sector. However, supervisors may utilize flexible scheduling to keep employees from going into an overtime situation. For example, if an employee has worked four nine-hour days in a work week, the supervisor may ask the employee to leave at noon on Friday to insure the employee does not work over 40 hours in the given work week.

Pay Periods
Butler University has two pay periods. Staff who work 40 hours per week and part-time employees are paid bi-weekly. There are twenty-six (26) bi-weekly pay periods in a year. All other employees are paid on the last working day of the month. There are twelve monthly pay periods in a year. Full-time regular staff working 9, 10 or 11 months have the option of being paid over 9, 10, or 11 months, respectively, or twelve months. Written requests for this option must be submitted to HRM&D by August. Contact your supervisor or HRM&D if you have questions regarding your pay.
**Payday**
Paychecks are issued on a biweekly or monthly basis, depending on your pay period designation. Direct deposit of paychecks is available for all staff. Paycheck stubs are available to view online. To elect direct deposit, please contact HRM&D. If you believe there is an error in your paycheck, please report it immediately to your supervisor. Your supervisor will assist you in investigating the error. Employees may not receive a paycheck in advance of the normally scheduled payday. Report lost paychecks to the Payroll Office immediately.

**Federal/State/Local Income Tax Withholding**
Federal, State and Local Income Tax withholding is mandatory on all wages and salaries for work done for an employer. Each staff member is to file completed W-4 and WH-4 forms with HRM&D. This information is the basis for computing tax withheld.

**Salary Deductions for Exempt Employees**
The Fair Labor Standards Act specifies certain circumstances where pay deductions can be made from exempt employees:

- A salaried employee of the University who misses one or more full day’s work while serving a disciplinary suspension for violating a workplace conduct or safety rule will not be paid for the number of full days missed;
- Full day absences for an employee’s own sickness or injury in accordance with Butler's paid time off plans and state worker’s compensation laws and regulations;
- Court ordered garnishments/support payments/tax levies.

**Eligible Deductions**
Deductions from an employee's pay can be made only after the Payroll Office receives written consent from the employee, or under specific circumstances authorized by law and directed by HRM&D. Authorized deductions are:

- Tax Withholdings
- Court ordered garnishments/support payments/tax levies
- Retirement Plan Contributions
- United Way
- Butler Fund Contributions
- Some other voluntary deductions authorized by the employee in writing.
**BENEFITS**

**Benefit Programs**
The university’s current benefit programs include the following:
- Paid Time Off
- Medical Coverage
- Dental Coverage
- Vision Plan
- Flexible Savings Dependent Care
- Employee Assistance Program
- Income Replacement
- Short & Long Term Disability
- Worker’s Compensation
- Long Term Care
- Life Insurance
- Leaves of Absence
- Education Assistance
- Retirement Plan

**Paid Time Off Holidays**
Butler staff members receive 12 to 13 paid holidays each year depending on the day of the week on which December 25th falls. The schedule of holidays is as follows:
- Dr. Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after Thanksgiving
- Christmas through New Year’s Day

When an approved holiday falls on Saturday, Friday will be designated as the holiday. When the approved holiday falls on Sunday, Monday will be designated as the holiday. Each spring the holiday schedule is communicated for the upcoming academic year. Staff personnel must be in a paid status the day before and the day after a holiday in order to receive holiday pay. Additionally, staff personnel must be employed on or before the first working day in December to receive pay for the entire December holiday time period. If employed after December the first working day in December, holiday pay is provided only for Christmas Day and New Year’s Day.

Regular part-time staff receives holiday pay if they are normally scheduled to work on a designated holiday.

**Vacation**
The university provides a vacation benefit to allow staff an opportunity for rest and relaxation away from the work environment. The vacation year is June 1 through May 31; the vacation allotment, based on years of service, is given on June 1 of each year. All regular twelve month full-time staff is eligible to receive vacation benefits. New twelve month full-time staff members hired within the fiscal year receive a
pro-rated number of days based upon the month hired. Vacation benefits are not available to nine, ten or eleven month full-time staff, part-time staff, or to staff classified as temporary or occasional workers.

Vacation time must be scheduled in advance and supervisory approval is required. Exempt staff must take vacation time in ½ day increments at a minimum. Nonexempt staff can take vacation time in 15 minute increments. Supervisors should consider the department workload, seniority, amount of notice, scheduling preferences in past years and special needs when approving vacation. Given the general operational needs of the University, no more than four weeks of vacation time may be taken at one time, excluding use of vacation time for FMLA use or other leave of absence situations. The University discourages the use of temporary help for most vacation replacements.

