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Dear Colleague:

The Staff Manual is available electronically and can be found listed under *AccLink/Area—Human Resources*. The manual delineates the organization of the University of Evansville as well as outlines University policies and procedures. The manual provides information about the benefits of employment at the University. Please familiarize yourself with the contents of this manual. While we believe that all of the information in this manual is important, I would ask you to pay particular attention to the Code of Conduct and Campus Conduct Hotline policies.

Because circumstances change that warrant revisions or modifications to policy, the University reserves the right to create, amend, or discontinue any policies or practices contained herein. If there is a dispute concerning any facet of the manual, the specific terms and conditions of any applicable plan document(s) shall control.

Sincerely,

*Keith Gehlhausen*

Keith Gehlhausen  
Director of Human Resources

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**SECTION 1**

## INSTITUTIONAL PROFILE

### Our Past and Purposes

The University of Evansville got its start in 1854 in a little building which was once a Methodist church in Moores Hill, Indiana. Originally named Moores Hill Male and Female Collegiate Institute, the school became Moores Hill College in 1887, and was only the fifth coeducational college in the United States that was affiliated with the United Methodist Church. It was founded by an affluent business owner, John Collins Moore, with \$3,000 and 12 acres of land. Moore, who possessed the town's only dictionary, strongly believed in education, even though he had little formal schooling.

Following a series of financial setbacks and enrollment declines, the school was relocated to Evansville in 1919, where it was chartered by an act of the Indiana General Assembly and renamed Evansville College. The first college catalog described its overall purpose as follows:

The late war has laid new emphasis upon the type of education that equips young people for definite tasks of practical service. The education for this hour must be training at once cultural and practical. It should be an education somewhat more cultural than that afforded in the average technical school, and somewhat more technical than provided in the ordinary cultural institution.

This goal, to develop practical training programs within the cultural context of the liberal arts and science, led ultimately to the institution's reorganization and an amended charter as the University of Evansville in 1967.

In the spirit of the liberal arts tradition, the University of Evansville seeks to give students a broad, deep understanding of civilization and culture, to aid them in adjusting to life and society, to enrich their personalities, to enable them to think and act intelligently, and to aid them in choosing and preparing for their lifework.

### Mission Statement

#### A Mission of Learning

The University of Evansville is dedicated to active learning and scholarship. We are committed to the liberal arts and sciences as a basis for intellectual and personal growth. The University endeavors to prepare women and men for lives of personal and professional service and leadership. The University is aware of the challenges of living in an international community and therefore adopts a global view in its programs and its vision.

The University of Evansville preserves its independent nature and values its ties to the United Methodist Church. It emphasizes undergraduate education and supports an array of liberal arts and sciences and professional programs. The University selects talented and motivated students

and faculty. The student-faculty ratio promotes individual attention and optimal learning. The University values learning as a means of attaining freedom from ignorance and prejudice. Because education is a lifelong process of critical inquiry, the University commits resources to continuing education programs in the greater community.

## **Educational Objectives**

The following educational objectives reflect the mission and character of the University of Evansville as well as nationally-recognized best practices for a liberal education that equips students to compete and thrive in an increasingly complex global society. Recognizing that a well-rounded education has important curricular and co-curricular components, the University envisions integrative learning that emphasizes connections within and between general education and the major course of study and that brings together diverse experiences from campus, community, and the larger world.

### **Graduates of the University of Evansville will:**

- Acquire broad foundational knowledge of the liberal arts and sciences through the General Education Program Including:
  - Appreciation for creativity and artistic expression
  - Knowledge of historical and cultural developments
  - Insight into human behavior and social relations
  - Understanding of the physical and natural world
  - Cultivation of an international perspective
- Develop and improve intellectual and practical skills, including:
  - Written and oral communication
  - Critical and creative thinking
  - Quantitative literacy
  - Problem-solving and research
  - Collaboration and leadership
- Understand, develop and demonstrate personal and social responsibility, including:
  - International citizenship
  - Intercultural competence and appreciation of diversity
  - Ethical reasoning and behavior
  - Civic engagement, local and global
  - Commitment to mental, physical and spiritual well-being
  - Commitment to lifelong learning
- Gain a depth of knowledge and competency in one or more disciplines of their choice. A University of Evansville education goes well beyond these objectives, which are intended merely to establish the common core of knowledge and skills upon which our students will build as they address contemporary and enduring questions, pursue personal growth, and prepare to engage the world as informed, ethical and productive citizens.

Adopted by the Faculty Senate on February 5, 2002

Approved by the Board of Trustees on February 16, 2002

# Organization, Administration and Governance

This section highlights the structures that initiate and facilitate decision-making at the University of Evansville.

## The Board of Trustees

Under the terms of the revised charter granted by the Indiana State Legislature, the University of Evansville is controlled by a board of forty one trustees, two of whom are *ex officio* and thirty nine of whom are elected. In maintaining its tie to the United Methodist Church, one trustee is recommended by the South Indiana Conference of the United Methodist Church, and one by the North Indiana Conference of the United Methodist Church. To help guide the institution, the board includes its past and present in the representation of three trustees elected by the University's Alumni Association, and three by the student body of the University. Thirty-one at-large members are elected by the board. The President of the University and the Bishop of the Indiana Area of the United Methodist Church are *ex officio* members. In addition, there are a number of Life Trustees, elected trustees who have reached the age of seventy years and are elected to Life status, and Honorary Trustees.

The Board is organized around a set of Officers, an Executive Committee, and a number of standing committees as follows: Academic Affairs, Athletics, Audit, Buildings and Grounds, Enrollment Advancement, Finance, Institutional Advancement, Investment, Student Affairs, and Harlaxton. A Committee on Trustees is also included in the Board structure.

The Board of Trustees has the power to elect a President of the University, together with such professors and instructors as are nominated by the President. In conjunction with the faculty and University Senate, the Trustees approve academic degrees, programs and courses of study, set the tuition and fees to be paid by the students, and confirm an appropriate annual operating budget to insure the institution's efficient operation in the fulfillment of its academic purposes. Additionally, the Board has the authority to receive donations and bequests made either generally for the benefit of the University or for purposes in harmony with the objectives of the University.

## Administrative Structure

**The President** is the chief executive officer, appointed by and accountable to the Board of Trustees, and is charged with the management of the University and all its affairs under the general supervision of the Board. The President's senior advisors are: Sr. Vice President, Academic Affairs, Vice President for Fiscal Affairs and Administration, Vice President for Development and Alumni Relations, Vice President for Student Affairs, Vice President for Enrollment Services, and the Vice President for Marketing & Communications. The University is organized to give the Vice Presidents control over their respective areas. In addition, the Director of Athletics and the Assistant to the President/Director of Diversity Initiatives also report directly to the President.

**The Sr. Vice President, Academic Affairs** is the chief academic officer and is responsible to the President for providing leadership and direction in the planning, development, evaluation and administration of the four colleges and one school: Arts and Sciences, Education and Health Sciences, Engineering and Computer Science, Harlaxton College, and the School of Business Administration. In addition, the Vice President will oversee the University Libraries, Continuing Education, Registrar, and Academic Advising. The VPAA is assisted by the Associate Sr. Vice President, Academic Affairs, the Deans of the Colleges, the Principal of Harlaxton College, and the Directors of the other support offices. The Sr. Vice President, Academic Affairs represents the faculty to the President and, through him, to the Board of Trustees and is an *ex officio* member of the Faculty Senate.

**The Vice President of Fiscal Affairs and Administration** is responsible to the President for the management of the University's fiscal and physical resources, i.e., budget planning and budget control, superintendence of the University's endowment and other invested funds, facilities maintenance and management, risk management, and responsibility for coordination of the annual budgeting process. Administrative directors reporting to the Vice President oversee the operations of Administrative Services, Accounting and Audit, Student Accounts, Human Resources and Payroll, Facilities Management and Planning, Office of Technology Services, Bookstore, and Food Service.

**The Vice President for Development and Alumni Relations** is responsible for the generation of plans and their subsequent administration for gifts of money and other property from individuals, companies, foundations, and governmental bodies. The vice president is also responsible for oversight of capital campaigns, and provides directions to Alumni and Parent Relations, Development, Publications, Stewardship and Special Events and University Relations.

**The Vice President for Student Affairs also serves as the Dean of Students.** The Vice President for Student Affairs provides leadership to the administrative team responsible for Residence Life, Student Engagement, Counseling Services, Disability Services, Health Education, Fitness Center and Recreational Sports, Cultural Engagement and International Services, the Health Center, Safety and Security, Student Publications, and the Center for Career Development. The Vice President for Student Affairs also oversees orientation programs, non-academic policies relative to student life, and judicial affairs.

**The Vice President for Enrollment Services** is the chief enrollment officer responsible for the strategy, program development and activities related to the recruitment and retention of traditional, nontraditional, international and transfer students. Additional responsibilities include strategic enrollment planning for the university. The vice president oversees and provides leadership to the Offices of Admission, Financial Aid, International Admission and the Student Success Team.

**The Vice President for Marketing and Communications** is responsible for providing leadership on marketing, public relations, and crisis communications matters concerning the University and its individual schools and departments. The vice president defines and communicates the University of Evansville's story by facilitating consensus among important University constituents regarding goals and communications vehicles including advertising,

internal communications, Websites, social media, news media and community groups. The vice president provides leadership to the administrative teams responsible for Marketing Content Development, Marketing Content Design and Marketing Content Delivery.

## **Governance**

Several internal governance bodies representing faculty, students, and administrators influence the operations of the University. Each has its role and mechanisms for providing input into University decision-making.

The Student Government Association is the principal means for student participation in University governance. The Faculty Senate serves as the major faculty shared governance system. Its membership includes full time teaching faculty, librarians, and *ex officio* administrators and student representatives who make recommendations in nine areas: academic affairs, academic services, admissions and standards, athletics, curriculum, faculty appeals, faculty professional affairs, fiscal affairs, and promotion and tenure. In addition, the University has a number of specifically tasked administrative committees covering a range of issues from the assessment of student academic achievement to honors to undergraduate research. The University has two administrative councils, the President's Cabinet and the Administrative Council; and two academic councils, the Deans' Council and the Chairs' and Deans' Council.

## **SECTION 2 STAFF MANUAL INTRODUCTION**

### **Staff Manual**

We are pleased that you have selected the University as your employer. You are one of more than 160 office, paraprofessional and maintenance and service staff members whose skills are vital to the successful completion of our mission.

This manual is a guide for staff employees and generally describes the University's history and employment policies and practices. From time to time, the University may desire to improve or change these policies and practices, and it reserves the right to do so. This manual reflects University policies at the time of publication and is not intended as a binding commitment or employee contract.

### **Employment at Will**

Either the University or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This is called Employment at Will.

This employment at will relationship exists regardless of any other written statements or policies contained in this Handbook or any other University documents or any verbal statement to the contrary.

### **Definition of Staff**

Staff members include full and part-time office, paraprofessional, and maintenance and service employees.

### **Responsibility for Policy Administration**

The Director of Human Resources is responsible for administering policy for staff members under the direction of the Vice President of Fiscal Affairs and Administration. The Office of Human Resources recommends and coordinates personnel policies and practices in the various departments employing staff personnel.

The Director of Human Resources maintains a list of authorized staff positions. The Office of Human Resources also maintains all records governing employment, classification, evaluation, payroll, insurance benefits, retirement, vacation, sick days and all other matters relating to your employment with the University.

An important function of this office is to help you succeed at your job. This is done by trying to place you in the right job where your job performance will meet the University's work standards.

## **SECTION 3 EMPLOYMENT AND WORKPLACE POLICIES**

# **Background Screenings**

## **General Information**

This policy is intended to help protect the interests and the well-being of the students, staff, faculty, and public at the University of Evansville. This policy establishes parameters for criminal history and related background screenings of employees and individuals who are offered employment at the University. Convictions or other fraudulent activities disclosed or discovered in the employment process may influence the selection of the candidate. Likewise, failure to be forthcoming about criminal history or any misrepresentation of education or work history may also influence the selection of the applicant.

## **Policy Provisions**

### **Definition of background screening**

A background screening is the process of looking up official records about an employee or candidate for employment by a third party vendor.

### **Background screenings required for new hires**

Background screenings are required for any new hire into the positions identified in this policy. The University of Evansville reserves the right to perform background screenings for other positions and/or under other circumstances as identified in this policy.

### **Background screenings for current employees**

Generally, current employees do not have to undergo a background screening. However, the University reserves the right to conduct a background screening for current employees promoted to a position of broader University responsibility (e.g., faculty to dean-level or above, administrator to department head or above, and staff that accept financial responsibilities).

Additional screenings, such as a driving record, may be requested for current employees for particular job categories, if appropriate and job related.

### **Positions subject to background screenings**

For purposes of this policy, all new hires for part-time and full-time positions in the following areas are subject to background screenings:

- Staff
- Administration
- Faculty
- Adjunct Faculty

For all student worker and temporary positions, the hiring department, in consultation with the Office of Human Resources, will determine whether a background screening is appropriate, based on the duties and responsibilities of each position.

### **Information obtained as part of the background screening**

Each background screening will, at a minimum, consist of:

- Social Security Number Trace and Address Locator
- Criminal Records Search
- Sexual Offender Database Search

Additional information such as, but not limited to, education verification, work history, professional license certification, and driving record also may be requested.

### **Credit history as part of the background screening**

Some positions (e.g., financial-related positions) may require additional screenings, including a person's credit history, if appropriate and job related.

## **Access and Privacy**

### **Access to background screening results**

The Office of Human Resources will retain the results of background screenings. If there are no criminal convictions or other issues revealed in the background screening, the Office of Human Resources will notify the department to complete the hire. If there are criminal convictions or other issues revealed in the background screening, the Director of Human Resources will notify the hiring manager, area vice president, and President or their designee to review the results and collectively make a final determination regarding the suitability of the candidate for the specific position.

### **University protection of an individual's privacy**

The Office of Human Resources will serve as the office of record for all background screening results and will strive to maintain confidentiality. Departments will not receive any details of a background screening, except as otherwise noted by this policy. The University of Evansville prohibits University employees and others from seeking out, using, or disclosing background screening information except within the scope of their assigned duties and this policy, and/or as allowed by applicable laws.

### **Filing of background screening information**

If the individual is hired as an employee, the background screening results will be filed in and become a permanent part of the employee's personnel file in the Office of Human Resources. If the individual is not hired as an employee, the background screening results will be maintained with the individual's application in the Office of Human Resources.

## **Hiring Issues**

### **Offers of employment before the background screening has cleared**

An offer can be extended with the understanding that actual employment is dependent upon acceptable background screening results.

### **Decision-making process if criminal conviction is revealed**

If there is a criminal conviction or other issue revealed as part of the background screening process, the Director of Human Resources, hiring manager, area vice president, and President or their designee will review the results and make the final determination regarding the individual's suitability for employment in the position. In some instances, the Director of Human Resources may recommend that additional department controls be implemented before employing, promoting, or reclassifying a person who has been convicted of a crime or has other issues that were revealed in the background screening. Consideration will be given to many factors, including but not limited to, the specific duties of the position, the number of offenses and circumstances, and whether the convictions or other issues were disclosed during the application process.

### **Convictions that will generally preclude hiring**

Criminal convictions for theft, embezzlement, identity theft or fraud, child molestation and other sex offenses, workplace or domestic violence, felony drug offenses, or other convictions for behaviors that would be inappropriate for specific jobs may be grounds for denial of employment. This list is not inclusive, but serves to illustrate the decision-making criteria.

### **Misrepresentation of criminal, education, or work history**

Failure to be forthcoming about criminal history or any misrepresentation of education or work history may influence the selection of the applicant.

### **Refusal to consent to background screening**

If a candidate for employment refuses to consent to a background screening, they may not be employed by the University of Evansville.

## **Process & Forms**

### **Forms and documents needed for the background screening process**

Candidates who are extended a conditional offer of employment must complete a Consent and Disclosure Form that informs the candidate that University of Evansville will be utilizing the services of third part vendor to conduct the background screening and to request specific information necessary to complete the background screening.

### **Process for the candidate to contest the results**

If the University intends to deny employment wholly or partly because of information obtained in a background screening, the applicant will first be provided with a copy of the background report, a statement of their rights under the Fair Credit Reporting Act, and a method and timeframe to contact the third party vendor about the results of the screening or to dispute its accuracy.

### **Questions about the background screening policy**

Questions about this policy should be directed to the Director of Human Resources.

# Your Employment Records

Upon employment, it will be necessary for you to furnish certain personal information required for payroll, insurance, federal law, retirement, etc. Be sure to present the following information to the Office of Human Resources before starting work:

- Two approved forms of identification for completion of your Form I-9
- Voided check for direct deposit of payroll
- Birth dates and Social Security Numbers of your spouse and dependent children
- Number of tax exemptions – both federal and state
- Home address and telephone number
- Your beneficiaries

Each employee is responsible for notifying the Office of Human Resources of any change which affects his or her status, e.g., marriage, births, divorce, deaths, change of address. Notify both the Office of Human Resources and your supervisor of any change of address and telephone number.

## Form I-9

The Immigration Reform and Control Act of 1986 requires anyone who performs labor or services in return for wages or other pay to complete a Form I-9 within three business days of the date of hire. The Office of Human Resources will provide the I-9 and a list of acceptable documents. Completion of the I-9 and accompanying documentation is a condition of employment.

## Your First 90 Days

All new staff members undergo an orientation and adjustment period which lasts 90 calendar days, after which they may be classified as regular staff employees. This time is necessary to give you an opportunity to learn your new job responsibilities and to give your supervisor an opportunity to review your work performance. If your work is unsatisfactory during this time, your employment will be terminated.

## ID Cards

All full-time and part-time employees are required to obtain a photo identification card at the Office of Safety and Security located in the General Services building. Cards are issued between 8:00 a.m. and 4:00 p.m., Monday through Friday. There is no charge for this service. There is a \$10 fee for replacement of lost cards.

ID cards will offer the following benefits to permanent full-time and part-time employees:

1. Check-out privileges for books and other materials from the Bower-Suhrheinrich Library
2. A 10 percent discount on purchases from the University bookstore – does not apply to textbooks, stamps or already discounted merchandise.
3. Discounted admission to UE theatre productions

4. A 50 percent discount on men's and women's basketball season tickets with a minimum purchase of two season tickets; two free tickets during the week of a game.
5. Two free admissions to all other athletic events by presenting ID at the gate
6. Access to Sodexo's Café Club, a debit system for campus dining facilities
7. Free access to the Student Fitness Center (for employees only)

Upon termination, employees must return their ID cards to the Office of Human Resources.

## **Classification**

All staff employees are assigned to one of the following general job categories:

- Office/Paraprofessional
- Maintenance/Service

Each job category contains numerous positions that are classified according to individual duties and responsibilities.

Your rate of pay is based upon the job classification, your length of employment and your performance on the job. It is the University's policy to pay a competitive wage within the limits of financial responsibilities. Performance reviews are conducted on an annual basis by your supervisor according to established criteria. Some of the performance review factors are quality, quantity and knowledge of work; initiative; reliability; attitude; punctuality and public contact. Your supervisor will provide you with a detailed explanation of your job responsibilities and your work schedule.

If you are recommended for an annual raise, it will become effective on the first pay period after June 1. The University does not provide automatic pay raises.

## **Hours of Work**

Your hours of work are established by your supervisor according to the needs of the respective department. Office and paraprofessional employees usually work 40 hours per week, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The normal work week for physical plant employees is 40 hours with the exact schedule and shift set by the supervisor according to the needs of the respective departments.

Overtime is paid in accordance with the Fair Labor Standards Act.

Part-time employees will work only when scheduled. Total hours may vary.

## **Lunch and Rest Periods**

Your supervisor will inform you of the schedule you will follow. The length of lunch and any rest periods will vary by department depending on business needs.

## **Tardiness and Absences**

Each employee is obligated to be at work on time each scheduled work day. Proper attendance includes being on time, being present each scheduled work day and remaining on the job for the entire work day.