Vacation benefits are not “hours worked” so they are not considered in the calculation of overtime pay. Vacation benefits can be used to supplement other paid benefit programs (i.e., sick pay, personal time off, disability pay, etc.). However, you may only receive benefits from one benefit program to a maximum of your normal work schedule. If you become ill while on vacation, vacation benefits are paid rather than sick pay benefits. If you are eligible for a holiday benefit while on vacation, the holiday benefit is paid rather than the vacation benefit.

For a voluntary resignation, written notice of two weeks is requested, unless waived by the University. If the staff member has any awarded but unused vacation, that time will be paid out in the final paycheck according to the Butler University Vacation Benefit Policy. If a two-week notice is not given, the staff member forfeits all awarded vacation payout.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Personal Time Off (PTO) is provided to enable staff members the opportunity to complete personal business during scheduled work days without utilizing other paid time off benefits or disrupting pay. All regular nine, ten, eleven and twelve month full-time staff receives paid PTO days. PTO is not available to part-time, temporary or occasional staff members. Eligible staff members are provided three (3) days (to a maximum of 24 hours) of PTO each fiscal year (June 1 to May 31). New staff members hired within the fiscal year receives a pro-rated number of days based upon the month hired. The policy allows for additional PTO to be awarded at the beginning of the fiscal year for unused sick time not used in the prior fiscal year. The unused sick time is awarded at 50% not to exceed 2 ½ days (to a maximum of 20 hours). PTO time must be used in the fiscal year awarded and cannot be carried over to the next fiscal year. It must be used while employed at Butler and is not paid out at termination of employment.

Personal Time Off must be used in ½ day increments for exempt staff and 15 minute increments for non-exempt staff. Whenever possible, PTO should be scheduled in advance and must be approved by your supervisor. PTO can be used to supplement vacation time, sick time, or holidays. PTO benefits are not “hours worked” so they are not considered in the calculation of overtime pay.

Sick pay is provided for financial protection during personal illness, injury, or health care appointments. Sick pay is not granted for vacations or holidays. If you become ill during a scheduled vacation, you will be paid from your eligible vacation benefit. Sick pay time is not “hours worked” so it is not considered in the calculation of overtime pay. All sick pay must be approved by your supervisor.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/
Health Coverage
Butler University’s health benefits (medical, dental, vision & pharmacy) are systematically analyzed and adjusted annually based on the following considerations:

- Gaps and/or duplication in coverage;
- Best available coverage given current resources;
- Keeping health benefits current, competitive, and relevant to the varying needs of the Butler community;
- Gaining maximum benefit for each benefit dollar spent; and
- Maintaining compliance with ever-changing government regulatory requirements.

As specific benefits may change from year to year, details regarding current benefits are found on the University’s benefit web page. Benefits staff are available to answer questions or concerns.

Group medical, and/or dental coverage is provided with employee contributions from each paycheck. A vision plan that provides coverage for eye examinations, eyeglasses or contact lens, is offered with the full premium paid on a pre-tax basis by the employee. Regular full-time staff and regular part-time staff are eligible to enroll. Enrollment is voluntary and coverage begins on the first day of active employment for full-time staff. For part-time staff, eligibility begins after one year of service and working an average of 20 hours per week for twelve consecutive months. Employees may select medical/prescription coverage separate from dental. However, if medical coverage is selected, prescription coverage is embedded with medical.

New employees must join the group plan(s) within 30 days of hire. A qualifying event is required if a request is made to join the plan after this 30-day eligibility period and before the next open enrollment. This is true for the employee, spouse or eligible domestic partner, and dependents. The insurance company reserves the right to decline coverage if an employee does not enroll during the eligibility period.

Several coverage options are available. Premium costs are shared between the University and enrolled participants, and the employee portion of the premiums are paid on a pre-tax basis through payroll deductions. More information (including plan summaries, and premium rates) are available from the HRM&D office and online at:

Link: [http://www.butler.edu/human-resources/benefits/](http://www.butler.edu/human-resources/benefits/)

Upon reaching Medicare eligibility (generally at age 65), the University’s medical, dental and vision plans continue to be primary as long as the employee is working in an eligible full-time or part-time status.