If it is necessary to be late or absent for any reason, you should notify your supervisor as soon as possible.

Absence without notification, without reasonable cause, without permission, or habitual absenteeism, regardless of cause, may result in disciplinary action, up to and including discharge.

## **Time Entry**

Staff employees are required to record their hours worked on “*UE Time On-line.*” At the end of every pay period, each staff employee is responsible for submitting their time via *UE Time On-line.* The employee’s supervisor is responsible for approving time entries via *UE Time On-line.*

More information about how to enter time can be found at:

<http://acelink.evansville.edu/Areas/HR/Files/UETimeOnlineInstructionsForEmployees.pdf>

Each employee is responsible for verifying the time they submit for payment. Falsification of time records is cause for termination.

## **E-mail and Other UE Business Outside of Work**

The University of Evansville recognizes that an increasing number of its employees utilize smartphones, tablets, and laptops. Some employees may have set up these devices so that they can send and receive e-mails from their UE account. While the University cannot dictate what employees do with their personal time, working outside of normal hours (including checking UE e-mails away from the office) by hourly staff is neither expected nor required. If you must work outside of normal hours, please schedule this time with your supervisor.

## **Payroll Deductions**

Deductions from paychecks are made for statutorily required withholdings for federal and state income tax, county option tax, Social Security tax, court-ordered withholdings, group insurance premiums, and voluntary contributions to the TIAA-CREF retirement plan. University personnel may also elect deductions for university parking permits, United Way pledges, payments to the Evansville Teachers Federal Credit Union and pledges to University development programs. No deductions are made for out-of-state taxes or any benefits other than group insurance available to University employees. Any payroll deduction made in error will be corrected on the next available pay date.

## **Direct Deposit**

You may make arrangements with the Office of Human Resources to have your paycheck deposited directly to your bank account. Direct deposit is available with most banking institutions. Direct deposit forms are available at the Office of Human Resources, Room 118, Olmsted Administration Hall.

## **Promotions, Transfers, and Job Postings**

Promotion from within is generally recognized as a cornerstone of good personnel practice, and it is the policy of the University to promote from within whenever possible when filling a vacancy. The basis for promotion is job performance, competence, basic skills and attendance record. Seniority may be the deciding factor for promotion only when all applicants show equal qualifications.

All approved job vacancies will be posted on the Office of Human Resources bulletin board for five work days to give all qualified full and part-time personnel an equal opportunity to apply. Employees must have one year of continuous employment at their present position and be in good standing with the University when applying for a vacancy (an employee can transfer within their first year only if it is within the same department).

The position applied for should be lateral or promotional from the employee's present position. An employee can apply for a lower graded position. However, if their current rate of pay is higher than the maximum for the lower range, then their pay is reduced to the maximum and they will not be eligible for future raises. If their current pay fits within the lower range, there is no increase in salary allowed as a result of accepting that position. Their pay may also be reduced based on budget constraints for the lower graded position.

At the discretion of the area supervisor or department head, and after approval by the Director of Human Resources, an approved vacancy may be filled by a qualified candidate from within that department without posting that particular position. In such an event, a vacancy announcement for the employee who was promoted from within that unit would be posted.

Recommendations for promotion or transfer will be evaluated by the department head and the Director of Human Resources. Final selection of the successful candidate will be made by the department head as soon as possible after the vacancy occurs.

## **Employee Problems**

You are encouraged to let your supervisor know if you have questions or problems related to your job. Many times misunderstandings and problems can be corrected by an informal discussion with your immediate supervisor. If you believe further discussion of the problem is

necessary, you should bring the problem to the attention of your department head or unit director. Your unit director will arrange for a complete review of the problem.

Although you may contact the Director of Human Resources at any time, you are first encouraged to meet with your supervisor. If you are still dissatisfied, you should meet with the Director of Human Resources. The Director of Human Resources will seek to resolve your problem.

Other management personnel may be consulted as is necessary.

## **Employee Appeals Procedure**

Employees who are still dissatisfied after having discussed a problem with their supervisor, unit director and Director of Human Resources should submit their grievance in writing to the Vice President of Fiscal Affairs and Administration who will initiate a thorough review of the issues and render a decision. The vice president will involve other personnel as necessary and may consult with the President. Anyone dissatisfied with the decision of the Vice President of Fiscal Affairs and Administration has the right to appeal to the President.

## **Employee Discipline**

The University recognizes the need for rules and regulations to maintain the educational community in a safe, orderly and efficient manner for students, faculty and staff. All employees are expected to perform their job responsibilities and to engage in personal conduct which best serves the interests of the University.

Non-compliance by employees of University rules may result in disciplinary action. The University of Evansville reserves the right to take whatever disciplinary action it deems necessary, including discharge upon the first offense, based upon the seriousness, facts, and circumstances involved. These actions may consist of one or more of the following:

- Verbal warning
- Written warning, which becomes part of the personnel file
- Unpaid disciplinary lay off of up to 3 days
- Discharge

Disciplinary action may call for any of these steps. Depending on the severity of the problem and number of occurrences, there may be circumstances where one or more steps are bypassed.

The following list, which is not all-inclusive, outlines acts of behavior that are not acceptable. Unacceptable behavior will subject the employee to disciplinary action, up to and including discharge.

Nothing in these work rules is intended to create any express or implied contractual right to employment, or to any particular terms or conditions of employment, nor is it intended in any way to modify the Employment at Will relationship that exists between the University of Evansville and its employees.

The following non-inclusive list provides examples of unacceptable behavior and acts which will subject employees to discipline:

- Theft, misappropriation, unauthorized possession, or removal of University or another's property.
- Acts or threats of physical violence.
- Insubordination.
- Deliberate damaging, defacing, or misusing University property or the property of others.
- Falsifying or material omission of any records, including job application information, time cards, insurance claims, personal absence, or illness.
- Reporting to work under the influence of alcohol or drugs, possessing or consuming same in the work place.
- Immoral or indecent conduct.
- Unauthorized possession of firearms or other dangerous weapons on University property.
- Failure to notify supervisor of absence.
- Unauthorized or excessive absence, tardiness, or quitting early.
- Obscene, abusive, or harassing language or behavior.
- Failure to follow prescribed safety precautions or violation of a safety, fire prevention, health, or security rule.
- Lack of attention to job responsibilities.
- Failure to follow prescribed work procedures.
- Unauthorized use of University materials or equipment.
- Disorderly conduct or horseplay.
- Harassment of any kind including, but not limited to sexual, racial, or ethnic harassment directed toward any other employee or student.
- Failure to cooperate in investigations of drug or alcohol use in the workplace, theft, harassment, and other work rule violations.
- Any other acts contrary to the best interests of the University of Evansville including actions occurring outside the workplace (which may cause distractions reducing productivity or reflect negatively on the reputation of the University).

**SECTION 4**  
**WORKPLACE HEALTH, SAFETY, AND WELL-BEING**

## **Affirmative Action Statement**

The Affirmative Action Plan at the University of Evansville establishes the procedures, practices and policies which serve to provide equal opportunity throughout the University community. All opportunities are to be made available to qualified individuals on the basis of merit and without discrimination of any kind. The University will not tolerate practices which lead to discrimination against any employee, student or applicant for employment or admission because of race, color, creed or religion, national origin, gender, sexual orientation, age or disability. The University is committed to the letter and spirit of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended, Revised Order No. 4, the Equal Pay Act of 1963, the Rehabilitation Act of 1973, the Vietnam Era Veterans Rehabilitation Act of 1974, Title IX of the Education Amendment of 1972, the Americans with Disabilities Act of 1992 and the Family and Medical Leave Act of 1993.

Pursuant to the above government regulations and executive orders, it is the objective of the University of Evansville to:

1. Recruit, hire, train and promote persons in all job titles without regard to race, color, creed or religion, national origin, gender, sexual orientation, age or disability.
2. Base all decisions on employment so as to further the principle of equal employment opportunity.
3. Ensure that all decisions related to promotion are in accord with the principle of equal employment opportunity by imposing only valid requirements for such opportunities.
4. Ensure that all personnel policies and actions related to compensation, benefits, transfers, lay-offs, return from lay-off, training, education, tuition assistance and social and recreational programs be administered without regard to race, color, creed or religion, national origin, gender, sexual orientation, age or disability.
5. Base decisions on employment and academic advancement so as to enhance the opportunities of the disabled, except when that disability is in conflict with a bona fide qualification for a particular position.
6. Prevent discrimination in the form of sexual harassment according to the University of Evansville's policy on harassment.
7. Ensure that University policies, rules and actions (admission requirements, housing, financial aid, athletic programs, placement services and all other programs) do not discriminate against students on the basis of race, color, creed or religion, national origin, gender, sexual orientation, age or disability.

## **Americans with Disabilities (ADA), 1992**

The University of Evansville complies with the Americans with Disabilities Act of 1992 as it relates to job application procedures, hiring, promotions, discharge, compensation, fringe benefits available by virtue of employment, job training and other terms, conditions and privileges of employment.

The University recognizes its responsibility to make reasonable accommodations which may include:

- a. Making existing facilities used by employees readily accessible to and usable by individuals with disabilities;
- b. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, modifying employment examinations, training materials or policies; and
- c. Providing qualified readers or interpreters. The applicant/employee must establish that:
  - The applicant/employee has a disability that prevents him or her from meeting the criteria, tests or standards
  - Tests, hiring criteria or standards disproportionately impact individuals with the same disabilities
  - The applicant/employee has a disability that prevents him or her from meeting the criteria, tests or standards.

## **Section 504 – Rehabilitation Act of 1973, As Amended**

The University of Evansville complies with the requirements contained in Section 504 of the Rehabilitation Act of 1977, as amended including:

- a. No qualified handicapped person shall, on the basis of mental or physical handicap, be subjected to discrimination in employment.
- b. The University shall make all decisions concerning employment in a manner which ensures that discrimination based on handicap does not occur, and shall not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of handicap.
- c. Nondiscrimination prohibitions apply to the processing of applications hiring, promotion, award of tenure, right of return from layoff, and rehiring; changes in compensation; job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists; leaves of absence, sick leave, or any other leave; fringe benefits available by virtue of employment, whether or not administered by the institution; financial support for professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training; employer sponsored activities, including social or recreational programs; and any other term, condition, or privilege of employment.
- d. In offering employment or promotions to handicapped individuals, the University will not reduce the amount of compensation offered because of any disability income, pension or other benefit the applicant or employee receives from another source.

All questions related to the applicant/employee's rights or requests for accommodation under the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973, as amended should be directed to the University's Affirmative Action Officer who will assure that there is compliance with all facets of the act as well as processing any complaints by individuals who feel they have not been treated fairly in accordance with the provisions of this act.

## **Accommodating Students with Disabilities**

The University of Evansville is strongly committed to providing an accessible and supportive environment for students with disabilities, and is committed to treating all individuals in a fair and equitable manner. It is the policy and practice of the University of Evansville to comply with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Under these laws, no otherwise qualified individual with a disability will be denied access to or participation in courses, programs, services, or activities at the University of Evansville. See Faculty Manual or Student Handbook for full policy. Further information can be obtained by calling Counseling Services at 488-2663.

## **Anti-Drug Abuse Act of 1988**

The Anti-Drug Abuse Act of 1988 was signed into law on November 18, 1988, requiring employers who contract with or receive grants from federal agencies to certify that they will meet certain requirements for providing a “drug free workplace.” The following statement formalizes University policy as approved by the Board of Trustees regarding the work related effects of drug use and the unlawful possession of controlled substances on University property:

- Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work each day. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on University property is absolutely prohibited. Violations of this will result in disciplinary action, up to and including termination, and may have legal consequences.
- The University recognizes drug dependency and drug abuse as illnesses and major health problems.
- The University also recognizes drug abuse as a potential health, safety and security problem. Employees who need help in dealing with such a problem are encouraged to use the University health insurance plans, as appropriate.
- Conscientious efforts to seek such help will not jeopardize any employee’s job and will not be noted in any personnel record.
- Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on University of Evansville premises or off premises while conducting University business. A report of a conviction must be made within five days after the conviction. This requirement is mandated by the Drug Free Workplace Act of 1988. Reports should be sent to the Director of Human Resources.

Any questions concerning this policy should be directed to the Director of Human Resources.

# **Drug-Free Schools and Communities Act, 1989**

## **Campus Policy**

The purpose of this policy is to communicate the concern of the University regarding the health and safety of its employees and students, and the intent to comply with the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101 226) 20 U.S.C. Section 11458.

This policy shall apply to all employees (i.e., faculty, administrators and staff) and students of the University of Evansville at all locations. Included are all “direct charge” employees (i.e., those whose services are directly and explicitly paid for by grant funds) and “indirect charge” employees (i.e., those members who perform support or overhead functions related to the grant and for which the federal government pays its share of expenses). Any other person who is on the payroll and works in any activity under the grant, even if not paid from grant funds, is also considered to be an employee.

**The following statement formalizes the University’s policy regarding the effects of drug and alcohol use and the unlawful possession of controlled substances on University property:**

The University strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (as defined in schedules I through V of Section 202 of the Controlled Substances Act [21 U.S.C. 812] and by regulations 21 CFR 1300.00 through 1300.15, and Title 35, and Article 48 of the 1990 Indiana Criminal Code) and alcohol on University property as part of any University activity. Violations of this policy will result in disciplinary action, up to and including expulsion and termination, and may have legal consequences.

Employees and students are expected and required to report for work and classes in an appropriate mental and physical condition. It is our intent and obligation to provide a drug and alcohol free, healthful, safe and secure learning environment.

## **Legal Sanctions**

### **Alcohol Use**

University policy does not permit the possession, consumption, use or sale of alcoholic beverages in any form on campus at any student campus activity or in any campus living units occupied by students, including approved University housing. While the University cannot control off-campus situations, the University does not sanction student organization-sponsored events held off-campus which include alcoholic beverages. At no time can student activity funds be used for the purchase or promotion of alcoholic beverages at a student organization sponsored event. The institution does not prohibit events being held in facilities where alcohol is sold by the facility or business to those of legal age. University sponsored events which are held off-campus and involve the distribution and consumption of alcohol must employ a third party social event vendor. The third party social event vendor must provide customary limits of general liability for bodily injury or property damage, liquor liability, workers’ compensation coverage and employer’s liability. Proof of such insurance shall be provided by a certificate of insurance to the

Director of Administrative Services. Additional information regarding the certificate of insurance requirements is available from the Director of Administrative Services. The laws of the state of Indiana regarding the purchase and possession of alcoholic beverages will be upheld on campus. These laws may be enforced by University staff or local or state authorities. Communities Act Amendments of 1989 (Public Law 101-226). Each year, students are provided information in writing regarding the University policy concerning drug and alcohol abuse, related legal and disciplinary sanctions, health risks, and information on resources and assistance. Any questions concerning the above statements will be appropriately directed to the Office of Human Resources or the Office of the Dean of Students. Your cooperation and support of this required policy is appreciated.

In Indiana, social hosts who serve alcohol to an intoxicated guest may be held liable for damage or injuries caused by the guest or related to the guest's intoxication.

The laws of the State of Indiana regarding the purchase and possession of alcoholic beverages will be upheld on campus and in any University owned or leased properties. These laws may be enforced by University staff or local or state authorities.

### **Drug Use**

Unauthorized manufacture, distribution and/or possession of controlled substances including marijuana, cocaine and LSD are prohibited by both state and federal law and are punishable by severe penalties. The University does not condone or tolerate such conduct. Employees or students who violate the University's policy, state or federal laws may be referred by University authorities for criminal prosecution.

Article 48 of the 1990 Indiana Criminal Code contains the laws which apply to controlled substances. Employees and students should be aware that most drug offenses are classified as felonies and that conviction of such an offense can have serious consequences, including imprisonment.

### **Disciplinary Sanctions**

Whether or not a criminal charge is brought, employees and students are also subject to University disciplinary action for illegal manufacture, distribution, use, or possession of any controlled substance: (1) on University-owned or leased property, or (2) at University sponsored or supervised functions, or (3) off campus under certain circumstances involving a direct and substantial connection to the University.

Any employee or student found in violation of University policy regarding drugs or alcohol is subject to the entire range of sanctions including but not limited to suspension or expulsion, probation, termination of employment, and/or referral to a prescribed counseling/rehabilitation program at the employee's or student's expense. Complete information on the University's disciplinary process and sanctions may be found in this manual or the student handbook.

## **Health Risks**

Many areas of a person's life can be affected by drug or alcohol use/abuse. The negative physical and mental effects of the use of alcohol and other drugs are well documented.

Abusers have higher than normal incidence of illness, ranging from lethargy, depression, irritability, malnutrition, high blood pressure, blackouts, deterioration of brain cells, cirrhosis of the liver, heart collapse, damage to major organs and sexually transmitted diseases, including HIV complex (AIDS). The onset of these effects can be immediate, and the withdrawal from chemical dependency may also cause serious physical and psychological problems.

In addition to the physical risks, drug or alcohol use is often associated with increased social isolation, public embarrassment, date/acquaintance rape, financial problems and the deterioration of personal relationships and work or school performance.

## **Resources and Assistance**

The University recognizes drug and alcohol dependency and abuse as illnesses and major health problems. The University also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees and students who need help, or who want to refer a friend for help in dealing with such a problem, are encouraged to use the coverage provided by each of the University's health insurance plans and the student health insurance plan. Other campus resources available for assistance and referral are the following:

- Crayton E. and Ellen Mann Health Center  
Sampson Hall  
812-488-2033
- Office of Counseling and Health Education  
Ridgway University Center  
812-488-2663
- Coordinator of Health Education and Wellness  
Ridgway University Center  
812-488-1082

The University's health insurance plans provide coverage for problems of this nature. Other campus resources available for assistance and referral are:

## **Crisis Lines and Resources**

- 812-485-4491 – St. Mary's Hospital Emergency Room
- 812-426-3405 – Deaconess Hospital Emergency Room
- 812-476-7200 – Deaconess Cross Pointe
- 812-423-7791 – Southwester Behavioral Healthcare
- 800-339-7752 – Albion Fellows Bacon Center
- 812-424-7273 – Rape Crisis Line
- 812-422-5622 – Domestic Violence Line

- 812-464-2219 – Alcoholics Anonymous
- 812-428-9670 – Narcotics Anonymous
- 800-622-2255 – National Council on Alcoholism Information Line
- 800-346-3077 – Indiana Prevention Resource Center
- 800-342-2437 – AIDS Hotline

In the event of a medical emergency, Safety and Security should be contacted by dialing 6911 from on campus or 812-471-6911 from off campus. If transportation is needed, the officer that is dispatched will transport the injured or ill person either to the Health Center or to a hospital. If time is critical in the opinion of the caller or officer, then the dispatcher will call for an ambulance.

All University of Evansville students and employees are expected to abide by this policy and cooperate with the University in complying with the Drug and Alcohol Free School Act. Please contact the Director of Human Resources or Dean of Students for further information or assistance.

## **Code of Conduct**

The University's Code of Conduct reinforces to all University Community Members those core values which help to define the reputation and character of the University of Evansville. The Code of Conduct focuses on each of our responsibility to carry out our duties and responsibilities with an emphasis on integrity and ethics in all that we do. The full Code of Conduct is available on ACELINK.

## **Campus Conduct Hotline**

The Campus Conduct Hotline provides an additional medium through which University Community Members can report matters of concern to management. The Hotline is provided by the University's insurance provider, Educational & Institutional Administrators, Inc. (EIIA). All calls are received directly by EIIA, thus allowing for anonymity if the caller desires. A summary of the call is then provided back to the Vice President of Fiscal Affairs and Administration and Chairman of the Audit Committee for further consideration of the report. A brochure further describing the Hotline should be posted in all Departments. The Hotline number is 1-866-943-5787. For further information please contact the Vice President of Fiscal Affairs and Administration.

## **Sexual Misconduct Training/Deterrence Policy**

### **1. Introduction**

To promote a positive, safe and respectful work environment, the University of Evansville has adopted policies for background screenings, sexual misconduct training, and confidential misconduct reporting.

## 2. Background Screenings

The University of Evansville Background Screening policy is intended to help protect the interests and the well-being of the students, staff, faculty, and public at the University of Evansville. This policy establishes parameters for criminal history and related background screenings of employees and individuals who are offered employment at the University. The complete policy can be found at:

<http://acelink.evansville.edu/Areas/HR/Files/UEBackgroundScreeningPolicy.pdf>

## 3. Sexual Misconduct Training

The University of Evansville Sexual Misconduct Training policy is intended to deter incidents of sexual misconduct. Participation is required of all faculty, staff, and administrators. Training can be completed through on-line training or group sessions.

### A. Current UE Employees

#### **On-line Training**

- On-line sexual misconduct training modules will be assigned to current employees when initial communication about sexual misconduct training is distributed.
- Employees that do not complete the on-line training within 90 days will receive a reminder to complete the training. The employee's supervisor and VP will be copied on this message for additional follow up.

#### **Group Sessions**

- Employees who do not complete the on-line training as assigned will be required to attend a group session to complete the training.
- At the conclusion of the group session, remaining UE employees who have not completed the training will receive a reminder to complete the training by the end of the fiscal year. The employee's supervisor and VP will be copied on this message for additional follow up.

### B. New Employees

- During the new hire orientation, the new employee will receive an introduction to the program.
- On-line sexual misconduct training modules will be assigned.
- Employees that do not complete the on-line training within 90 days will receive a reminder to complete the training. The employee's supervisor and VP will be copied on this message for additional follow up.

## 4. Confidential Misconduct Reporting

The University of Evansville utilizes the Campus Conduct Hotline as a tool for members of the campus community to report concerns in a confidential manner.

- During the new hire orientation, the new employee is advised of the UE Code of Conduct and Campus Conduct Hotline program.
- The Code of Conduct policy and Campus Conduct Hotline program are included in all employee manuals.
- The University of Evansville Code of Conduct policy can be found at:  
<http://acelink.evansville.edu/Areas/HR/Files/CodeOfConduct.pdf>

- The Campus Conduct Hotline brochure can be found at:  
<http://acelink.evansville.edu/Areas/HR/Files/CCHBrochure.pdf>

5. Questions

Questions about this policy should be directed to the Director of Human Resources or the Director of Administrative Services and Risk Management.

## Sexual and Other Unlawful Harassment Policy

Policy Prohibiting Administrators, Faculty Members, Staff Members, and Students  
From Engaging in Sexual and Other Unlawful Harassment

### I. Introduction

The University of Evansville expects all members of its community to treat each other with respect and civility. Harassing behaviors directed towards any member of our community will not be tolerated. As part of its commitment to non-discrimination, the University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement as follows: including race, color, gender, gender identity and expression, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes. Any form of harassment undermines the mission of the University and negatively impacts the University community as a whole.

**This policy covers all administrators, faculty members (including all part-time and full-time professors, assistant professors, associate professors, visiting professors, lecturers, and instructors), staff, and students.** The University shares an equal commitment to protecting its students from sexual harassment and other forms of sexual misconduct. All administrators, faculty and staff members should understand that any form of harassment against students including, but not limited to, sexual harassment and sexual misconduct, if found to be the case, will be dealt with severely. In this policy, any such individual is hereinafter referred to as “employee” or “student”. This policy also prohibits discrimination and harassment by independent contractors, volunteers who perform work for the University, vendors, alumni, and guests or visitors of the University.

The University requires any Employee or student who feels he or she has been a victim of harassment or sexual harassment to report this misconduct. Included in this policy is specific information about reporting options.

For “student versus student” sexual misconduct and harassment, see the Policy Prohibiting Sexual Misconduct.

### II. Important Definitions

#### A. Sexual Harassment: Definition of Sexual Harassment

Sexual harassment (also called “sexual misconduct”) is unwelcome conduct of a sexual nature. Sexual harassment creates a hostile, intimidating, or offensive environment. It can include, but is not limited to, unwelcome sexual advances or requesting, offering, or suggesting a trade of sex for a desired result (this offer to trade is also known as quid pro quo sexual harassment). Sexual harassment also includes verbal, nonverbal, or physical conduct of a sexual nature if the conduct is sufficiently severe, persistent, or pervasive to interfere with or limit a member of the University community’s ability to participate in or benefit from the academic, educational, extracurricular, athletic, and other programs of the University. Sexual harassment can occur in a variety of circumstances. Sometimes sexual harassment involves relationships of unequal power (for example the unequal power between an academic instructor and a student), and contains elements of coercion, as when compliance with requests for sexual favors becomes a condition of employment, benefits, work assignments, education, or study.

Some examples of sexual harassment include, but are not limited to:

- Sexually explicit profanity;
- Sexual humor or sexually suggestive language;
- Unnecessary remarks about parts of the body;
- Obscene gestures;
- Cyberbullying that is based on gender or sexual activity;
- Unwelcome touching;
- Sexual assault or violence;
- Inappropriate remarks about a person’s gender or sexual orientation;
- The display of sexual pictures or images;
- Forced sexual activity;
- The use of electronic media (like e-mail or text messaging) to send sexually charged words, images or messages.

Sexual harassment may also involve unwelcome relationships among equals, as when sexual advances or demeaning verbal or physical behavior have a harmful effect on a person’s ability to work or study at the University.

All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

## B. Other Harassment: Definition of Other Harassment

In addition to sexual harassment as defined above, the University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement as follows: race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes. Any form of harassment undermines the mission of the University and negatively impacts the University community as a whole.

Prohibited harassment is conduct based on one of these characteristics when such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

#### Examples of Other Harassment

Behaviors that could be considered harassment include any patterns of conduct aimed at another that would degrade, distress or humiliate a reasonable person, such as:

- Physical intimidation, assault or vandalism.
- Exhibits of pictures or reading materials in print or electronic form containing negative information about a person or a person's protected class.
- Verbal abuse or degrading conversations regarding a person or a person's protected class.
- Name-calling, jokes or negative comments about a person or a person's protected class.
- Retaliation, as defined in Section H below.

#### C. Sexual Exploitation: Definition of Sexual Exploitation

Sexual exploitation refers to any situation in which sexual advantage of another person is taken without that individual's consent. This includes voyeurism and recordings (photo, audio, or video) of sexual activity, administering alcohol or drugs without consent, exposure of one's genitals, buttocks, or breasts, and providing opportunities for others to view consensual sexual activity without the knowledge and consent of all parties to the consensual sexual activity.

#### D. Domestic Violence: Definition of Domestic Violence

Domestic violence is defined as violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Indiana.

#### E. Dating Violence: Definition of Dating Violence

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse.

#### F. Stalking: Definition of Stalking

Stalking is defined as a 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.

#### G. Intimidation: Definition of Intimidation

Intimidation occurs when a person communicates in any manner a threat to another person with the intent that the other person engaged in sexual conduct against the other person's will.

#### H. Retaliation: Definition of Retaliation

Retaliation occurs when an effort is made to get back at any person because he or she reports harassment, sexual misconduct or opposes harassment or sexual misconduct or who is involved in an investigation of reported harassment or sexual misconduct. Retaliation is also prohibited against any member of the investigative team, witnesses, or individuals involved with the investigation or adjudication of a report or complaint of harassment or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against a person because of their complaint or involvement in the complaint process. The University will take immediate and appropriate action to investigate retaliation and it will take strong responsive action against anyone who engages in retaliation. This prohibition against retaliation should be seriously considered by the person complained about and the friends and family of the person complained about.

This policy applies to prohibited conduct both on campus and away from campus, regardless of where harassment or sexual misconduct takes place, if the conduct occurs in the context of a University sponsored or sanctioned education program or activity. This policy also applies if the conduct has continuing effects on campus or in an off-campus education program or activity.

### III.

#### Procedures for Filing a Complaint with the University

Complaints should be reported promptly so that appropriate action may be taken and an investigation completed while the recollection of events is most clear. Early reporting and investigation greatly helps to address complaints of harassment and discrimination. Any employee who believes he or she has been subjected to harassment or who is aware of someone who is being subjected to harassment should contact the following individuals:

Tracey Folden, EdD, Title IX Director  
Room 204, Olmsted Administration Hall  
812-488-2509  
[tf91@evansville.edu](mailto:tf91@evansville.edu)

Keith Gehlhausen, Director of Human Resources  
Room 118, Olmsted Administration Hall  
812-488-2943  
[kg77@evansville.edu](mailto:kg77@evansville.edu)

When one of the parties to the prohibited conduct is a student:  
Dana Clayton, EdD, Vice President for Student Affairs and Dean of Students  
Room 230A, Ridgway University Center  
812-488-2500  
[dc26@evansville.edu](mailto:dc26@evansville.edu)

These individuals will also help answer your questions about this policy.

When two students are involved in a complaint, the University of Evansville Policy Prohibiting Sexual Misconduct shall apply to both procedural and substantive matters as they relate to the student.

All employees have a duty to report any situation in which they believe another employee or student is being harassed. Unless a complaint involves student-on-student harassment, the following procedure applies:

All complaints will be written out on Complaint Form A by either the employee making the complaint or the University official who receives the complaint, in order to preserve an accurate record. The written complaint will identify the parties involved; describe the harassing behavior; when and where it occurred; and identify by name or description any witnesses.

All complaints of discrimination, particularly those related to sexual harassment, will be investigated promptly and treated with as much discretion as practicable. Access of information provided by the person making the complaint will be made available only to those persons who the University believes need to know.

#### IV. The Investigation

The Title IX Coordinator and the Director of Human Resources, and his or her designees, will conduct a prompt, thorough, and impartial investigation of the complaint. When a student alleges he or she has been the victim of sexual misconduct and when a student is otherwise involved in an allegation of sexual misconduct, the dean of students will assist in the investigation. A “preponderance-of-the-evidence” standard will be used during fact-finding. The parties to the complaint and any witnesses will be interviewed as part of the investigation. Both parties to a complaint may be accompanied to any University disciplinary proceedings and any related meetings by the advisor of their choice. However, the advisor may not actively participate in the investigation or disciplinary process. The parties will be informed of the status of the investigation as deemed appropriate. The investigation will conclude within 60 days of the date

the complaint was filed, absent unusual circumstances. A confidential record of the investigation will be kept on file in the Offices of Academic Affairs and Human Resources.

## V. Following the Investigation

At the conclusion of the investigation the Title IX Coordinator, the Director of Human Resources and, if participating, the Dean of Students will provide the President with one of the following recommendations:

1. There is sufficient evidence supporting the alleged violation;
2. There is insufficient evidence supporting the violation;
3. The two parties negotiated a settlement.

The recommendation will be submitted to the President in writing within five business days after completion of the investigation.

## VI. Sanctions

If harassment is found, the President, in consultation with the Title IX Coordinator, Director of Human Resources and the appropriate administrator will determine the formal sanctions in accordance with University policy. Sanctions include but are not limited to:

- Formal warning
- Suspension
- Dismissal/termination

An employee who has been found to have engaged in prohibited conduct has the right to appeal both the findings and any sanctions imposed. Written notice of any employee's desire to appeal must be received by the Director of Human Resources within five business days (Monday - Friday) after the date the employee has been advised in writing that an adverse finding has been made, or the right to appeal will be waived. Upon the timely submission of an employee's notice of appeal, the following procedures apply.

Non-tenured faculty members will have their appeal heard by the Faculty Appeals Committee. In the case of a tenured faculty member, the appeal will initially be heard by the Faculty Professional Affairs Committee (FPAC). FPAC will make a recommendation concerning the appeal to the senior vice president for academic affairs. This recommendation will be considered by the Senior Vice President for Academic Affairs who will make a decision on the appeal. Thereafter, upon the request of the faculty member charged with engaging in prohibited conduct, the senior vice president for academic affairs will send the case to the Faculty Appeals Committee. This request must be made in writing and submitted to the Senior Vice President for Academic Affairs within five business days (Monday - Friday) after the date he or she makes a decision on the appeal. The Faculty Appeals Committee will serve as a formal hearing with counsel. The Faculty Appeals Committee will make its recommendation to the President.

Administrators and staff must file their written notice of appeal with the University's Director of Human Resources. This notice must be received by the Director of Human Resources within five business days (Monday – Friday) after the date the employee has been advised in writing that an adverse finding has been made, or the right to appeal will be waived. This appeal will be forwarded to the Human Relations Committee. The Human Relations Committee will thereafter convene a formal hearing with counsel and make its recommendation to the President.

A “preponderance-of-the-evidence” standard will be used at any hearing.

The President will make the final decision with input from the Board of Trustees. Once the President's final decision is made, there will be no additional hearing or appeal.

An individual who makes a complaint about harassment or sexual harassment may appeal the leniency or severity of any penalty imposed against a person found to have engaged in prohibited conduct. The appeal procedure will be substantially the same as the appeal procedure available to a person against whom the complaint was made. To initiate such an appeal, the Title IX Coordinator should be contacted.

## VII.

### Right to File Criminal Complaint

You have the right to file a criminal complaint against the person who engages in unlawful harassment and discrimination and you have the right not to make a criminal complaint. You may do so before, during or after the University's internal investigation. You may also contact area law enforcement authorities and/or file a criminal complaint and a complaint with the University at the same time. The University is available to assist you if you wish to file such a complaint. In addition, the University will advise you about your right to ask a court to issue a no contact order.

In certain situations, the University reserves the right to take action regarding a person against whom a complaint has been made – before the conclusion of the investigation and any hearing. Such action may include, but is not limited to, administrative leave with or without pay or the imposition of restrictions on work or University related activities.

Both the individual filing the complaint and the person against whom the complaint was filed will, at the same time, be notified in writing about: (i) the outcome of any disciplinary hearing; (ii) the University's procedure for both parties to appeal the result of the hearing; (iii) any change to the outcome that occurs prior to the time the outcome becomes final; and (iv) when the outcome becomes final.

## VIII.

### Bystander Assistance

Sometimes an employee may be in a situation where they observe sexual misconduct either taking place or likely to take place. If an employee may do so safely and positively, they may be

in a position to prevent instances of sexual misconduct or likely sexual misconduct. In such circumstances, an employee should carefully evaluate the situation and if they feel it is safe to do so, lend assistance to the victim of sexual misconduct. If an employee does not believe assistance may be safely and positively rendered, the employee is strongly encouraged to contact the Office of Safety and Security 812-471-6911 or 812-488-2051, and/or local law enforcement at 911.

## IX.

### What to Do if You Have Been Sexually Assaulted

If you are assaulted, get to a safe place as soon as you can.

**Preserve Evidence:** Resist the urge to bathe, use the toilet, change clothing, or apply soaps or lotions. If you must change clothes, put them in a paper bag or wrap them in a clean sheet. Do not place these items in a plastic bag as the bag may distort evidence. It is also important not to disturb any evidence that may be present in the location where the offense occurred or destroy or delete any correspondence relative to the offense.

**Get medical attention as soon as possible.** It is important to seek medical attention in the case of sexual assault in order to check for injuries, effectively preserve evidence, and test for sexually transmitted diseases. You can contact the Office of Safety and Security 812-488-2051 for assistance. Medical attention can also be obtained directly from one of these locations:

- UE Crayton E. and Ellen Mann Health Center                      812-488-2033
- St. Vincent's Hospital    812-485-4491
- Deaconess Hospital    812-450-3405

**Personal Support:** The University Employee Assistance Program ("EAP") is available to provide support and assistance to an Employee victim of sexual harassment and other forms of sexual misconduct. To schedule an EAP appointment, contact Magellan Health Services at (800) 588-8412.

The victim may wish to report sexual misconduct to either of the following local community support organizations:

- Albion Fellows Bacon Center  
Domestic Violence Hotline: (812) 422-5622  
Sexual Assault Hotline: (812) 424-7273
- Holly's House  
750 N. Park Drive  
Evansville, Indiana 47710  
Phone: (812) 437-7233

These organizations are not connected with or part of the University. The victim should be sure to ask each organization about its policy concerning confidentiality.

# Workplace Violence Policy

To accomplish its missions of teaching, research, and public service, the University of Evansville strives to maintain a safe environment. Accordingly, threatening behavior and violence will not be tolerated.

## Threatening Behavior

Threatening behavior is defined as an express or implied threat to interfere with an individual's health or safety, or with the property of the University, which causes a reasonable apprehension that such harm is about to occur. Any employee who engages in threatening behavior will be subject to serious disciplinary action, which may include termination of employment. Examples of threatening behavior include, but are not limited to the following:

- Direct or indirect threats of harm
- Stalking or following an individual
- Conduct which reasonably causes others to fear for their safety

## Violent Behavior

Violent behavior is defined as the use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person or the property of the University. Violent behavior is so serious that individuals who engage in it can expect termination of their employment. Examples of violent behavior include, but are not limited to the following:

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

## Reporting Workplace Violence

Any employee who experiences or witnesses threatening or violent behavior while on duty or on University property, should immediately report the incident to a supervisor. In the absence of a supervisor, the Office of Safety and Security should be contacted. The Office of Safety and Security should also be immediately contacted in the event of an emergency situation.

# Emergency Response Policy

## General Information

The University Telephone Directory includes emergency information relative to severe weather, natural disasters, and "Safety Coordinators" for each building on campus. All employees should familiarize themselves with the basic emergency information that can be obtained through the safety and security website, <http://safetyandsecurity.evansville.edu> or the residence life website, <http://residencelife.evansville.edu>. In addition, Emergency Response Guide Booklets have been provided to each academic and administrative department. These quick reference guides are to be kept in an easily accessible location in the event of an emergency. While the Guide is not all-

inclusive of the University's Emergency Response Plan, it provides the basic frame work for general response and notification in the event of an emergency. Additional copies of the Emergency Response Guide can be obtained through the Office of the Vice President for Student Affairs/Dean of Students, at 488-2500 or [km306@evansville.edu](mailto:km306@evansville.edu).

## **Safety Coordinators**

Every building on campus has a designated Safety Coordinator. The Safety Coordinator is responsible for implementing a system within their designated building to disseminate important information and implement appropriate procedures for an evacuation or lock-down of the facility. A list of Safety Coordinators for each building is listed in the Emergency Response Guide or the University Directory.

## **Ace Alerts - UE Emergency Notification Ace Alerts System (Replacest UE Ace Alert and Communication)**

Ace Alerts is the University of Evansville's Emergency Alert System. We have partnered with Rave Alerts as a resource to make sure you get alerts in a timely manner when they are sent out. It will be the primary form of communication in the event of an emergency. When an alert is sent out it will be sent to all campus IP phones, cell phones, email addresses, campus computers, campus televisions, Ace Alert Twitter account, Twitter@Ace Alerts, and Ace Alert Facebook account, <https://facebook.com/acealert>.

All current employees and students are automatically signed up for an email alert and a text message if you have provided your cell phone number to the university. You will receive a weekly test message in your email but you will only receive a text message to your cell phone during an actual emergency. It is highly recommended that you check your profile to make this resource is available to you. Updating your profile is available through Ace Link.

## **Communication**

Through the *InformaCast Alert Phone Notification system* every IP-phone at the University has the capability of relaying campus wide emergency information through this system. Instructions will be given verbally and through a text message on the phone display screen. When the alert is activated, the Safety Coordinators are responsible for initiating their plan for disseminating information to classrooms and labs that are not equipped with phones. Students living in University houses and apartments will be notified via email and a phone-tree notification system. Local media will be used as appropriate.

## **Phone Numbers/Evansville Police Department**

The University of Evansville has an Office of Safety and Security that provides 24 hour service to the campus. **The emergency number for the Office of Safety and Security is 6911 or 471-6911 from a non-campus phone.** Should an emergency situation develop, our first line of defense is with the Evansville Police Department, located within minutes of the campus.