The University participates in IRS Section 125 flexible spending accounts. The Flexible Spending Medical Reimbursement Account provides the opportunity to deduct pre-tax monies to pay for non-reimbursed medical, dental and vision expenses. Full-time staff and eligible part-time staff can participate.

In addition to other coverage options, the University provides a Consumer Driven High Deductible (CDHD) plan, and participants have the ability to deduct from each paycheck pre-tax monies to pay for non-reimbursed medical, dental and vision expenses through a Health Savings Account (HSA). The University may elect annually to make a pre-set, one-time, contribution to plan participant accounts at the beginning of the plan year or upon enrollment irrespective of the participant’s contribution to the HSA. The unused balances are allowed to accumulate and roll over year after year. Full-time and eligible part-time staff can participate.
The University complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA). Health plan participants and their families have the ability to extend their health coverage for a temporary time period in certain circumstances where coverage under the University’s health plans would otherwise end. Only employees, their spouse or same-sex domestic partner and their dependents who are covered under the University’s plan on the day before the event which triggered termination of coverage are eligible to elect continuation of COBRA coverage.

Events which may trigger the option to continue COBRA coverage are as follows:
- Termination of the covered employee’s employment (except in instances of gross misconduct);
- Death of a covered employee;
- Divorce or legal separation of a covered employee from his or her spouse;
- A covered employee becoming entitled to receive Medicare benefits; or
- A dependent child of a covered member ceasing to be a dependent.

Employees are responsible for notifying the benefits administrator in HRM&D of the occurrence of a qualifying event such as a dependent child ceasing to be a dependent, or the divorce or legal separation of a covered employee. When a qualifying event occurs, the benefits administrator will provide the employee and/or qualified beneficiary with the appropriate notice regarding his/her rights under COBRA. For further information on continuation of coverage, contact the benefits administrator.

Flexible Savings-Dependent Care
The University participates in IRS Section 125 flexible spending accounts. The Flexible Spending – Dependent Care Account provides the opportunity to deduct pre-tax monies to pay for child care expenses. Full-time staff and eligible part-time staff are eligible to participate.

Employee Assistance Program
Confidential, professional counseling for employees and their immediate family members is available through an Employee Assistance Program. The Employee Assistance Program provides up to three free visits for each family member per year to assist with a wide range of concerns including stress and anxiety management, depression, family and/or marital counseling, drug and alcohol abuse, and workplace conflict.

Income Replacement
Regular full-time employees experiencing personal illness or injury may qualify for income replacement during a physical incapacitation from work. Income replacement benefits are available from only one of the following programs at a time.

Income Protection
Income protection at 100% of pay is provided for personal illness or non-work related personal injury for up to sixty (60) calendar days, for intermittent or a reduced-schedule medical leave. Medical certification is required for this benefit. Full-time regular staff on a nine, ten, eleven or twelve month schedule are eligible for income protection after completing one year of continuous service.

Short and Long Term Disability
Short and long term disability plans are provided to regular, full-time employees immediately upon employment. The Plans provide 60% of base income for specified time periods after satisfying disability criteria and waiting periods. The University pays the full cost on a pre-tax basis for both short and long-term disability plans. Please review the complete policy at:
Worker's Compensation
Each employee of Butler University is protected by the Worker’s Compensation Law of the State of Indiana. In the case of injury on the job, medical expenses are paid by worker's compensation insurance. Other benefits may include weekly income replacement of 60% during time lost from the job because of occupational injury and payments for permanent disabilities. In the case of injury on the job, all details of the injury must be reported immediately to HRM&D. Injured employees are directed to the University’s medical provider. Failure to comply with the University’s medical provider could result in non-payment of expenses for medical treatment and/or income. Appropriate forms are completed by the injured person and his/her supervisor for forwarding by HRM&D to the insurance company and the state. Medical expenses incurred from a Worker’s Compensation claim are not eligible for reimbursement from the University’s health care plans.

Long Term Care
Long Term Care is designed to help pay for covered expenses for long term care at home, in an assisted living community, or in a nursing facility. Coverage is available to staff and other family members at full cost to the employee.

Life Insurance
Butler University provides regular, full-time employees with term life insurance immediately upon employment equal to one year’s base salary capped at $300,000. The University pays the full cost of the coverage on a pre-tax basis, which is based on the employee’s base pay and age. There is a double indemnity clause for accidental death and dismemberment (AD&D). Eligible employees have the option to purchase additional life insurance (supplemental insurance) on a pre-tax basis. If additional life insurance is purchased, the employee can purchase supplemental life insurance for their spouse and/or their dependent children.