To ensure the maximum level of protection for our campus, it is essential that there be cooperation with the instructions provided by the Safety Coordinators, local authorities, and University officials. While we cannot plan for the unexpected, we can be prepared to respond in a way that lends itself to a positive outcome.

## **Inclement Weather**

Unless an announcement has been made to the contrary, the University will operate normally despite bad weather. Since many of our students live on or near campus, it is assumed that academic and other buildings will continue to be open and serviced. Offices will remain open on a “business as usual” basis throughout the regularly scheduled workday.

Employees who are absent from work, arrive late or leave early during hazardous driving conditions will be required to use vacation or absence without pay to cover time not worked, unless you make up lost time during the same pay period or an exception is granted for all employees by the University president.

When weather conditions progress to the point where most roads and streets are virtually impassible, it may be necessary to suspend classes and/or routine operations. Information will be released by the Office of University Relations to area news media for broadcast.

If employees are home and advised not to report for duty, they will receive pay for time not worked. Personnel who are asked to return home after reporting to work will receive pay for the balance of their regularly assigned work schedule.

Some personnel may be requested to remain on duty on a voluntary basis, but circumstances may require others to stay because of the health, safety and essential service of the University community.

The Office of Safety and Security monitors a weather alert radio at all times. Decisions regarding school delays or closures shall be announced in one or more of the following ways: University Emergency Notification Ace Alerts System, University website’s main page, and/or through local TV and radio announcements.

## **UE Tobacco Free Policy**

The University of Evansville (UE) joins with the Indiana Tobacco Prevention and Cessation Commission in taking action to reduce tobacco use and exposure within the college setting. Research findings show that the use of tobacco products constitutes a significant health hazard. Committed to supporting the health and well-being of the campus community, the University has implemented a campus-wide Tobacco-Free Policy.

- I. [Regulations](#)
- II. [Implementation and Enforcement](#)
- III. [Strategies / Scenarios](#)

- IV. [Resources](#)
- V. [Definitions Related to this Policy](#)
- VI. [Exceptions and Clarifications](#)
- VII. [Summary Statement of Policy](#)
- VIII. [References](#)

#### I. Regulations

- a. The use of all tobacco products and electronic smoking devices is prohibited at school sanctioned and/or sponsored activities or functions on campus. The use of these products and devices is also prohibited in all University buildings, residential housing, approved University housing, rental properties, grounds, athletic facilities, parking lots, University-owned or leased vehicles, and privately owned vehicles on University grounds.
- b. Tobacco use on University property is not permitted for educational or theatrical purposes.
- c. The sale, marketing, and sampling of commercial tobacco products and any and all electronic nicotine delivery systems, such as e-cigarettes, is prohibited in all University buildings, facilities, and grounds.
- d. Littering the campus with remains of tobacco products is prohibited.
- e. The terms of this policy applies to all persons, including faculty, staff, students, vendors, and visitors.

#### II. Implementation and Enforcement

- a. During the admissions and orientation processes, all students are to be informed of the UE Tobacco-Free Campus Policy. Information regarding this policy will be available and accessible on the UE Website. Rental agreements and contracts shall include language prohibiting the use of tobacco products.
- b. Signage restricting the use of tobacco and electronic smoking devices shall be posted and maintained at all public entrances and other key areas on campus.
- c. The primary goal of the policy is to achieve voluntary compliance with the tobacco-free campus policy by educating faculty, staff, students, vendors, and visitors about the policy. The enforcement of the tobacco-free policy is viewed as the shared responsibility of all those in the campus community, tobacco users and non-users alike. It is expected that all parties treat each other with respect and dignity at all times. It is essential that we support each other and embrace a spirit of having a healthy living, learning, and working environment.
  - Members of the campus community who see individuals using tobacco on the UE campus are asked to politely inform these individuals that UE policy prohibits tobacco use anywhere on campus grounds. Communication should be polite, brief, educational, and non-confrontational.
  - Courtesy cards with UE's tobacco-free campus messaging will be available to hand out to anyone observed using tobacco products on the campus. Cards are available in the Office of Human Resources, the Crayton E. and Ellen Mann Health Center, and the Health Education Office on the second floor of Ridgway University Center. A pdf version of this card is available on the Community Approach Page of our Website: [www.evansville.edu/tobaccofree/community.cfm](http://www.evansville.edu/tobaccofree/community.cfm)

- Community members who do not feel comfortable approaching someone violating the policy should contact the administrator in charge of the nearest building or a security officer. This should also be done in the case of non-compliance.
  - Community members who wish to report abuse of this policy in an online format or in a confidential, anonymous manner can use the Report a Concern Form on the Office of Safety and Security Website: [www.evansville.edu/safety/report.cfm](http://www.evansville.edu/safety/report.cfm)
- d. Voluntary compliance is strongly preferred; however, it should be noted that violation of this policy could result in disciplinary actions. Managers, deans, department heads, and supervisors should inform all employees of this policy, and employees are expected to comply. Blatant and chronic violations are subject to disciplinary protocols applicable to faculty, staff, and students. Violations of this policy by employees are handled through the progressive discipline process.

See Talking Tips for Supervisors on our UE Tobacco-Free Webpages:  
[www.evansville.edu/tobaccofree/tips.cfm](http://www.evansville.edu/tobaccofree/tips.cfm)

Jurisdiction for handling violations are as follows:

- Faculty – Violations are handled through the appropriate supervisor, Office of Academic Affairs, and/or Office of Human Resources.
- Staff – Violations are handled through the appropriate supervisor, department head, and/or Office of Human Resources.
- Students – Violations are referred to the Office of the Dean of Students. Violations within residential student housing are handled through the Office of Residence Life.
- Vendors and tenants – Violations are handled through the corresponding liaison office.
- Visitors – Violations related to visitors are handled through the sponsoring office or organization. Any difficulties can be handled with the assistance of the Office of Safety and Security.

### III. Strategies / Scenarios

The following are suggested scripted messages that community members are encouraged to say when encountering someone using tobacco on campus. This can be used together with handing out a courtesy card.

#### **Example Script #1**

Situation: You see a person using tobacco products on UE property.

Response: "Hello, my name is \_\_\_\_\_, and I am an (employee, student) here at UE. I want to make you aware that we are now a tobacco-free campus. This means that tobacco products are prohibited on our grounds. We would appreciate if you would not use tobacco products while on campus. Thank you for your cooperation."

#### **Example Script #2**

Question: "Where am I allowed to smoke?"

Response: "If you need to smoke or use tobacco products, you will need to leave the campus grounds. Smoking and other tobacco products are not allowed anywhere on the

UE campus. This is a policy meant to promote respect for all members of the campus community and better health for our students and employees."

### **Example Script #3**

For Vendors and Visitors: "I'd like to let you know in advance that the UE campus is a tobacco-free environment. The use of tobacco products is not permitted on any property, grounds, or parking areas. Thank you for respecting our policy."

### **Example Script #4**

For office staff who are speaking to students and families prior to a UE campus visit: "I'd like to let you know in advance that the UE campus is a tobacco-free environment. The use of tobacco products is not permitted on any property, grounds, or parking areas. Thank you for your understanding."

Negative responses or non-compliance should be reported to a building supervisor or the Office of Safety and Security.

## **IV. Resources**

- a. **Office of Counseling & Health Education** [www.evansville.edu/counseling/](http://www.evansville.edu/counseling/)  
Students can obtain information and resources related to tobacco use and cessation resources that are available to the campus community. Students can make appointments for individual coaching and participate in group sessions with a focus on triggers, alternative activities, and education about the process of quitting.
- b. **Health Center**  
Students can obtain a packet of information resources and obtain referrals for the Cessation and Nicotine Patch Program from the Vanderburgh County Health Department.
- c. **Employee Health Clinic**  
Employees can obtain resource materials. The Tri-State Employee Health Clinic provides smoking cessation resources and support for employees and family members enrolled in our health insurance plans. Information about area resources are also available for those not on one of the University's health plans.
- d. **Office of Human Resources** [acelink.evansville.edu/Areas/HR/](http://acelink.evansville.edu/Areas/HR/)  
Employees can obtain information and resources related to tobacco use and cessation resources that are available to the campus community. Smoking Cessation Wellness Credits are available for participants in our HRA health insurance plan. Visit our [tobacco-free resources page](#) or contact the Office of Human Resources at 812-488-2943 for more information.
- e. **Indiana Quitline** [quitnowindiana.com/](http://quitnowindiana.com/)  
Quit Now Indiana provides information and educational resources about cigarettes, smokeless tobacco, and secondhand smoke. Access the **1.800.QUIT.NOW** line (24/7), talk with a Quit Coach, and sign up for Web Coach® and Text2Quit®.
- f. **Vanderburgh County Health Department - Stop Smoking Program**  
[www.vanderburghcounty.in.gov/index.aspx?page=1507](http://www.vanderburghcounty.in.gov/index.aspx?page=1507) Offers weekly Smoking Cessation classes (daytime and evening), and a Free Nicotine Patch program. These programs are available both on and off campus.
- g. **Additional Resources can be accessed online on our Tobacco-Free Web Pages:**

## V. Definitions Related to this Policy

- a. Faculty - All UE faculty including those holding adjunct status.
- b. Staff - All UE administration and staff.
- c. Students – All UE students including those classified as undergraduate, graduate, full-time, part-time, bridge, IEC, exchange, and Fulbright.
- d. Vendors – Any personnel who comes onto campus to provide goods and services including speakers, entertainment, dining services, housekeeping, pest management, cable and laundry services, and all other contracted services.
- e. Visitors – Any individuals visiting the campus including prospective students, families, guests of community members, conference attendees, or anyone that participates in an event or activity on campus.
- f. Legal rights – Employers have a legal right to reduce or eliminate smoking and the use of tobacco products on their property. People who smoke do not have the right to violate an Employer’s tobacco-free environment policy.
- g. Smoking – A lighted cigar, cigarette, pipe, or other lighted smoking devices carried by a person including electronic smoking devices and/or electronic nicotine delivery systems, such as “e-cigarette” products.
- h. Tobacco – Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, flavored cigarettes, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spit-less smokeless chew, snuff, and dissolvable tobacco products) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine. This does not include cessation products specifically approved by the U.S. Food and Drug Administration.
- i. Electronic Smoking Device (Also known as an electronic nicotine delivery system) – Any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether they are manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- j. Campus or Grounds – The use of these terms represents any and all properties owned or leased by the University.

## VI. Exceptions and Clarifications

Tobacco use may be permitted for the following reasons:

- For controlled research with prior approval of the Institutional Research Board and the review and recommendation of the Office of Risk and Environmental Management.
- For religious ceremonial purposes with prior approval of the Office of Religious Life and the review and recommendation of the Office of Risk and Environmental Management.

Policies related to Harlaxton College, UE's British campus, are specific to their circumstances as a campus located in England. Harlaxton policies outline restrictions on smoking indoors and on the grounds.

#### VII. Summary Statement of Policy

In support of the health and wellbeing of the campus community, the use of all tobacco products and electronic smoking devices (e-cigarettes) is prohibited at school sanctioned and/or sponsored activities or functions on campus. The use of these products and devices is also prohibited in all University buildings, residential housing, approved University housing, rental properties, grounds, athletic facilities, parking lots, University-owned or leased vehicles, and privately owned vehicles on University grounds. For a full description on this policy and available resources, please refer to the University Website.

#### VIII. References

- Americans for Nonsmokers' Rights, "Model Policy for a Tobacco-Free College/University.
- Cleveland State University, "Tobacco Free Policy FAQs", [www.csuohio.edu/tobacco-free/tobacco-free-policy-faqs](http://www.csuohio.edu/tobacco-free/tobacco-free-policy-faqs)
- University of Michigan Standard Practice Guide 601.04, "Smoking on University Premises." 2011.
- Tobacco Free Ohio State Policy 7.20, Office of Human Resources. 2014.

## Health and Safety

The University is committed to providing a safe and healthy working environment. It is part of your job to make the University a better place to work by reporting any unsafe or dangerous practices to your supervisor. You are responsible for performing all duties in a safe and sensible manner. Suggestions concerning safety will always be welcomed by your supervisor. Safety on the job is a must, not only for your protection, but also for the protection of others. Safety equipment will be provided for your protection. Be sure to use it.

Be safety conscious. Report all safety violations, accidents, or injuries to your supervisor immediately.

## Worker's Compensation Insurance

The University carries insurance for all injuries received on the job both on the campus and at designated locations where responsibilities are carried out for the University of Evansville. Loss of income is also protected in accordance with the Indiana Workers Compensation provisions. All injuries, accidents or illnesses that occur on the campus or as a result of assigned work must be reported immediately on a University accident report and to the immediate supervisor. Any non-emergency medical treatment must be administered by St. Mary's Occu-Med and scheduled by the Office of Administrative Services and Risk Management. All other treatments may not be covered unless administered in this manner. The report form is available from the Office of Administrative Services and Risk Management or on the Worker's Compensation site:

## **SECTION 5 EMPLOYMENT TERMINATION AND REHIRING**

### **Termination of Employment**

If you wish to terminate your employment with the University, you are required to provide two weeks written notice to the area supervisor and Office of Human Resources stating the reason for resignation and the effective date. Persons who quit their jobs without providing the required two week written notice of resignation may affect their eligibility for rehire.

All terminating employees are required to report to the Office of Human Resources for an exit interview. The interview will allow the employee the opportunity to be advised of entitlements for unemployment benefits, conversion of insurance benefits, retirement plan options, etc.

All identification cards, keys, parking permits, credit cards, library books and University property must be returned by the last date of employment.

### **Involuntary Termination**

Involuntary termination is a permanent separation initiated by the University. The employee to be terminated will be notified by the Office of Human Resources. This normally will coincide with, or shortly follow, notification from the supervisor.

### **Severance Pay**

Staff employees whose positions are eliminated will receive severance pay according to the following schedule:

<b>Length of Service</b>	<b>Amount of Pay</b>
More than one year but less than five years	Two weeks
More than five years but less than 10 years	Three weeks
10 years or more	Four weeks

Severance benefits do not apply to employees who are discharged for cause. The amount of severance paid will be calculated according to the schedule being worked by the respective employee at the time of involuntary termination.

## **Continuation of Pay Policy**

An employee who dies while employed at the University on a full-time basis will receive the equivalent of one month's salary beyond the date of death. Payment will be made to the employee's estate. Payment is made exclusive of any worker's compensation payments or other benefits available to dependents of University employees.

## **Departing Employee Mail Forwarding Procedure**

- Departing employee will leave a forwarding address and last day information with the administrative assistant or other appropriate person in his/her department.
- The department will inform Mail Services with departing employee information by means of a memorandum or e-mail to [mailservices@evansville.edu](mailto:mailservices@evansville.edu) or email the Supervisor, Distribution Services.
- Departing employee may contact the US Postal Service online and complete an address change notification. It is the individual's responsibility to contact senders and inform them of his/her new address.
- After the former employee has left the University, all first class mail and periodicals will continue to be sent to the department.
- The department will determine if the mail is University-related or personal. Appropriate action will be taken for department mail.
- If the employee leaves no forwarding address, all personal mail will be returned to sender after the employee's last University recognized work date.

Please direct any questions to the Supervisor, Distribution Services at extension 1067.

## **Rehiring**

Employees seeking to re-hire with the University following the elimination of their regular position are invited to apply for vacancies as they occur. Qualifications for the vacancy must be met the same as for any candidate.

**Upon becoming the successful candidate for a position after having been separated from one's regular position, the following policies apply in each category.**

### **Severance**

If the amount of time which the separated employee has been gone from the University exceeds the pay on which severance was calculated, the employee may keep the severance pay. Example: Ten days severance pay is kept if rehired after one month. Severance must be returned if rehired

before the elapsed period on which the severance was calculated. Example: An employee who is rehired one week after separation and who received two weeks severance would keep one week's severance to cover the unemployed period and return the other week's pay to the University.

## **Employment Date**

Employees who are rehired after having their position eliminated will have the original date of hire re-established if rehired within six months of separation. After six months, affected employees are considered new employees and lose their original date of employment.

## **Vacation Pay**

Employees who received accrued vacation pay upon separation from their regular position at the University have the option of keeping or returning the vacation pay. If vacation pay is retained, they will not be considered as eligible for paid vacation until one year after rehire. If the employee opts to return the vacation pay tendered upon separation, the number of paid vacation days will be reinstated and will continue to accrue according to University vacation policy.

## **Classification**

Employees rehired at the University assume the classification of the position for which they are rehired rather than retain the classification of their former position.

## **Rate of Pay**

Employees rehired during the aforementioned period of time (six months) will have their most current rate applied if rehired to the same level of classification. If rehired to a higher classified position, the employee would retain his or her pay rate or the hiring rate of that position, whichever is greater. If rehired for a position below an employee's classification and rate of pay at the time of separation, consideration will be given to the employee's length of service and performance in determining an appropriate rate.

**SECTION 6**  
**ACADEMIC POLICIES AND PROCEDURES**

## **Access To and Release of Student Education Records (FERPA)**

The University of Evansville complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (Public Law 93-380), designed to protect the privacy of students by giving them rights concerning their education records. Education records include records directly related to a student and maintained by the University or by a party acting on its behalf. Among other provisions, the Act gives students (1) the right to inspect their records, (2) the right to challenge incorrect information in those records, and (3) the right to keep their records private. Students attending the University will be notified of their FERPA rights annually in the Student Handbook. Each University office maintaining such records must implement this policy by appropriate means. FERPA permits educational institutions to disclose academic and financial information to the parents of financially dependent children. The University assumes that all students are financially dependent on their parents. Students who are financially independent and choose to have financial and academic information withheld from their parents must certify their independence prior to registration. FERPA further provides that the University may release certain information about the student, designated as directory information, unless the student has informed the University in writing that such information may not be released.

## **Gramm-Leach Bliley Act**

The University of Evansville complies with the Federal Trade Commission (FTC) rule related to the safeguarding of customer financial information under the Gramm-Leach-Bliley Act (GLB Act) of 2000. The law requires financial institutions to ensure security and confidentiality of customer records including names, addresses, telephone numbers, bank and credit card numbers, income and credit histories and social security numbers. Higher education institutions fall under the category of financial institutions because we participate in financial activities such as making Federal Perkins Loans. Detailed policy information may be obtained through the Information Security Coordinator.

## Directory Information

This is information, which, by common usage, is known to be available from various sources. It includes: name, home address, local address, telephone listings, major field of study, full-time or part-time status, participation in officially recognized activities (in athletics, the weight and height of members of athletic teams), dates of attendance, degrees earned, awards received, photograph, and most recent previous school attended.

## Drug and Alcohol Violation Disclosures

According to the Higher Education Amendments of 1998, nothing in the General Education Provisions Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records if (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

## Restricted Information

Students are allowed access to restricted information, which may be released as described in the section below. It includes: date of birth, place of birth, social security number, the courses elected, grades earned, grade point average, class rank, academic and disciplinary actions by appropriate faculty, student or administrative committees, the most recent student educational records from previous educational agency or institution attended by the student, financial arrangements between the student and the University, and any other education record containing personally identifiable information. Letters of recommendation received after January 1, 1975, are considered restricted information unless the student has specifically waived right of access.

### **The following are not "Education Records":**

1. Records of educational personnel, that is, instructional, supervisory and administrative personnel, which are in the sole possession of the maker and which are not accessible or revealed to any person except a substitute;
2. Records of the Department of Safety and Security which are maintained apart from other institutional records maintained solely for law enforcement purposes are not disclosed to individuals other than law enforcement officers of the same jurisdiction;
3. Records relating to individuals who are employed by the institution, which are made and maintained in the normal course of business, relate exclusively to individuals in their

capacity as employees and are not available for use for any other purpose. (Records of individuals in attendance at the University who are employed as a result of their status as students are education records, e.g. work study);

4. Records relating to a student which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional to be used solely in connection with the provision of the treatment to the student and not disclosed to anyone other than individuals providing such treatment;
5. Records containing information about an individual after he or she is no longer a student.

## **Access To and Inspection of Student Education Records Maintained by University Offices**

### **A: Procedure for Students to Inspect their Education Records**

Students may inspect and review their education records upon request to the appropriate custodian of that record. They should submit a written request which identifies as precisely as possible the record or records he/she wishes to inspect. An appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days from the receipt of the request. When a record contains information about more than one student, students may inspect and review only their own records.

### **B: Types, Locations, and Custodians of Students' Education Records.**

<b>Types</b>	<b>Location</b>	<b>Custodian</b>
Admissions Records	Office of Admissions	Dean
Billing Records	Student Accounts Office	Director
Official Academic Records	Office of the Registrar	Registrar
Health Records	Health & Wellness Center	Director
Financial Aid Records	Office of Financial Aid	Director
Placement Records	Office of Career Services	Director
Disciplinary Records (Conduct)	Office of the Dean of Students	Dean

### **C: Right of the University to Refuse Access**

The University of Evansville reserves the right to permit a student to inspect the following records:

1. The financial records of the student's parents
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975
3. Records connected with an application to attend the University of Evansville if that application was denied or the student was never in attendance
4. Those portions of records which contain information about other students
5. Those records which are excluded from the FERPA definition of education records.

#### D: Refusal to Provide Copies

The University of Evansville reserves the right to deny transcripts or copies of records not required to be made available by FERPA in either of the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.

#### E: Fees for Copies of Records

There will be a fee of \$.50 per page for copies of records. There is no charge for official transcripts.

## **Release of Student Education Records Maintained By University Offices and Record of Requests for Release of Information**

#### A: Directory Information

Directory information may be released unless the student indicates otherwise. Students who wish no release of their directory information must inform the Office of the Registrar in writing within one week of the beginning of the Fall Semester each academic year. Students may rescind their request for no release at any time in writing at the Office of the University Registrar. While the University will honor a student's request to withhold directory information, it cannot assume responsibility to contact the student for subsequent permission to release such information. Regardless of the effect upon the student, the University assumes no liability as a consequence of honoring instructions that directory information be withheld.

#### B: Restricted Information

Any form of restricted information should be released only in person or in writing to the

inquirer; such information should not be released by telephone without reliable identification as to the person and authority. The University of Evansville will release restricted information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; or a person elected by the Board of Trustees; or a person employed by or under contract to the University to perform a special task, such as the attorney or auditor. "Legitimate educational interest" means that faculty or staff need access to a student's "education records" in order to perform their assigned tasks involving a given student's educational interest. The custodian of any given record has the responsibility to allow access only when the need has been acknowledged as policy or when the need is clearly demonstrated. The custodian should consult with her/his supervisor in questionable cases. A school official has a legitimate educational interest if the official is:
  - a. Performing a task that is specified in his or her position description or contract.
  - b. Performing a task related to a student's education.
  - c. Performing a task related to the discipline of a student.
  - d. Providing a service or benefit relating to the student's family, such as health care, counseling, job placement or financial aid.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported educational programs.
3. In connection with a student's request for receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. If release is required by a state law that was adopted before November 19, 1974.
5. To organizations conducting certain studies for or on behalf of the University.
6. To officials of other institutions in which the student seeks to enroll, on the condition that the University makes a reasonable attempt to inform the student of the disclosure.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.

10. To disclose academic or financial information to the parents of financially dependent children.

#### C: Record of Requests for Release of Information

The University of Evansville will maintain a record of all releases of information from a student's education records not directly authorized by the student. The record will indicate the name of the party making the request, any additional party to whom it may be released, and the legitimate interest the party had in requesting or obtaining the information. The student may inspect this record of requests.

## General Instructions

When students request letters of recommendation, they must indicate to the writer and for the record whether or not they have waived their right of access. University offices may not require that a student waive right of access as a condition of receiving the services of that office.

## Procedures for Correcting Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records.

- A. A student must ask the appropriate college official to amend a record. In so doing, the student should identify the part of the record to be changed and specify how the record is believed to be inaccurate, misleading, or in violation of their privacy or other rights.
- B. The University of Evansville may comply with the request, or it may decide not to comply. If it decides not to comply, the University of Evansville will notify the student of the decision and advise them regarding the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- C. Upon request, the University of Evansville will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
- D. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- E. The University of Evansville will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

- F. If the University of Evansville decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy or other rights, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the University of Evansville discloses the contested portion of the record, it must also disclose the statement.
- G. If the University of Evansville decides that the information is inaccurate, misleading, or in violation of the student's right of privacy or other rights, it will amend the record and notify the student, in writing, that the record has been amended.
- H. Since students receive grade reports after the end of each semester. It is the student's responsibility to seek correction for any apparent errors in the posting of grades. Failure on the student's part to seek correction within a reasonable period of time indicates that records are accurate as stated.

## **Interpretation**

This policy is promulgated (in part) in order to implement the provisions of the Family Educational Rights and Privacy Act (FERPA) and regulations promulgated thereunder (collectively, the Act). It is not intended to replace or supersede any provisions of the Act and should to the extent possible be interpreted in a manner consistent with the Act. In the event of any conflict or inconsistency between the provisions of the Act and this policy, the provisions of the Act shall prevail.

## **SECTION 7 BENEFITS**

### **Benefits**

Active full-time staff members are eligible for health, life, dental and disability insurance, vacations, holidays, sick leave, tuition remission, retirement, and other benefits under specified conditions. For benefit purposes, “full-time” means staff members appointed by the President to perform at least 30 hours of service per week for at least ten (10) months during the academic year. Certain benefits do have different eligibility requirements.

Some benefits described in this manual may be covered more thoroughly in a Summary Plan Description (SPD) or Plan Document. In the event of a discrepancy between this manual and the information in the SPD/Plan Document, or if questions of eligibility or coverage arise, the SPD/Plan Document shall control. Summary Plan Descriptions and Plan Documents for UE benefit plans can be found at: <http://acelink.evansville.edu/Areas/HR/>

If you have questions about these benefits, please contact the Office of Human Resources.

### **Health Insurance**

The University of Evansville provides benefit-eligible staff members a choice between two University-sponsored comprehensive health plans administered by Meritain Health. The University and employees share in the cost of monthly premiums for health insurance. The amount each pays varies and is subject to review and change at least once each year on June 1st. No contribution is made by the University for Medicare.

Staff members may enroll on the first day of the month following 30 days of employment. Enrollment forms and more complete information may be obtained from the Office of Human Resources. Enrollment after the 31st day of eligibility may require evidence of insurability satisfactory to the insurance company or waiting until open enrollment on June 1, unless an employee has a qualifying change in family status.

Continuation of health benefits is available for eligible employees and dependents in accordance with COBRA legislation. Contact the Office of Human Resources for complete information

about continuation coverage.

## **On-Site Medical Clinic**

A medical clinic for employees and dependents covered on UE health insurance is located in Sampson Hall. The clinic is open 12 hours per week and is staffed by UE nurses and a nurse practitioner contracted through Tri-State Community Clinics. All services offered by the clinic are provided at no cost to employees and dependents, including office visits, prescriptions, and labs. To schedule an appointment at the clinic, please go to:

<http://www.tscommunityclinics.com/appointments/university-of-evansville-appointments>

## **Group Life Insurance**

Benefit eligible staff members may enroll in a group life insurance program underwritten by Principal Life Insurance Company. Coverage will become effective the first day of the month following 30 days of employment.

Additional insurance for families in the amount of \$4,000 for the spouse and/or \$2,000 for each dependent child over six months old, but less than 25 years, is also available. In the event of accidental death, life insurance for the employee is doubled. Accidental death insurance is not available for dependents, spouses, or retirees.

Dependents' insurance, after the death of active, emeriti, or retired employees enrolled for life insurance at the time of death, will be continued subject to the conditions outlined in the policy booklet, provided the required contributions are made to the University.

## **Voluntary Life Insurance**

Additional voluntary life insurance coverage is available from Principal for benefit eligible staff members, with guaranteed issue coverage available up to \$250,000 for the employee and \$50,000 for the spouse. Coverage subject to evidence of insurability is available up to \$500,000 for the employee and \$250,000 for the spouse. Coverage for dependent children is also available.

## **Long Term Disability Insurance**

Benefit eligible staff members may enroll in Principal group long-term disability insurance on the first of the month following one year of employment.

Disability insurance provides monthly income benefits, which begin on the first of the month following five consecutive months of total disability, equal to 60 percent of one-twelfth of the annual contract salary and, if enrolled in a TIAA-CREF retirement program for at least 3 months contributions to the retirement accounts. The maximum disability income benefit is \$5,000 per month including Social Security and/or worker's compensation. An additional monthly contribution of 15% of the contract salary is paid into TIAA-CREF accounts for persons enrolled

in and receiving the University's contribution into their retirement plan. A five percent contribution is made into the retirement account of those who are voluntarily participating in TIAA-CREF with 3 or more months of service, but less than the period required to receive the University's contribution. Benefits are paid after an employee cannot fulfill employment responsibilities for five consecutive months.

The University pays one-half the premium cost for this benefit. Premiums are subject to change November 1 each year.

## **Dental Insurance**

Regardless of participation in the group health insurance program, benefit eligible administrators may participate in the dental insurance program through Health Resources, Inc. (HRI), a voluntary group dental plan. Premiums will be paid entirely by employees. Coverage is available the first of the month following 30 days of employment.

## **Flexible Spending Account (ACES)**

ACES is a flexible spending account program which is available to benefit eligible staff members. It is a tax-efficient way to pay for health, dental, and dependent care expenses.

The plan year for ACES is June 1 through May 31. Open enrollment for ACES will be announced and conducted during April each year for eligible employees. This will be the only opportunity for eligible employees to enroll until the next plan year.

## **403(b) Retirement Savings Program**

All staff members who work an average of 20 hours per week during the academic year (and at least 1000 hours per year), except employees whose employment is incidental to their education, are eligible to participate in the University of Evansville 403(b) retirement plan with TIAA-CREF. Eligible employees can enroll immediately and begin contributions into the plan following their hire date.

Employee contributions are tax-deferred. Therefore, deductions are made pre-tax from participating employee paychecks. Any taxes owed are paid at the time of distribution by the participant.

The University of Evansville currently\* provides a 2x match up to the first 5% of employee contributions (e.g., if the employee contributes 5% of their pay, UE will contribute an additional 10%). Please see the schedule below for an example of how the match currently is administered. Retirement plan contributions are deducted for all wages that are subject to W-2 (including, for example, additional pay for teaching summer classes). For those employees whose payroll deductions stop before the end of the year because they have contributed the annual maximum allowed by the IRS, the University's matching contribution will end at that time, as well.

Employees are eligible for the match once they are age 21, complete one year of service, and work an average of 20 hours per week. The match begins on the first of the month following the employee's eligibility date. Employees with at least 1000 hours of employment at an institution of higher education or non-profit (research) institution during the previous 12 months prior to their hire date will be credited for that service toward the one-year eligibility requirement. Vesting of all employee and University contributions is immediate.

Plan Contributions as a Percent of Salary:	<i>Participant</i>	<i>University</i>	<i>Total</i>
	1%	2%	3%
	2%	4%	6%
	3%	6%	9%
	4%	8%	12%
	5%	10%	15%
	6%	10%	16%

Additional details about the TIAA-CREF plan are available in the Office of Human Resources. However, questions/advice about investment elections, determining how much to contribute, or distribution options should be directed to TIAA-CREF at 1-800-842-2776. All contracts and certificates are between the participant and TIAA-CREF.

\*The University reserves the right to modify its matching schedule at any time.

## **Post-Retirement Healthcare**

University of Evansville offers a program to assist benefit eligible staff members with post-retirement healthcare through Emeriti Health Care Solutions. The Emeriti program provides employee and employer contribution and investment options through TIAA-CREF, as well as healthcare group coverage at retirement through Aetna Life Insurance Company. All benefit eligible employees are eligible for a voluntary employee benefit association (VEBA) trust. The University will make contributions to this account for benefit eligible employees age 40 and over. Benefit eligible employees of any age are eligible to make additional contributions in after-tax dollars to their VEBA account, but are not required to do so to receive the University's contribution. It should be noted that these funds may only be used to cover healthcare costs in retirement as defined by IRS regulations.

Assuming an employee receives VEBA contributions from age 40 to age 65, it is estimated that the projected contributions provided by the University would cover approximately 50% of the projected costs of retirement health insurance premiums for the employee only from age 65 to 85. Like any projection, there is no guarantee of investment growth or actual health care premium costs in the future. It is the responsibility of the employee to adjust their voluntary contributions in accord with their overall investment strategy for retirement. The retiree may also choose less expensive insurance options and extend the funds.

Emeriti currently offers a number of Medicare supplement group health insurance options through Aetna, ranging from basic prescription drug coverage only to comprehensive coverage. The retiree may choose any of the coverage plans, and there are open enrollment periods where the retiree may change plans. At age 65, the retiree must enroll in one of these plans to have future access to all Emeriti insurance.

The Emeriti standard for retirement eligibility is age 55 with at least 10 years of continuous service or age 65 with at least 5 years of continuous service. An employee who has satisfied the Emeriti eligibility standard will avoid forfeiture of their employer contributions to the VEBA account upon termination of employment, may begin receiving reimbursement benefits for qualified medical expenses, and will be eligible for enrollment in one of the Emeriti insurance plans at age 65. If an employee has not satisfied the Emeriti standard for retirement eligibility, they will avoid forfeiture of employer VEBA contributions if they have performed at least 10 years of continuous service at the University. However, they will not be eligible for the reimbursement benefit until age 55 (assuming account balance is over \$5000) and they cannot enroll in the Emeriti insurance plans. If you leave the University before the vesting period has passed, you forfeit the University contributions. Your voluntary funds and their investment growth dollars are yours, but must remain in the VEBA account for use at retirement.

All other employees will not be eligible for post-retirement healthcare benefits except under the provisions of COBRA.

## **Grandfathering of Post-Retirement Insurance Premium Share**

Staff members who meet the following criteria may be eligible for continuation of group life, health and dental insurance with the University's premium contributions continuing if enrolled at the time of retirement:

- a. Employees reaching age 65 with at least 15 years of service prior to May 31, 2006 are eligible for continuation of group life, health and dental insurance with the University's premium contributions for themselves and their spouse. Employees grandfathered in 1997 with age 65 and at least 10 years of service prior to May 31, 2006 also are eligible for continuation of group life, health and dental insurance with the University's premium contributions for themselves and their spouse.
- b. Employees age at least 55 whose length of service plus age equaled at least 80 on or prior to May 31, 2009, are eligible for continuation of group life, health and dental insurance with the University's premium contributions for themselves. Employees grandfathered in 1997 and with age at least 55 whose length of service plus age equal at least 75 on or prior to May 31, 2009 also are eligible for continuation of group life, health and dental insurance with the University's premium contributions for themselves. Spousal benefits will not be available.
- c. Any individuals not meeting the criteria defined in sub-sections "a" and "b" above will not be eligible for continuation of health insurance coverage on the Meritain health insurance plans.

## Tuition Remission

The University of Evansville is committed to lifelong learning and scholarship. Employees, their spouses, and dependent children have the opportunity to participate in this process with the tuition remission benefit. Tuition remission benefits are available to regular operational budget employees, grant-related employees, retirees, emeriti, their spouses and dependent children who meet certain qualifications.

In the case of death or permanent disability of an emeritus professor or a full-time employee with at least five years of continuous full-time service and who was employed at the time of death or disability, any of their dependent children will continue to receive full tuition remission according to the rules of the program up to the first bachelor's degree.

All details governing tuition remission benefits are contained in the **Tuition Remission Policy**, which can be found at: <http://acelink.evansville.edu/Areas/HR/>

## Tuition Exchange

The University of Evansville participates in the Tuition Exchange (TE) program [www.tuitionexchange.org](http://www.tuitionexchange.org) and also in the CIC tuition exchange program [www.cic.edu](http://www.cic.edu). Under this arrangement, full-time administrators and their dependents are eligible to apply to participating colleges and universities for TE scholarships equivalent to basic tuition. A list of participating schools can be found on the websites listed above. For more information on TE, guidelines for eligibility, and the application process, contact the liaison officer in the Office of Academic Affairs, Room 205 Olmsted Hall.

**SECTION 8  
EXCUSED ABSENCES**

## **Vacation**

Vacation with pay is granted to benefit-eligible staff of the University of Evansville. Part-time employees do not participate in the vacation benefit. However, they may be granted time off work without pay by their supervisors.

The following vacation accrual schedule is eligible employees:

<b><u>Length of Service</u></b>	<b><u>Accrual Rate</u></b>
New hire to 5 year anniversary	12 working days
First payroll after 5 year anniversary to 10 year anniversary	15 working days
First payroll after 10 year anniversary to 20 year anniversary	20 working days
First payroll after 20 anniversary	22 working days
Employees of record as of May 31, 1990	22 working days

All vacations are subject to the following provisions:

### **Vacation Accrual**

- Vacation is earned (accrued) during each pay period in one fiscal year (June 1 to May 31) and available in the next fiscal year.
- Vacation days accrued in a prior year must be used by May 31 of the current year or the days are forfeited. Employees are prohibited from cashing out unused vacation days at the end of the fiscal year.
- Vacation accrual for staff employees is based on hours paid up to their regular work schedule. Therefore, a staff employee paid less than their regular schedule will not accrue the full amount of vacation time. Staff that do not work in the summer do not accrue vacation unless previously grandfathered by the University.
- Vacation is not accrued for overtime hours worked.

- Employees who begin accruing at a new rate in the middle of a fiscal year will receive a pro-rated number of vacation days the following fiscal year. For example, an employee whose 5 year anniversary is December 1 will receive approximately 13.5 vacation days the following June 1 because they accrued vacation for half the fiscal year at the 12 working day rate and the other half of the fiscal year at the 15 working day rate. This employee would receive the full 15 working days of vacation during the following fiscal year because they would have accrued at the higher rate for the entire fiscal year.

## **Vacation Payment**

- Employees are prohibited from cashing out unused vacation days.
- Vacation pay is based on the employee's regular rate of pay.
- Vacation pay is based on the employee's regular hours worked (working day). Therefore, if an employee is regularly scheduled to work 6 hours per day and they take a vacation day, they will receive 6 hours of vacation pay.
- No employee will be allowed to take more paid vacation days than have been earned in the prior fiscal year. Therefore, except for new hires, borrowing of vacation hours from a future fiscal year is not permitted.
- If a paid holiday falls within a vacation period, that day is counted as a holiday, rather than vacation.

## **New Hires**

- Employees hired after June 1 of one fiscal year will receive a pro-rated amount of vacation the following fiscal year based on the number of pay periods worked. For example, an employee hired on December 1 will receive 6 working days of vacation on June 1 of the following fiscal year.
- After six months of employment, a new hire may take one half of their annual vacation benefit (6 working days). Please note these vacation days are "borrowed" from the available balance for the next fiscal year. For example, an employee hired on June 1 will be able to use 6 working days of vacation on December 1. Whatever days this employee uses between December 1 and May 31 will be subtracted from their available balance on June 1 of the following fiscal year.

## **Vacation Requests**

- Accurate reporting of vacation leave is the joint responsibility of the employee and the immediate supervisor.
- Vacation requests are to be submitted in writing to the employee's immediate supervisor using the Vacation Leave Request form. After approval by the appropriate vice president, one copy will be returned to the employee and one copy will be sent to the Office of Human Resources where vacation records are maintained.
- Employees should submit vacation requests at least two weeks in advance.
- Due to workload and other factors, it is not always in the best interests of the University for an employee to take more than two (2) weeks vacation at a time. One's immediate supervisor

will make decisions on such restrictions after considering office workloads and staffing requirements.