Leaves Of Absence
Administrative Leave Program
Full-time, executive level staff members (President’s Cabinet and their direct reports) are eligible to request a paid leave of absence for up to three months. The leave of absence is expected to contribute to professional growth and personal renewal. It is expected that those who participate in the leave program will invest their time in predefined activities clearly designed to improve, expand, or refurbish their management, administrative and leadership skills.

Bereavement Leave
Full-time staff members are eligible for up to three consecutive workdays to arrange for and/or attend the funeral of an immediate family member. Immediate family refers to a spouse, same-sex domestic partner, child, sibling, parent, grandchild, grandparent, and the “step” or in-laws of the above named relationships. A paid leave of one workday is granted to attend the funeral of a close relative. A close relative is defined as an aunt, uncle, niece, nephew, or cousin.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/
Family Medical Leave (FMLA)
In accordance with the Family Medical Leave Act (FMLA) of 1993, Butler University provides eligible employees with a combined total of 12 weeks of job-protected, unpaid leave during any 12-month period for the following situations:

To care for the birth of a child of the employee or the placement of a child with the employee for adoption or foster care within the first 12 months of the birth or placement of the child. In the event that both husband and wife (or partner) work for the University, only one 12 week leave (between the two employees) is granted for the birth, adoption, or foster placement of a child.

To care for the employee’s spouse, child, or parent who has a serious medical condition.

To care for the employee’s own serious health condition.

An employee who is the spouse, domestic partner, son, daughter, parent, or nearest blood relative of a “covered military service member” is provided with a combined total of twenty-six (26) work weeks of unpaid leave during a twelve (12) month period to care for a covered service member.

An employee who is the spouse, son, daughter, or parent of a “covered military member” is provided Qualifying Exigency Leave to address common issues (such as attending military-sponsored functions, making appropriate financial and legal arrangements, arranging for alternative child care) that arise when the covered military member is called to active duty or is on active duty.

Eligibility: An individual who has been employed for at least 12 consecutive months, and who has worked at least 1,250 hours during the 12 month period immediately prior to the start of a leave.

Upon return from FMLA leave, employees return to the same or equivalent position held prior to the leave with equivalent benefits, pay, and other terms and conditions of employment. The length of the leave is counted as time worked for purposes of determining benefit eligibility. Employees covered by the University’s benefit plans may continue coverage during the length of their leave provided that the employee makes arrangement through HRM&D to pay their portion of the premiums. If the employee does not return from the leave for other than health reasons, the employee is charged retroactively for the full premium cost of benefit coverage(s).

Employees must request appropriate forms and cooperate with HRM&D instructions throughout the FMLA leave of absence. For more complete information on Family Medical Leave, see the specific policy for further details (Policy Link) or go to butler.edu/hr. A meeting with the Benefits Administrator is necessary to finalize details surrounding all FMLA leaves.

Please review the policy at: http://www.butler.edu/human-resources/policies/basics/

Jury Duty
For the duration of jury duty service, the University will pay the difference between the jury duty payment and University pay.

Time Off From Work In Connection With Court Cases
The University recognizes that an employee may be subpoenaed (other than as a consultant) and required to serve as a witness in a court case or arbitration. If you are called to serve as a witness, notify your manager as soon as possible.

Unless otherwise required by state or local law, you will not be paid for the time you are away from work to participate in a court case or arbitration, but you may use available vacation and personal days to cover the time.
You will not be terminated due to an absence made necessary by participating in a court case or arbitration.

**Unpaid Leave of Absence**

The University offers to eligible employees the opportunity to take an unpaid leave of absence for certain qualifying reasons. If staff qualify for a leave of absence under one of these leave programs, they will not actively work or receive direct earnings from the University during your leave, however, they will maintain their length of service status. Leave of absence requests should be submitting in writing to the supervisor as far in advance of the leave as possible. The request should specify the reason for the request and the start and return dates. Not all requests can be approved. They are subject to the approval of the supervisor, the divisional vice president and the Executive Director of Human Resources.