## **Vacation Payout at Separation**

- No vacation is paid to employees who separate from employment before completion of one full year of service.
- An employee who separates from employment after completing more than a full year of service shall only be entitled to payment of vacation days earned in the prior fiscal year, yet unused as of the date of separation from employment. By separating from employment, the employee forfeits any right to payment of accruing (but not yet available) vacation days during the current fiscal year.
- The University will pay to the estate of any benefit-eligible employee who dies an amount equal to the value of unused vacation at date of death (just like an employee who separates from employment).

## **Holidays**

The following holidays are observed by the University:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Any holiday which falls on a Saturday is usually observed on the preceding Friday; any holiday which falls on a Sunday is usually observed on the following Monday, except when the holiday is celebrated on a different day as a result of a national proclamation.

At the discretion of the University president, days may be added or deleted.

If you are required to work on a scheduled holiday, you will be notified by your area supervisor and given compensatory time off work.

To be eligible for holiday pay, you must be in paid status on the last scheduled workday prior to and the first scheduled workday after the holiday.

Employees working in areas that shut down in advance of scheduled holidays are not eligible for holiday pay (such as the Crayton E. and Ellen Mann Health Center).

Part-time employees are not eligible for holiday pay.

## **Funeral Leave**

In the event of death of an employee's spouse or child, up to five (5) days off with pay will be permitted.

Upon the death of any of the following immediate family members, up to three (3) days off with pay will be granted: parent, guardian, brother, sister, mother-in-law, or father-in-law.

One (1) day off with pay will be permitted for other relatives: aunt, uncle, sister-in-law, brother-in-law, grandchild, or grandparent.

## **Jury Duty**

If you are called upon to serve on a jury, the University will grant you the necessary time off from work. You will receive your regular pay for time spent on jury duty during normal working hours not to exceed 30 days per calendar year.

## **Military Leave**

Military leaves will be given in accordance with the Uniform Services Employment and Reemployment Rights Act of 1994. All employees are to provide the University with advance notice of military service if possible. Employees taking a military leave are encouraged to work with the University voluntarily to accommodate each other's needs.

## **Sick Leave**

In the event of illness, your income is protected by earned sick leave. During the first year of employment, staff members earn one-half day of sick leave per month worked. After the first year of employment, sick days are earned at the rate of one day per month worked and may accumulate to a maximum of 110 days. Sick days are not to be considered as holidays or added vacation and should be used only when your personal illness prevents you from working. The University reserves the right to require a physician's statement for any sick days. Sick days may only be used to care for a family member if the employee is on an approved FMLA absence to care for that family member.

Employees who are going to be absent for a prolonged period should file a written request for leave with their immediate supervisor. We will attempt to fill the vacancy during this period with occasional help so the employee can return to the same position predicated on obtaining a physician's statement. If this is not possible, the first vacancy for which the employee applies and is qualified for must be accepted.

Maternity leave may be granted for up to three consecutive months (66 consecutive work days) of paid sick time off; subject to FMLA eligibility.

If an employee is on an FMLA leave, they will be paid for these absences through the sick time off benefit and then vacation. Any FMLA absences incurred once paid sick time and vacation benefits have been exhausted will be unpaid.

## **Family and Medical Leave**

It is the policy of the University of Evansville to grant up to 12 weeks of family and medical leave (FMLA) during any 12-month period (measured forward from the date any employee's FMLA leave begins) to eligible employees in accordance with the Family and Medical Leave Act of 1993. The leave may be paid, unpaid or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.

To qualify for a family and medical leave under this policy, the employee must have worked for the University at least 12 months and a minimum of 1,250 hours over the previous 12 months. Part-time employees working fewer than 1,250 hours per year are not eligible.

A family and medical leave is defined as any period during which an employee is away from work for one or more of the following reasons:

1. For the birth of a child and to care for the newborn child
2. A child's placement with the employee for adoption or foster care
3. To care for the employee's spouse, child or parent with a serious health condition
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job

FMLA leave for a newborn child or for the adoption or foster care placement of a child must be completed within 12 months of the birth, adoption or placement. If both parents are employed by the University, they are entitled to an aggregate of 12 weeks of leave.

FMLA leave for any event listed in items 3 and 4 may be taken on an intermittent or reduced schedule basis if medically necessary, as determined by medical certification. Such time must be recorded on an hour-for-hour basis regardless of the employee's classification.

Any employee wishing to be considered for FMLA must provide the University with sufficient information to support a determination that the leave qualifies as FMLA. Request forms are available from the Office of Human Resources.

Requests for a foreseeable leave qualifying under FMLA should be made at least 30 days prior to the first date of the requested leave. Otherwise the notice must be given as soon as practicable. Please call the Office of Human Resources for further information.

## **SECTION 9 DIRECTORY OF SUPPORT SERVICES**

### **Offices of Academic Advising and Registrar**

The Office of Academic Advising is responsible for coordinating the work of faculty academic advisors by assigning advisors to students; providing student advising folders with personal information, educational history, and test scores as well as academic warnings, tutoring and supplemental instruction, and other information that support the advising process; and serving as a clearinghouse for the dissemination of advising resource materials to the faculty. The Director of Academic Advising is responsible for monitoring the advising system, reassigning advisors, monitoring the probation and dismissal policies, and forwarding appeals and petitions to the Admissions and Standards Committee.

The Office of the Registrar is responsible for all aspects of student registration and records which include planning registration, maintaining student records, evaluating transcripts, processing degree audits, certifying degrees, explicating academic policy, preparing class schedules, monitoring and controlling the probation and dismissal policies, and providing enrollment statistics and research. The Registrar is responsible for the planning, implementation and maintenance of all aspects of student registration, academic records, and dismissal policies. The Director of Academic Advising and the Registrar, in consultation with the Vice President for Academic Affairs, are responsible for recommending and interpreting academic policies and procedures.

### **University Libraries**

The University of Evansville Libraries provides faculty, students, administrators and staff with an expanding array of information services and resources. Services and resources correlate directly with the teaching and learning mission of the University. Central services are cited and described immediately following. Consult the Libraries' web page (<http://libraries.evansville.edu>) throughout the academic year for the most current information on services, resources, and hours.

## **ACE, the On-Line Catalog**

Access to the array of information resources of the Libraries is available through the online catalog known as ACE (Automated Catalog at Evansville). Access to the online catalog is supported from networked PCs from offices, dormitories, computer labs and from home as well as in the Libraries at <http://library.evansville.edu>. Contact the Cataloging Department at 488-2464 or the Reference Desk at 488-2482 for more information or assistance.

## **Circulation Loan Privileges**

Staff members may borrow books, videos, DVDs, and audio tapes. Journals, microforms, newspapers, reference materials, and electronic media do not circulate. The loan period for books in the general collection is on a semester basis. Books must be returned or be renewed at the end of each semester. Upon leaving the University, all library materials must be returned. A current University identification card must be presented to borrow circulating materials. Identification cards are available through the Office of Safety and Security. Contact Circulation Services at 488-1062 for further information concerning circulation loan privileges.

## **Collections**

The physical collection of University Libraries is comprised of a core collection of information resources which directly support the curriculum of the University. Resources include the following.

- . 277,500 bound volumes
- . 473,000 microform units
- . 60 electronic resources
- . 15,000 scholarly journals in print and electronic Formats
- . 13,000 audio-visual items

Special collections include the following:

*The Faculty Authors' Collection* contains the works authored and edited by members of the University's faculty. The collection is maintained as a discrete collection in the University Archives. Faculty authors are encouraged to donate copies of their works for addition to this special collection.

*The James L. Clifford Collection* contains books, periodicals and reprints by and about Samuel Johnson and his era. The collection is composed of the working library of James L. Clifford, a noted Johnson scholar, which was donated to the University in 1981 by Mrs. Clifford. Access to this collection is restricted to scholars of Johnson. Contact Circulation Services at 488-1062 for more information.

## **On-line Resources**

The Libraries offer an array of online resources, including over fifty databases available from: <http://libraries.evansville.edu>.

Networked PC workstations are available on all floors of the Libraries. Workstations provide access to full text databases, the World Wide Web, indexing and abstracting services, and multimedia reference resources. The Libraries' repertoire of electronic resources includes the selected titles cited below. Contact Reference Services at 488-2482 for more information.

### Online Resources

- . Academic Search Premier
- . America: History & Life
- . American Chemical Society Journals
- . Annual Review of Psychology
- . Art & Architecture Complete
- . Asian Business & Reference
- . ATLAS Religion
- . Biblical Archaeology Society Online Archive
- . Biography Resource Center
- . BioOne
- . Biological and Agricultural Index
- . Britannica Online
- . Business Source Premier
- . CINAHL with Full Text
- . College Source Online
- . Columbia International Affairs Online
- . Contemporary Women's Issues
- . CQ Researcher/CQ Weekly
- . ERIC
- . Europa World
- . Grove Dictionary of Art
- . Grove Dictionary of Music
- . Health Source Plus
- . Historical Abstracts
- . Hoover's Online
- . International Index to the Performing Arts
- . JSTOR
- . MathSciNet
- . Medline
- . MLA International Bibliography
- . Music Index
- . Naxos Music Library
- . New York Times (1851 – Present)
- . Newspaper Source
- . Oxford Reference Online
- . Oxford English Dictionary
- . Palgrave Dictionary of Economics
- . Philosopher's Index
- . Play Index
- . Project MUSE
- . PsycARTICLES
- . PsycInfo
- . Science Direct
- . SciFinder Scholar
- . SocIndex with Full Text
- . Sport Discus with Full Text
- . Wall Street Journal (1889 – Present)
- . West Law
- . WorldCat

### Hours

University Libraries maintains extensive hours throughout the academic year. Open hours include 95 weekly hours during the autumn and spring semesters, 68 weekly hours during the summer sessions, and abbreviated hours during intersessions and scheduled breaks. Contact the library hours recording at 488-1044 or consult the Libraries' web page (<http://libraries.evansville.edu/hours>) for current hours information.

## **Interlibrary Loan and Reciprocal Borrowing**

Interlibrary Loan affords faculty, students, administrators, and staff access to research and information resources which are not part of the Libraries' collection. Books, journal articles, and other types of information materials which are not owned by the Libraries may be requested from major library and information centers. To initiate an ILL request, complete the ILL Request Form available on the Libraries' web page listed under "Request Forms" or from the ACE online catalog page via the Patron Information option and selecting Requests. The Libraries underwrites the cost of this service except in extraordinary instances when the requester may be required to contribute to the cost of the transaction. Requested materials routinely require five (5) to ten (10) working days to be filled. RUSH document delivery may be requested. The cost associated with rapid delivery for materials available on a rush basis are recharged to the requestor. Contact Circulation Services at 488-1062 for more information.

Reciprocal borrowing onsite was launched in 2005 by academic libraries across Indiana. University faculty, students, administrators, and staff are eligible to participate in this program. Contact Circulation Services at 488-1062 for more information.

## **Library Instruction**

Library instruction program is a major service priority. Instructional sessions focus upon library research methodology. Introductory, intermediate, and advanced sessions are provided. Sessions are tailored to specific course content, and are developed in consultation with the class instructor. Contact the program coordinator at 488-2247 or 488-2482 to schedule a library instruction session or complete an electronic library instruction request form available on the Libraries' web page under "Request Forms."

## **On-line Literature Searching**

Mediated online literature searches are provided by the Libraries through DIALOG search service. To initiate a request, complete the Search Request Form available on the Libraries' web page listed under "Request Forms" or at the Reference Desk. This online service is subsidized by the Libraries to all University of Evansville faculty, administrators, staff, and junior and senior students. Users of this research service may be asked to contribute to the cost of complicated searches. Contact References Services at 488-2482 or 488-2727 for more information.

## **Reference, Research and Information Services**

Reference, research and information services are available during most open hours. Librarians are available to faculty, administrators, and staff at the reference desk and by appointment. Services include reference and research assistance, information or consultation. Instructors may encourage students with class assignments which require a library research component to schedule a one-to-one RAP Session with a librarian. Contact Reference Services at 488-2482 for more information on the variety of services available.

## University Archives

University Archives is the repository of archival records pertaining to the history and operations of the University of Evansville. Access to the archives is arranged by appointment and may be scheduled by contacting Collection Development at 488-2486.

## Library Web Page

The Libraries maintains a highly dynamic web page (<http://libraries.evansville.edu>) which is a gateway to information resources and services as well as a source of current library information. Access to ACE, the online catalog, to full-text databases, and to powerful Internet search engines are a sampling of the resources available. Visit the Libraries' web page or contact Reference Services at 488-2482 for more information.

## Student Life Center

The Student Life Center, located in the Ridgway University Center, houses staff and programs designed to assist students. The various services offered are described in the undergraduate catalog and the student handbook. These services are generally available without charge to full-time and part-time students. Faculty and staff members are encouraged to refer students to the Student Life Center for information or help regarding a variety of educational, vocational, and personal concerns.

In addition to the various functions of the office of dean of students, the Student Life Center includes these services:

New Student Orientation	Greek Life
Residence Life	Volunteer Services
Student Activities and Organizations	Health Education
Discipline	Security
Student withdrawals and cancellations	Security Counseling Center
Career Services	International Student Services
International Institute	Disability Services
Center for Student Engagement	Religious Life
Fitness and Recreational Sports	Health and Wellness

Health care services for students are available from the Health and Wellness Center located in Sampson Hall, adjacent to the McCurdy Memorial Union Building. The Office of the University Chaplain is located in Neu Chapel. The Director of the Fitness Center and Intramurals is located in the Student Fitness Center. The office of the Director of Safety and Security and security services are located in the General Services Building.

## Computer Services

## **Office of Technology Services**

The Office of Technology Services staff resides in the lower level and first floor of the Clifford Memorial Library. In addition to supporting the University's administrative functions by programming and operating the system using a large suite of custom applications, Technology Services maintain the campus administrative network that connects workstations and terminals to the various file, application and e-mail servers.

Some of the services provided to the campus community are:

1. Test scoring services
2. Students lists
3. Student labels
4. Class rosters
5. Grade reports
6. Midterm grade reports
7. Student website for grades, class schedules, degree audit, degree shopping, personal information verification.
8. Hardware and software repair
9. Delivery of audiovisual equipment
10. Maintaining the campus network infrastructure
11. Maintaining the campus file servers and Internet access
12. Maintaining the University's World Wide Web site
13. Consultation regarding educational technology
14. Media and multimedia production
15. Distance learning facilities
16. Technology Education
17. New hardware procurement
18. Telephone Services

Call extension 2958 for more information and details.

The Office of Technology Services provides the University community with facilities and services related to the technology of information and learning. These services include but are not limited to the following:

### **Help Desk**

The main point of contact for most individuals needing the various services offered by the Office of Technology Services is the Help Desk. Full-time employees and a contingent of student workers staff the Help Desk and are responsible for the support and services offered by the department. The Help Desk is open Monday through Thursday from 8:00 a.m. to 9:00 p.m. The hours on Friday are 8:00 a.m. to 5:00 p.m. It is located in the first floor of Clifford Memorial Library and can be contacted via email at [help@evansville.edu](mailto:help@evansville.edu), by phone at 488-2077 or by fax at 488-2088.

### **Media Services**

The Office of Technology Services provides an expanding array of media services to the

University. These services include media production and development, audiovisual equipment for classroom use, and direct support of multimedia instructional presentations.

Media production services are available to all members of the University community and are delivered on a first-come, first-served basis. These services include, but are not limited to slide production, video production, audio production, online media presentations, CD-ROM mastering, instructional Web development, media presentation formatting, and several types of overhead transparencies. More complex projects require significant advance notice, but most projects can be completed within a week from the date of request. All media production requests must be submitted through the Help Desk, and many require discussion with OTS staff prior to their development.

The following equipment is available for checkout and classroom use: TV/VCR units, video projectors, LCD projection units, CD players, PA and sound systems, cassette recorders, overhead projectors, slide projectors. To ensure delivery in an accurate, timely manner, instructors **MUST** reserve audiovisual equipment at least 24 hours before scheduled use. To schedule equipment, please contact the Help Desk. University sponsored organizations may use equipment, when not reserved for classroom use, by securing the signature of their faculty advisor. Technical support is also provided for special functions and events. Requests for this service should be made in writing and well in advance of the event to assure availability of equipment and technical support.

## **Telephone Services**

The Office of Technology Services has upgraded the telephone system on the UE campus with an Internet protocol telephone (IPT) system. In short, the telephones now work over the same network as the computers on campus. These telephones provide increased functionality with features such as voice mail, call transfers and better manageability for calls that come into or go out over the campus network. Internal telephone calls may be completed by dialing the four digits listed in the University directory. Calls from off-campus telephones to the University may be made by dialing the proper prefix and the four digit number. Refer to the UE campus telephone directory for more information.

## **Long Distance Calling**

There are two methods for calling long distance: SUVON and the UE-contracted long distance vendor.

## **Contracted Long Distance Vendor**

Dial 9 + 1 + the area code + seven digit number. Each department is billed monthly for charges. Note that the services are billed to the department on a per minute basis. The telephone system is not intended to be used for personal calls. However, if it is necessary to place a personal call, keep the call as brief as possible. Long distance personal calls should be placed either using a credit card or collect. Personal calls are not to be charged to UE. Any telephone service problems should be reported to Telephone Services at ext. 2999. Requests for additional telephone service

should be submitted in memo form to the employee's department head for approval and then forwarded to the Office of Technology Services. Depending on service requested, a budget adjustment request may need to be completed with appropriate approvals obtained. Contact Telephone Services at ext. 2999 for more details. For more information regarding this telephone system, go to the Web site [ots.evansville.edu/telephones](http://ots.evansville.edu/telephones). If you experience difficulties with the telephone system or have questions regarding its use, please call Telephone Services at 812-479-2999.

## **Computing Services**

The Office of Technology Services supports computer use for instruction and scholarship as well as microcomputer use in administrative departments. The Office of Technology Services also installs, operates, and maintains the multi-protocol campus data network and the University's Internet connection. Several computer labs meet the students' and the University's general computing needs. Most of the labs function as computer classrooms, and the remaining are general-purpose labs. All but two labs are equipped with IBM-compatible personal computers and the other labs offers iMac Apple computers. Computer labs under the supervision of Technology Services are directly connected to the campus network, the Internet and include laser printers. Projectors and scanners are also available in many labs. Employees wishing to reserve computer labs for one-time presentations or special events can make such requests through the Help Desk.

The Office of the Registrar schedules the labs for classes that need these facilities for course meeting locations. Schedules are posted outside each lab indicating course meeting times and special event reservations.

Extensive software resources are available in the microcomputer labs with Microsoft Office being the standard business suite of applications offered on campus. Departments or individuals that are considering purchasing the appropriate licenses and wish to have computer software installed in the public labs for instruction should contact the Help Desk before doing so. As software installation in a networked environment can be difficult and time-consuming, such requests should be tendered a minimum of three months in advance of deadlines.

All lab computers are connected to the campus network, which is itself connected to the Internet. An account is available to staff and students, and these accounts allow users to exchange electronic mail and to share bulletin-board communications with local staff and students as well as anyone on the Internet.

### *Technology Services Policies*

As the Office of Technology Services offers users of the campus network the latest advances in technology, users of that technology must accept more responsibility for their access. In that respect, the University has adopted certain policies to which all users of the campus technology are expected to adhere.

## **Software Policy**

## **Software Code of Ethics**

Unauthorized duplication of copyrighted computer software violates the law and is contrary to the University of Evansville's standards of conduct. The University of Evansville disapproves of such copying and recognizes the following principles as a basis for preventing its occurrences:

- The University of Evansville will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- The University of Evansville will provide legally-acquired software to meet legitimate software needs in a timely fashion and in sufficient quantities for all University computers that require such software.
- The University of Evansville will comply with all license or purchase terms regulating the use of any software that the University of Evansville acquires or uses.
- The University of Evansville will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

The purpose of the code of ethics is to state the University of Evansville's policy concerning software installation and duplication. All employees shall use software only in accordance with the license agreement. Any other duplication of licensed software except for backup and archival purposes is a violation of the law. Unlawful duplication of copyrighted computer software violates the University of Evansville's standards of conduct.

The following points must be followed in order to comply with software license agreements:

1. All software must be used in accordance with the license agreements.
2. No employee (faculty/staff/student) of the University of Evansville will make any unauthorized copies of any software under any circumstances. Anyone found unlawfully copying or installing software is subject to institutional disciplinary policies and may be subject to civil and criminal penalties including fines and imprisonment.
3. No employee (faculty/staff/student) shall give software that is licensed to the University of Evansville, to any other employee or non-employee, including clients, customers and others, that would be outside the scope of the license agreement between the University and the software vendor.
4. Any employee (faculty/staff/student) who determines that there may be a misuse of software within their department shall notify the Assistant Vice President of the Office of Technology Services.
5. All software used by the University of Evansville on University of Evansville computers will be properly-purchased through appropriate procedures.

## **A Guide to the Ethical and Legal Use of Software for Members of the Academic Community**

SOFTWARE enables us to accomplish many different tasks with computers. Unfortunately, in order to get their work done quickly and conveniently, some people justify making and using

unauthorized copies of software. They may not understand the implications of their actions or the restrictions of the U.S. copyright law.

1. UNAUTHORIZED copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors.
2. UNAUTHORIZED copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on a campus, the institution may incur a legal liability. Also, the institution may find it more difficult to negotiate agreements that would make software more widely and less expensively available to members of the academic community.
3. UNAUTHORIZED copying of software can deprive developers of a fair return for their work, increases prices, reduces the level of future support and enhancement, and inhibit the development of new software products.

RESPECT for intellectual work and property of others has traditionally been essential to the mission of colleges and universities. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, databases and code.

THEREFORE we offer the following statement of principle about intellectual property and the legal and ethical use of software. This code intended for adaptation and use by individual colleges and universities was developed by the EDUCOM Software Initiative and is endorsed by the University of Evansville.

## **Software and Intellectual Rights**

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

### **Questions You May Have About Using Software**

- a. What do I need to know about software and the U.S. Copyright Act? Unless it has been placed in the public domain, copyright law protects software. The owner of a copyright holds exclusive right to the reproduction and distribution of his or her work. Therefore, it is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. If you have purchased your copy, however, you may make a backup for your own use in case the original is destroyed or fails to work.
- b. *Can I loan software I have purchased myself?* If your software came with a clearly visible license agreement or if you signed a registration card, **READ THE LICENSE CAREFULLY**

before you use the software. Some licenses may restrict use to a specific computer. Copyright law does not permit you to run your software on two or more computers simultaneously unless the license agreement specifically allows it. It may, however, be legal to loan your software to a friend temporarily as long as you do not keep a copy.

- c. *If software is not copy-protected, do I have the right to copy it?* Lack of copy protection does not constitute permission to copy software in order to share or sell it. Non copy-protected software enables you to protect your investment by making a back-up copy. In offering non-protected software to you, the developer or publisher has demonstrated significant trust in your integrity.
- d. *May I copy software that is available through facilities on my campus, so that I can use it more conveniently in my own room?* Software acquired by colleges and universities is usually licensed. The licenses restrict how and where the software may be legally used by members of the community. This applies to software installed on hard disks in microcomputer clusters, software distributed in disks by a campus lending library, and software available on a campus mainframe or network. Some institutional licenses permit copying for certain purposes. Consult the Office of Technology Services if you are unsure about the use of a particular software product.
- e. *Isn't it legally "fair use" to copy software if the purpose in sharing it is purely educational?* No. It is illegal for a faculty member or student to copy software for distribution among the members of a class without permission of the author or publisher.

### **Alternatives to Explore**

Software can be expensive. You may think that you cannot afford to purchase certain programs that you need. But there are legal alternatives to unauthorized copying.

### **Site Licensed and Bulk-Purchased Software**

Your institution may have negotiated agreements that make software available either to use or to purchase at special prices. Consult the Office of Technology Services for information. Software available through institutional site licenses or bulk purchases is subject to copyright and license restrictions and you may not make or distribute copies without authorization.

### **Shareware**

Shareware, or user-supported software, is copyrighted software that the developer encourages you to copy and distribute to others. This permission is explicitly stated in the documentation or displayed on the computer screen. The developer of shareware generally asks for a small donation or registrations fee if you like the software and plan to use it. By registering, you may receive further documentation, updates and enhancements. You are also supporting future software development.

### **Public Domain Software**

Sometimes authors dedicate their software to the public domain, which means that the software is not subject to any copyright restrictions. It can be copied and shared freely. Software without copyright notice is often, but not necessarily in the public domain. Before you copy or distribute software that is not explicitly in the public domain, check with the Office of Technology Services.

## **A Final Note**

Restrictions on the use of software are far from uniform. You should carefully check each piece of software and the accompanying documentation yourself. In general, you do not have the right to receive and use unauthorized copies of software, or make unauthorized copies of software for others.

If you have questions not answered by this brochure about the proper use and distribution of a software product, seek help from the Office of Technology Services, from the software developer, or publisher. This brochure has been produced as a service to the academic community by EDUCOM, and adapted by the University of Evansville. EDUCOM is a non-profit consortium of over 450 colleges and universities committed to the use and management of information technology in higher education, and ADAPSO, the computer software and services industry association. Although this brochure is copyrighted, you are authorized and encouraged to make and distribute copies of it, in whole or in part, providing the source is acknowledged.

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## **Acceptable Use Policy**

### **General Principles**

In support of the University of Evansville's academic mission, the Office of Technology Services supports, facilitates, and empowers access to, and use of, information technology resources. Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Thus, access to the University of Evansville's computer systems and networks imposes certain responsibilities and obligations and is granted subject to University policies, and local, state, and federal laws.

Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to freedom from intimidation, harassment, and unwarranted annoyance.

### **User Rights**

Users granted access to and use of University of Evansville computing resources have certain basic rights. These rights include but are not limited to:

- Freedom of expression.
- Freedom from harassment.
- Equitable share of resources.

It is a violation of the Acceptable Use Guideline for any user to violate these rights.

All users are expected to demonstrate a high level of ethics and regard for others in their access to and use of the campus computing resources. Access to the University's computing resources is a privilege that may be modified or terminated if a user violates the Acceptable Use Guideline or University policies, or local, state, or federal laws.

## **Guidelines**

### Acceptable Use

- Use resources only for authorized purposes.
- Access only files and data that are their own, that are publicly available, or to which they have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in their use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

### Unacceptable Use

- The installation or use of unauthorized Wireless Access Points or Routers.
- Displaying sexually-explicit, graphically-disturbing or sexually-harassing images, text or files in a public computer facility, or location, that can potentially be in view of other individuals.
- Attempting to access another user's computer files without permission.
- Supplying or attempting to supply false or misleading information or identification in order to access another user's account.
- Deliberate, unauthorized attempts to access or use University computers, computer facilities systems, programs, or data.
- The unauthorized capturing of computer network data directly from the network backbone or local area networking media, including wireless transmissions.
- Attempting unauthorized access to computers outside the University using the University's computers or communication facilities.
- Intentionally sending either e-mail or a program that replicates itself (i.e., a virus or worm) or damages another user's account, computer, or operating system.
- Recreational game-playing and/or audio/video file sharing that interferes with instructional or work-related use of University-owned computers.
- Using computer accounts for work not authorized for that account.
- Sending chain letters or unauthorized mass mailings.
- Users will not make, store, transmit or make available unauthorized copies of copyrighted material using the University's computers, networks or storage media. Nor may users use peer-to-peer file transfer services or take other actions likely to promote or lead to copyright infringement.
- Using any Information technology resources, including the University's electronic address (e-mail, web), for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate University officer, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials. For purposes of this policy, "lobbying" does not include individual faculty or staff sharing information or opinions with public officials on matters of policy within their areas of expertise. Faculty and staff consulting that is in conformity with University guidelines is permissible.

- Using University provided personal web space or email accounts for commercial purposes, other than "classified ad" types of use. (As a rule of thumb, if a classified ad would be appropriate for printing in University Notes, then it is acceptable content for a personal web page.)
- Using the computer for illegal purposes.
- Sending or leaving abusive, obscene messages or content via computer.
- Harassing other users by the sending unwanted messages or files.
- Mass emailing for selling, soliciting, or spamming other users.
- Running unauthorized servers or daemons, i.e., sendmail, named, DHCP, on the network.
- Denying service through any action will not be tolerated.
- Running any unauthorized data packet collection program on the network.
- Attaching any devices to the network without prior approval from OTS is forbidden.
- Unreasonably slowing down the system through the excessive use of bandwidth; deliberately running wasteful jobs, playing games, downloading non-work related video and audio files; running file sharing programs like KaAzA, Gnutella, and others; or engaging in other non-productive or idle network traffic.
- Consuming gratuitously large amounts of system resources (network bandwidth, disk space, CPU time, printer queues, and supplies.)

### **Enforcement**

Minor infractions of this guideline, when likely accidental in nature, such as poorly chosen passwords, overloading systems, excessive disk space consumption, and so on are typically handled in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via formal procedures.

Infractions such as sharing accounts or passwords, harassment, or repeated minor infractions as described in, but not limited to, the above guidelines may result in the temporary or permanent loss of access privileges. A student's academic advisor and/or Student Affairs, or immediate supervisor in the case of a staff or faculty, will be notified in such cases.

More serious infractions, such as unauthorized use, attempts to steal passwords or data, unauthorized use or copying of licensed software, violation of University policies, or repeated violations as described in the above paragraph may result in the temporary or permanent loss of access privileges. In all cases, these types of infractions will include notification of a student's academic advisor and/or Student Affairs, or immediate supervisor in the case of a staff or faculty.

The Office of Technology Services considers any violation of acceptable use guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on University systems allegedly related to unacceptable use. Violators are subject to disciplinary action as prescribed in the student and employee handbooks. Offenders also may be prosecuted under local, state, and federal laws.

Due to the rapid advances in technology, these guidelines are subject to change frequently. For the most recent version of this document see <http://ots.evansville.edu/>

# Facilities Available

## Carson Center and Fitness Center

Students, faculty and staff may use the gyms, pool, fields, and tennis courts described below. Spouses and children of faculty and staff members may use the pool at no charge anytime it is open for recreational swimming. All persons using facilities must register at the front desk of the Fitness Center. They must present University identification upon entering the facility.

**Guest Fees:** Guests can be admitted accompanied by faculty or staff. Guests are required to pay a \$3.00 guest fee.

**Spouse Membership:** A spouse to a member of the faculty or staff may purchase a membership to use the facility. Cost of the membership is \$190.00/year.

1. *Gym Areas.* Gym areas are available for recreational use by faculty or staff members during the following times (when not in use for classes, athletic events, or intramurals):

Facilities Available (Fitness Center): Aerobics Room, Conditioning Room, Free-Weight Room, Racquetball courts, Indoor Running Track, and two multi-purpose Indoor Basketball and Volleyball Courts. Outdoor walking and sprint tracks, are always available.

Carson Center: Large gym (two regulation basketball and volleyball courts), and Small gym.

Monday - Friday:	6:30 am - 10:00 pm
Saturday:	11:30 am - 5:30 pm
Sunday:	11:30 am - 9:00 pm
<i>Summer hours:</i> Monday – Friday	8:00 am – 7:00 pm

2. *Wyttentbach Pool.* The pool is available for use at the following times (when not in use for athletics):

Monday - Friday:	7:15 am - 8:30 am Noon - 1:00 pm 6:30 pm - 9:45 pm
Saturday:	2:00 pm - 5:00 pm
Sunday:	2:00 pm - 5:00 pm
<i>Summer hours:</i> Monday – Friday	12:00pm - 1:00pm*

\*Depending on availability of lifeguard

3. *Tennis courts.* Eight tennis courts are available from 8:00 am - 10:30 pm except when being used for classes, athletics, or intramurals. When a sign indicating use is posted, persons must register for a court with the Fitness Center. Neglecting to do so will forfeit use.
4. *Lockers and Equipment.* Daily lockers in the Fitness Center are available to students and faculty for free while working out. Overnight lockers are available for a fee of \$5.00/semester. \$3.00/summer.
5. *Towel Service.* Towel service is available at the Fitness Center desk. There is a one-time charge of \$10. This secures unlimited use of Fitness Center towels.
6. *Equipment.* Equipment can be issued, when available, to individuals in exchange for a University identification card. If equipment is not exchanged for the identification withheld, the individual responsible for the equipment must pay the University cost price for the item before identification card is returned.

Equipment Available: Racquetball Racquets, Goggles, Balls, Tennis Racquets and Ball, Bicycle Helmets, Soccer Balls, Basketballs, Volleyballs, Weight Belts, Jump Ropes and Aerobic Steps.

6. *Special Programming.* All faculty and staff may participate in many special programming events during the year; aerobics classes, specialized Fitness Programming and Intramural events.

## **Instruction Space**

The Registrar's Office is responsible for assigning/changing classrooms for all credit classes offered each semester. Assignments are made as a result of the "schedule building" process for each semester. Room changes will be made as needed to accommodate classes.

Computer labs that are hosting classes will be scheduled through the Registrar's Office. This office will work in collaboration with the Office of Technology Services.

The Registrar's Office will schedule rooms to accommodate special final exam requests.

ALL other room scheduling will be done through the office of University Relations. This will include but not be limited to: meetings, class study sessions or help sessions, other special or one-time events. If any event requires the use of a computer lab, University Relations will work with OTS regarding the scheduling.

## **Ridgway University Center**

The Ridgway University Center serves as the community center of the University for all members of the college family--students, faculty, administration, staff, alumni and guests. Facilities for formal dining, lectures, discussion groups, workshops, committee meetings and student or staff organizational meetings are available.

## **Reserving Space for UE Sponsored Events for Non-Academic Use**

See Facilities Use Manual, Office of University Relations:

## **University Travel Arrangements**

### **Use of University Vehicles**

See Vehicle Travel

## Group Travel

See Group Travel under Vehicle Travel

## Miscellaneous Services

### Admission to Athletic Events

All full-time University of Evansville employees are eligible to attend regularly scheduled home athletic events for Men's and Women's Soccer, Baseball and Softball free of charge on a space available basis. Employees must present a valid University of Evansville I.D. for admission to these athletic events and are limited to two (2) free admissions per game. This benefit does not include post-season tournaments.

For Men's and Women's Basketball tickets, employees will qualify for a 50% discount on two (2) season tickets. Employee season tickets may be purchased once season tickets have gone on sale. IRS guidelines state that any benefit of more than 20% of the price of goods offered to customers/employees must be included in the employee's gross income. The employee will, however, be responsible for the taxable amount on the additional 30% benefit.

Employees may pick up a limit of 2 complimentary individual game tickets for each **regular season** men's basketball (for rows 19 – 31) and women's basketball (general admission) event at no penalty, **subject to availability. The athletic department reserves the right to charge employees at a reduced rate for select season games as determined by the Director of Athletics.** Tickets are available the week of the game only with a valid UE ID. Additional tickets may be purchased at full price. All tickets must be picked up at the Carson Center ticket office.

### University Bookstore

The UE Bookstore provides all full-time employees a ten percent discount on regularly priced clothing and gift items. Textbooks, sale priced items, and sundry items are excluded. Please show employee ID card before the clerk begins to ring up merchandise. Spouses are allowed to use the discount if they provide the employee's ID card at the time of purchase. Special seasonal sales and specials are announced in the Crescent and AceNotes publications.

### Credit Union

University employees are eligible for membership in the Evansville Teachers Federal Credit Union.

# Administrative Services and Risk Management

The Office of Administrative Services and Risk Management oversees Central Receiving, Copy and Mail Services, Office Supplies, Purchasing, Purchasing Card Program (P-card), Recycling, Risk Management (which handles Certificates of Insurance and waivers), and Worker's Compensation Claims. Requests for repair and/or service of items such as office equipment, furniture, scientific instruments, musical instruments, vending machines, residence hall cable television services and laundry equipment are also processed by the Office of Administrative Services and Risk Management.

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## Central Receiving

Central Receiving warehouses, processes and distributes University forms, generic stationary, and envelopes. These items may be ordered via a printed and completed "*In-House Office Supply Order Form*" located on AceLink under Areas by clicking on P-card & Purchasing followed by Forms. Two copies of the completed form should be submitted to Central Receiving. Requests received by 11:00 a.m. are normally delivered to departments by the afternoon of the following business day.

In addition, Central Receiving receives all incoming shipments of office supplies, purchase orders, and P-card orders for the University. All incoming shipments should be addressed to 1 S. Frederick St., Evansville, IN 47714. Items are then delivered on campus by the Receiving courier.

## Copy Services

Copy Services, located in the General Services Building, provides black ink and color ink duplication and finishing services for all departments on campus. The "*Copy Service Request (CSR) Form*" must accompany all copy requests. The CSR form is available electronically at <http://acelink/Areas/CopyServices/> under Forms & Instructions, Copy Service Requests on AceLink. All copy requests submitted to Copy Services should be "copy ready". A complete CSR form should be typed or clearly printed in ink and include the Datatel account number and a minimum of a one-up approver original signature of the department chair or approved designee.

To expedite routine "*Copy Services Request Form*," a "*Pre-Authorization Approval for Distribution Services (PAADS) Form*" is available on the <http://acelink/Areas/CopyServices/> under Forms & Instructions. Completing and submitting the "*Pre-Authorization for Distribution Services*" form with an original signature authorization per the UE Approval Policy will pre-authorize a departmental requestor (staff, faculty and/or administrator) to issue requests for distribution services ("*Copy Services Request Form*" or "*In-House Office Supply Order Form*") for a period of one fiscal year unless employee or approver status changes. Copy questions and materials may be directed to [copyservices@evansville.edu](mailto:copyservices@evansville.edu).

Acceptable payment for copy services is via a departmental Datatel account number or personal check. Cash is not accepted as a form of payment for these services.

Requests for duplicating may be submitted directly to Copy Services or through the campus mail system. However, requests for printing that require the University logo, typesetting, design or layout must follow the guidelines in the Integrated Marketing Communication Plan located on AceLink. Questions should be directed to the Office of Publications, located in Sampson Hall. A sample proof will be created for all copy jobs that includes graphics and color jobs. The requesting department must review and authorize proof via signature prior to production.

Tests and/or confidential materials should be appropriately marked and placed in a sealed envelope or placed on the secure shared folder at 'uefp02' (U:)/CS1. Upon receipt of such material, Copy Services will maintain confidentiality.

For reproduction of copyrighted material, refer to the section entitled "Copyright Compliance in the Academic Community and Guidelines to Reproducing Copyrighted Material" in this manual. Please direct all Copy Services questions to the Supervisor, Distribution Services at extension 1067.

### **Satellite Copy Machines**

Fifteen quality copying machines, known as satellite copiers, are located throughout the UE campus for immediate small quantity copying of one to fifteen copies. Larger copy jobs are to be sent to Copy Services for production. For current fiscal year pricing, contact Copy Services at extension 1067.

Satellite copy machines that accept departmental access codes also have scan to email capabilities with the exception of Olmsted Hall (second floor), Graves (Multi-Media Center) and the three (3) Library Bookmark copiers. Only official University copying is authorized on department access codes. For personal copy needs, there are three (3) coin-operated machines in the Library and/or one (1) coin-operated machine in the Multi-Media Center in Graves Hall. Currently, using scan to email is free.

Satellite copiers are placed in the following locations:

- Library: First Floor (2) and Second Floor (1)
- Koch Center for Engineering and Science: Second Floor
- Graves Hall: Second Floor, Nursing
- McCurdy Alumni Memorial Union: Main Floor, Residence Life
- Krannert Hall of Fine Arts Building: Second Floor
- Carson Center: Athletic Copy Area
- Olmsted Administration Hall: Second Floor and Third Floor
- Neu Chapel: Copy Area
- Igleheart Building: Lower Level
- Hyde Hall: Second Floor, West End

Please direct satellite copier questions to the Vendor Relations Specialist at extension 2011.