A leave of absence begins on the date requested, or in the event of an emergency illness, it begins on the next scheduled working day following the last day worked prior to the illness. The following types of leave of absence may be requested:

**Non-FMLA Medical Leave**

Staff who do not meet eligibility requirements for a medical leave under the FMLA (not been employed for 12 months or have not worked 1,250 hours in the year immediately preceding the leave start date) may be eligible for leave of absence. The employee will be required to provide medical certification from your physician. Employees may continue benefit coverage during the length of their leave provided that the employer makes arrangements through HRM&D to pay their portion of the premiums. Benefit coverage will not be extended more than six months from the last day worked.

**Personal Leave**

A personal leave may be granted to staff members with at least one year of service for a period of up to 30 days. Most benefits will be discontinued on the last full day of work. During the unpaid personal leave, when vacation, personal time off and sick benefits (in the case of medical leave) are exhausted the employee may continue participation in the health plan (medical, dental, and/or vision) by paying the full monthly pre-tax premium(s). Arrangements must be made with HRM&D. All other benefits, including retirement matching and vacation service time cease until the employee returns to active status. If the leave extends beyond the authorized return date, it is the staff member’s responsibility to request an extension. Failure to report to work on a specified date of return will be considered a voluntary resignation. The termination date is recorded as the last full day at work. The University may not be able to hold the position while an employee is on a personal leave of absence. If the position is not available, every effort will be made to place the employee in a comparable position. The following will occur:

- The employee will be informed of all employment opportunities for which they are qualified.
- Should no suitable openings be available, employment will be terminated.

**Military Leave—Notification**

The employee’s manager and the HRM&D Office must be informed of the dates an employee is required to be on reserve or active duty in advance of the date.
Military Leave - Pay/Health Coverage. For a leave commitment of up to two weeks, the University will pay the difference between the service payment and University pay. All benefits remain the same. If the military commitment is longer than two weeks, compensation is discontinued and the staff member may continue existing health plan coverage for up to twenty-four (24) months while in the military.

Military Leave - Qualifying Exigency. Effective January 16, 2009, staff members who are family members of a covered military member may take leave under the Family Medical Leave Act (FMLA) to address common issues that arise when a covered military member is deployed, such as attending military-sponsored functions, making appropriate financial and legal arrangements, and arranging for alternative child care. A covered military member is the staff member’s spouse, son, daughter or parent who is on active duty or call to active duty status. (See FMLA Policy).

Military Leave - Service members’ Relatives. Effective January 28, 2008, an eligible staff member who is the spouse, domestic partner, son, daughter, parent or next of kin to a covered service member is entitled under the FMLA to a total of twenty-six (26) workweeks of unpaid leave during a twelve (12) month period to care for a covered service member. (See FMLA policy).

Time Off to Vote
Staff members eligible to vote in an election may request up to four (4) hours without pay to vote. The supervisor must be notified before Election Day if an employee plans to take time off to vote. The supervisor may specify the hours during which an employee may be absent to vote.

Education Assistance
Tuition Remission, Undergraduate
Upon completion of nine (9) months of continuous full-time service at Butler University, regular, full-time staff and their spouses (or domestic partners) are eligible to take courses at Butler University under a tuition remission program. Dependent children (under the age of 25) of regular, full-time employee may attend Butler University under the tuition remission program in the undergraduate division only. All applicants for tuition remission must meet University entrance requirements. A dependent child is defined as an unmarried natural, adopted, or step child. The employee and student are required to complete the annual FASFA filing by March 1st. Requests for tuition remission must be filed each semester along with an administrative fee payable to the University.

Regular part-time staff is eligible to receive tuition remission benefits for themselves only. Contact HRM&D for details.

Tuition Remission, Graduate Course Work
Regular, full-time staff and their spouses or domestic partners are eligible to take graduate course work at Butler University under the tuition remission program. There is an administrative fee payable to the University each semester. Regular part-time staff is eligible to receive tuition remission benefits for themselves only. Contact HRM&D for details.

Tuition Exchange
Dependent children (as defined above) of regular full-time staff who choose to attend another accredited college or university in a full-time undergraduate program, in pursuit of the first baccalaureate degree, are
eligible to participate in the Tuition Exchange Program for eight (8) semesters. This program enables dependent children of one institution to receive benefits from another Tuition Exchange member institution depending on space availability in the other institution.

**Children and Spouse of Deceased Staff Member**
Surviving children of employees who die while employed with Butler University and who qualify for admission are eligible for both tuition remission and tuition exchange in accordance with the established policy.
Surviving spouse of employees who die while employed with Butler University and who qualify for admission is eligible for tuition remission in accordance with the established policy.

*Please review the policy at: [http://www.butler.edu/human-resources/policies/basics/](http://www.butler.edu/human-resources/policies/basics/)*
RETIREMENT

Retirement Eligibility
Employees are eligible to retire at age 55 with 15 years of service. There is no mandatory retirement age.
Under current University policy, which is subject to change, retirees can continue participating in the University’s medical, dental and/or vision plan at full cost for active plan participants if he/she is not eligible for Medicare. If Medicare eligible at the time of retirement, he/she may participate in the Medicare supplemental plan (medical/Rx/dental) offered through a University-selected third party administrator.

Retirement Plan
In 2009, the Butler University Retirement Plan established that the two previous plans are essentially one plan as defined by the Internal Revenue Service. The two components of the plan, The Defined Contribution and Tax Deferred Annuity, support the ability to separate earnings eligible for matching purposes.

Defined Contribution
A Defined Contribution component is available to regular, full-time and eligible part-time employees upon completion of one year of continuous full-time service at a qualified institution or a 12-credit hour teaching commitment within the last twelve (12) consecutive months. This service requirement can be met if the employee’s previous employer was any higher education institution with no more than a 3-month break. Participation in the plan is not required but is strongly recommended.
This component calls for Plan members to make a pre-tax contribution equal to 5% of their base pay. In turn, the University contributes 10% of base pay. Details of the retirement plan are available in HRM&D.

Tax Deferred Annuity (TDA)
Contributions to the TDA component are available to all employees immediately upon hire. Additional information is available in HRM&D.

Retirement Benefits
Retired staff members are entitled to a continuation of tuition remission benefits at Butler University as outlined in the tuition remission policy. A copy of the policy and procedures is located in HRM&D or on-line at http://www.butler.edu/media/2510718/tuitionremissionpolicy.pdf.
Retired staff members are entitled to continued participation in college activities, use of the University’s facilities and services such as the library, as well as the opportunity to pay for a membership to the Health & Recreation Complex (HRC). They are entitled to an identification card and any discounts associated with the use of the identification card. They may use special equipment and room space to the extent of availability.

Butler Perks
Being part of the Butler community provides staff with access to Butler-sponsored activities and events. These include:
   Education
   Health and Fitness
   Entertainment
   Travel
Discounts on Clowes Hall performances and movie tickets
Other perks, visit the Staff Assembly website for details
http://blogs.butler.edu/staffassembly/

MISCELLANEOUS BENEFITS

Computer Loans A loan program is available to purchase a personal computer. Please contact the Office of Finance and Administration for details.

Discounts
Discounts are available for the following: Athletic Tickets - contact the Athletic Box Office
Clowes-sponsored events - contact the Clowes Memorial Hall Box Office
Movie tickets for the Indianapolis area - contact the PULSE Office located in Atherton.

Health & Recreation Complex (HRC)
Butler staff may purchase a membership to the HRC. Staff may take advantage of some fitness classes sponsored by Healthy Horizons without a membership, but with presentation of a Butler I.D. Visit the HRC website for details at http://www.butler.edu/hrc/

Driving for University Business
University employees, in the performance of their job duties, may find it necessary to drive a University-owned/leased/rented vehicle or drive their personal vehicle. Only employees with acceptable driving records are permitted to drive a University-owned/leased/rented vehicle or drive their personal vehicle for Butler University business or to attend a University sponsored event. Employees who drive on University business are required to complete an annual BU Driver Application. The University maintains a liability policy covering employees who drive a University vehicle for approved University business. If operating a personal vehicle on University business, the employee’s personal insurance policy is in effect. Contact the Office of Operations or reference the policy for additional information.

Moving Expenses
The University may provide payment for some moving expenses for new full-time staff who are relocating to a position at Butler. The University pays a part of this benefit utilizing selected moving companies.
If a staff member chooses to move him or herself or uses a company other than the moving companies recommended, the University pays a part of these expenses as outlined in the practice available in the HRM&D Department.

Parking
An annual parking sticker may be purchased for a fee in the Butler University Police Department upon showing your Butler I.D. Annual renewal is completed on-line and via payroll deduction of the parking fee. The parking sticker allows you to park in designated areas on campus. Stickers are available for additional cars for an additional fee.

University Mail Center
The University Mail Center, located on the lower level of Holcomb Building, provides postal services including choices of express mail, and coordinates the campus mail delivery system.