## Mail Services

Mail Services is located in the General Services Building where United States Postal Service (U.S.P.S.) and campus mail is sorted once a day and delivered to departments and residence halls each morning Monday - Friday. Regular business hours are 8:00 a.m. to 5:00 p.m. M -F. In addition, Mail Services staff meters mail; sorts and delivers incoming packages; delivers processed copy orders; and helps process UE related packages for shipment (see section: UPS below). Mail Services does not accept personal packages or mail for delivery to employees from carriers. For liability reasons, employees should have personal mail and packages delivered to their home addresses.

Acceptable payment for mail services is via a Departmental Datatel account number or personal check. Cash is not accepted as a form of payment for these services. For more information refer to the Mail Services website at <http://acelink/Areas/MailServices/> or contact the Supervisor, "Distribution Services" at extension 1067.

### UPS

United Parcel Service (U.P.S.) is available for properly wrapped and labeled University packages only and must be submitted with a completed "*Mail Processing Form*". The "*Mail Processing Form*" is a multi-ply form available from Central Receiving. Currently, U.P.S. picks up daily from Mail Services at approximately 2:00 p.m.

### Account Barcode Cards

Mail Services provides "*Account Barcode Cards*" to departments to ensure accurate billing for first class and standard mail that is being sealed and metered in the mail room. "*Account Barcode Cards*" are placed on top of single or bundled mail that is secured with a rubber band or binder clip by departments.

Mail requiring special instructions should be bundled with a completed "*Mail Processing Form*" securely attached. Departments may request "*Mail Processing Forms*" by submitting an "*In-House Office Supply Order Form*" to Central Receiving. Use of other means to provide information (such as post-it notes or writing on actual mail piece) is not acceptable. Domestic, International and campus mail should each be bundled separately.

Free postage, shipping or delivery is not a fringe benefit. *Employees are advised to have personal mail delivered to their homes.* Personal mail and/or packages received by Mail Services staff will be returned to the department chair or director.

Packages received by overnight courier services (such as FedEx, UPS, DHL, etc.) are usually delivered the same day to the recipient by Mail Services personnel. If you are expecting an overnight package, as a courtesy, please notify Mail Services in advance.

The Mail Service's courier departs no earlier than 3:30 p.m. daily to deliver all outgoing mail to UE's contracted mail vendor and to the United States Post Office.

When planning large volume, direct mailings that involve databases, electronic address files, inserting, tabbing, etc., please contact the Vendor Relations Specialist at extension 2011 for additional information and assistance. UE has a contractual agreement with a mailing vendor to provide such services.

### **Postage Stamps**

First-Class postage stamps are available for purchase from the UE Bookstore or any local USPS location.

### **General Mail Information**

Mail requiring special instructions should be bundled with a completed “*Mail Processing Form*” securely attached. Departments may request a “*Mail Processing Form*” by submitting an “*In-House Office Supply Order Form*” to Central Receiving. Use of other means to provide information (such as post-it notes or writing on actual mail piece) is not acceptable. Domestic, International and campus mail should each be bundled separately.

Free postage, shipping or delivery is not a fringe benefit. *Employees are advised to have personal mail and packages delivered to their homes.* Personal mail and/or packages received by Mail Services will be returned to the department chair or director.

Packages received by overnight courier services (such as FedEx, UPS, DHL, etc.) are usually delivered the same day to the recipient by UE Distribution Service’s courier personnel. If you are expecting an overnight package, as a courtesy, please notify Mail Services in advance.

### **Addressing Campus Mail**

Campus mail guidelines are established to ensure that UE campus mail is promptly delivered as follows:

Address campus mail using at least three pieces of information such as 1) a Person’s Name/Subject, 2) Department or Area Name or Student, and 3) Building Abbreviation with room number when possible.

For example:

Lori Harriss/Accounting & Audit/OH 213  
Kim Winsett/Administrative Services/GS  
Ace Purple/Student/Hale Hall Rm 100  
Survey/Administrative Services/GS

Use full name of the facility when possible. If using abbreviations, use only official campus abbreviations listed in the UE telephone directory at: <https://acelink.evansville.edu/Directory/>  
For example:

<u>Building Name</u>	<u>Abbreviation</u>
Igleheart Building	IB
Hale Hall	HH
General Services	GS
Olmsted Administration Hall	OH

Secure envelope by sealing it. If recycling old envelopes, use a black marker to cover any previous markings on the envelope.

For more information on Mail Services refer to <http://acelink/Areas/MailServices/> or contact Supervisor, Distribution Services at extension 1067.

### **Contract Mailings**

The Mail Service's Courier departs no earlier than 3:30 p.m. daily to deliver all outgoing mail to UE's contracted mail vendor and to the United States Post Office.

When planning large volume, direct mailings that involve databases, electronic address files, inserting, tabbing, etc., please contact the Vendor Relations Specialist at extension 2011 for additional information and assistance. UE has a contractual agreement with a mailing vendor to provide such services.

For more information refer to the Contract Mailings website at: <http://acelink/Areas/ContractMailings/>

### **Vehicle Travel**

Anyone traveling on University related-business is responsible for handling their ground vehicle transportation requirements and arrangements and are referred to as UE Drivers.

#### **Driver Requirements**

Only authorized individuals are permitted to drive vehicles on UE related-business. All UE Drivers must possess a valid United States (U.S.) driver's license. In addition to a valid U.S. driver's license, students, volunteers and non-UE employees must present proof of insurance (Declaration of Insurance) to the UE department (to be filed within the department) for which they are representing while traveling. A valid Proof of Insurance should list the driver's name, policy number, effective date, and expiration date on insurance company letterhead. UE Drivers must follow all UE policies and procedures while traveling. Additional information is located on AceLink Administrative Areas.

To assist UE Drivers, rental agreements have been negotiated along with on-line reservation tools with Enterprise Rent-A-Car and Hertz Rent-A-Car. Go to the Travel website for additional information at <http://acelink.evansville.edu/Areas/Travel/>

#### **Securing a Rental Vehicle for UE Travel**

UE Drivers may use a UE Individual Pcard or a personal credit card to secure a rental and purchase fuel.

- When using a UE Individual Pcard, drivers should save their receipts and reconcile their trip charges on SDOL by entering the appropriate Datatel account number. Please note that there is no mileage reimbursement when using an Individual UE Pcard.
- When using a personal credit card, drivers may request reimbursement using a "Travel Request/Reimbursement form" for their trip expenses by either submitting receipts or by

claiming the UE mileage rate, but not both. For example, a UE Driver cannot submit a rental receipt, not have gas receipts and try to claim the mileage rate for the gas purchase.

- When driving a rental on UE related business, UE insurance is primary. For a copy of a UE vehicle insurance card go to the Travel website at:  
<http://acelink.evansville.edu/Areas/Travel/>

### **Driving your Personal Vehicle for UE Travel & Mileage Reimbursement**

UE Drivers should list the estimated total number of miles to be reimbursed beside the Travel or Mileage line on the “*Travel Request/Reimbursement form*” and compute the amount requested at \$0.40/mile. Upon return from the trip, the traveler submits the actual mileage on the “*Travel Request/Reimbursement*” form in the “Mi” column. Mileage will be reimbursed at the current UE mileage reimbursement rate. Please note that since mileage reimbursement is being submitted, travelers will be financially responsible for trip fuel and/or personal vehicle expenses and are to not use their UE Pcard for these expenses. Additionally, when driving your personal car on UE business, your personal insurance is primary. For questions related to driving Personal Vehicle for Mileage Reimbursement, contact the Director of Accounting at extension 2162.

### **Group Travel**

All arrangements for travel by groups in chartered buses previously approved by Risk Management must be processed in accordance with normal purchasing procedures. While faculty, department heads and others may request information for Risk Management approved chartered transportation services, no commitments or reservations may be made without an official University of Evansville purchase order, if unable to use UE Pcard. **(A requisition must be approved before a purchase order will be issued.) A Certificate of Insurance for the transportation vendor (that lists UE as additional insured) must be on file in the Office of Administrative Services prior to any trip confirmation.** The Office of Administrative Services, with the approval of the Vice President of Fiscal Affairs and Administration, is authorized to make commitments on behalf of the University. UE does not own or lease 15-passenger vans. Due to the high rollover risk factor of 15-passenger vans, the University strongly recommends the use of two minivans for trips, if possible. UE policy only allows for a minimum of 10 people including the driver when renting the larger vans. Refer to **Travel Alerts** on the Travel website for additional information.

### **Office Supplies**

#### **In-House Office Supplies**

The “**In House Office Supply Order**” form (Revised July 2014) is available on AceLink at <http://acelink /Areas/Accounting/Files/RequisitionFormForCheckOrPurchaseOrder.pdf>. Only the current on-line version of the “**In-House Office Supply**” form may be printed, completed and submitted to Central Receiving via campus mail to request University forms (not available on AceLink), generic stationary and generic envelopes. Authorized and completed “**In-House Office Supply Order**” forms received by 11:00 a.m. are normally delivered to departments by the afternoon of the following business day. Please direct any questions to Central Receiving at extension 2181.

### **Contracted Office Supplies**

The University of Evansville's contracted office supply vendor is Office Depot. Office supplies are ordered on-line by authorized department personnel using a UE P-card. The website, <https://bsd.officedepot.com>, is the official site utilized by University personnel. This site displays University pricing on all items. Any office purchasing supplies through another source other than UE's contractual vendor may be denied reimbursement.

For new user training or more information, please contact Administrative Services at extension 2941 or refer to Purchasing & P-card on AceLink.

### **Purchasing**

Goods and services may be purchased for University-related business using a purchase order or UE Purchasing Card (P-card). With regards to purchase orders, it is necessary to complete a requisition, obtain department Budget Director's approval, and forward the requisition to the Office of Accounting and Audit for approval. Accounting and Audit will forward the approved requisition to Administrative Services so a purchase order can be created and processed. Ordering an item or service directly from a vendor without following proper procedure can result in the individual who placed the order being held responsible for payment. **C.O.D. orders are not authorized at the University of Evansville.**

University employees may not contract to furnish provisions, material, services or supplies to the University. Book royalties may be accepted when sales are handled through regular retail channels.

University employees are not to appropriate money, valuables, commissions, percentages, discounts, rebates, materials or supplies furnished to or for the University. Neither are they to receive for private uses any gift, bonus or gratuity in connection with, relating to, or transpiring from any business transaction with the University.

For more information refer to Purchasing & Pcard Policies website at <http://acelink/Areas/Purchasing/> or contact Administrative Services at extension 2941.

### **P-card**

The University of Evansville (UE) Purchasing Card (P-card) is designed to provide an efficient way to process low dollar (typically less than \$1,000) orders of University business-related goods and services. Qualified department purchases within predetermined purchase limits can be charged directly to the P-card. All P-card purchases are billed directly to the University and paid to the contracted bank sponsor. Charges are then uploaded directly to the cardholder's unit budget.

The P-card program transfers purchasing authority directly to the cardholder. Rather than require a "Requisition" or a "Purchase Order", the P-card enables departments to quickly and conveniently purchase goods and services from most vendors that accept MasterCard.

The P-card is to be used strictly for University business only. No personal use of the card is allowed. The P-card may be used in person or via mail, telephone, or fax. It may also be used over a secure Internet link. The P-card is not intended to be used in a manner such that it avoids or bypasses appropriate procurement or payment procedures.

For more information, refer to Pcard Policies at: <http://acelink/Areas/Pcard/> or contact Administrative Services at extension 2941.

## **Recycling**

The University of Evansville's recycling program has been in operation since 1990. The program has grown from obscurity to one that serves all areas of the campus community, providing an effective method of reducing solid waste on campus. Recognizing the importance of reducing solid waste in our landfills has prompted the University to develop the best possible methods of recycling, while providing some revenue to partially offset operating costs. Our goal is to have an efficient operation while providing a suitable means for conserving our natural resources and protecting our environment.

For additional information refer to the UE Recycling Guide located at <http://acelink/Areas/Recycling>. If you have questions about the program or would like to offer support, please call the Office of Administrative Services at extension 2697. Together we can continue our effort of sound environmental practices that will help preserve our natural resources.

## **Risk Management**

While risk management is a function under Administrative Services, it is each employee's responsibility to carryout his/her assigned duties in a safe, responsible manner. The Director of Administrative Services and Manager of Risk & Environmental Management are available to discuss and work with the UE community to manage risk for UE and its students and employees. Please contact ext. 2011 with any questions.

## **Agreements & Contracts**

All agreements and contracts entered into on behalf of UE are to be reviewed, prior to approval, by the Director of Administrative Services to ensure that UE is managing its risk appropriately for the proposed terms and conditions of the contract. Additionally, it is to ensure that all non-UE parties of the contract are meeting UE's insurance requirements and conforming to UE's risk management guidelines.

## **Certificate of Insurance/Contracted Vendors**

All UE contracted vendors that provide any type of goods or services, whether through an official agreement or contract, purchase order, or P-card transaction, must have a current "*Certificate of Insurance*" on file within the Office of Administrative Services and Risk Management prior to providing UE with the specified goods or services.

It is the responsibility of the initiating UE employee and/or department head to verify that the vendor has provided the Office of Administrative Services and Risk Management with the correct documentation. If vendor has not provided appropriate information, Administrative Services staff will work with requesting department and vendor to capture such documents.

## **Off-Campus Class Trips or Events**

It is the responsibility of the UE faculty member or UE employee responsible for the trip or event to require that all participants (students, non-students, etc.) properly complete the

appropriate “*Waiver*” form prior to the scheduled trip or event. All completed forms are to be sent to the Office of Administrative Services and Risk Management prior to the trip or event for retention. Copies of waivers are to be taken on the trip for emergency medical purposes.

Appropriate forms can be obtained by contacting Administrative Services at extension 2011.

### **Insurance**

The precise details of all the property, liability, and vehicle insurance coverage are set forth in separate policies, which are available through in the Office of Administrative Services and Risk Management. If any questions arise concerning coverage, the terms and provisions of the master policy shall be controlling.

### **Property Insurance**

University property is insured on a replacement value basis with a \$25,000 deductible per event. All losses must be reported to the Director of Safety and Security and the Director of Administrative Services who has the insurance claims responsibility.

Personal property on the University premises is not insured by the University’s insurance. Books, instruments, papers, vehicles, bikes, etc., should be protected from loss or theft, flood or water damage by the employee’s personal insurance programs under separate policies or by extending their homeowners or tenant insurance policies. Losses should be reported to the Director of Safety and Security and the Director of Administrative Services as a record for insurance claims and for any assistance in recovery of the personal items through local, state, and federal authorities.

### **Liability Insurance**

The University purchases general liability, sexual misconduct liability, auto liability and educators’ legal liability insurance. Medical and educational professional liability coverage for errors and omissions is included in this insurance program. All policies are endorsed to include University employees as insureds while performing their job responsibilities both on and off campus.

Employees are responsible for insuring their personal belongings at all times. Employees authorized to entertain in their personally owned homes on behalf of the University, and with prior approval from area vice president and Director, Administrative Services (for risk management purposes), should purchase homeowners insurance to protect themselves from claims arising from defects in their home. Insurance law requires the University’s auto liability insurance to be excess of any private auto insurance when a private vehicle is driven for University business.

### **Any act committed or work performed that is prohibited by a federal, state or local law is not covered by insurance.**

All threats of claims, lawsuits or subpoenas to employees involving their University responsibilities must be reported to the area vice president, Vice President of Fiscal Affairs and the Director of Administrative Services immediately. The Vice President of Fiscal Affairs will obtain any necessary legal service under the University’s insurance policies to defend any claim against the employee or the University for all actions involving University responsibilities.

## **Vehicle Insurance**

All University vehicles are covered beyond the maximum liability required by state laws when they are used on University business. University vehicles include owned, leased, loaned or rented vehicles to the University of Evansville or a UE employee for authorized University business. University vehicles are covered for damages to the vehicles with a \$250 deductible. Personal vehicles or private vehicles are not covered for property damage even though used for University business. The insurance carried by the vehicle owner is the governing policy in the event of damage to the vehicle. (While employees are operating vehicles for University purposes, they are protected for liability purposes).

## **Meal Discounts**

A prepaid Cafe Club membership may be purchased at Ridgway University Center. Brochures explaining the program will be available at the Sodexo office.

CAFÉ CLUB is a prepaid cash account incorporated into your University of Evansville ID card.

CAFÉ CLUB allows faculty and staff to purchase meals or snacks on campus without the worry of carrying cash. Discount savings range from 10 - 20%.

## **Meal Charges**

Meal tickets for authorized meals charged to your department are available from the dining center office.

## **Notary Public**

Notary service is available in the Office of the Vice President of Fiscal Affairs and Administration, Room 214 and in the Office of Academic Affairs, Room 204, Olmsted Administration Hall for certification of University papers and documents requiring seals.

## **Vehicle Registration/Parking**

*Registering Vehicle:* The University requires that any vehicle that will be used as transportation to and from campus must be registered with the Office of Safety & Security whether or not the vehicle will be brought onto campus. There is no charge for this registration.

*Permit:* All students, staff, faculty and University-related personnel must have a current and valid University parking permit to park on campus at any time. The permit must be displayed by hanging the permit behind the rear view mirror of the vehicle being parked. The permit may be transferred to any vehicle owned by the permit holder and still be valid. Only one permit is available for each person.

In appreciation for their gifts to UE, employees who purchase a State of Indiana UE license plate are eligible for a \$25 credit for the purchase of (1) parking permit. To get the discount, you must bring your current vehicle registration form to the Office of Safety and Security when purchasing the UE parking permit. If you have not purchased your license plate prior to purchasing your permit, you may bring your UE license plate registration to the Office of Safety and Security when you have purchased your UE license plate and receive a refund of \$25.

*Handicap Permits:* Handicap permits are available upon presentation of documentation from a physician confirming the need for special parking consideration and the length of time the consideration is needed. Short term permits are available. \$50/year; \$25 for those joining the University at the beginning of the spring semester; \$10 for summer sessions. Holders of these permits may park in the handicap parking spaces at all times and all locations.

*How to Acquire a Parking Permit:* All University employees choosing to utilize official University parking areas must acquire a new parking permit prior to the opening of the fall semester of each year. Employees will be issued a color-coded parking permit indicating the specific parking area which they are eligible to use.

*Where to Acquire a Parking Permit:* Employees must acquire that parking permit directly from the Office of Safety and Security located at 1 S. Frederick Street. They may be purchased Monday through Friday between the hours of 8:00 am and 4:00 p.m.

*Temporary Permits:* Temporary permits are available to visitors as well as participants attending special events such as conferences, seminars, etc. Visitors may acquire permits through the Office of Admissions in Olmsted Administration Hall, Room 104, or the Office of Safety and Security at 1 South Frederick Street.

*Short-term Conferences:* Participants attending short-term conferences or seminars (one to five days) will be provided temporary permits by the conference director. It is the responsibility of the school or college sponsoring the event to make arrangements for such temporary permits through the Office of Safety and Security.

*Cost of Permits.* All University parking permits are \$50 except for new employees coming in for only the second semester. Second semester parking permits are \$25.

*Lost or Stolen Permits.* A lost or stolen permit will need to be replaced. The cost will be based on the specific semester. Replacement during the fall semester will cost \$50, spring \$25 and summer \$10. Any driver using a permit that has been reported as lost or stolen will be fined \$100, whether or not he knows it was stolen.

*Reserved Spaces.* Certain spaces may be reserved in any lot to temporarily solve parking problems. These spaces will be designated by signs or barricades.

*Regulations.* Employees are expected to follow the parking regulations issued with the permit. All tickets issued should be paid within the time allotted. Fines assessed against employees will be forwarded to the Office of Fiscal Affairs and Administration for Collection if not paid by the due date indicated on the bill sent from the Office of Safety & Security. Failure to pay fines may result in the suspension of parking privileges.

## **Physical Plant**

The Physical Plant staff maintains and operates buildings and grounds and provides custodial and utility services.

1. *Keys.* The Physical Plant Department issues keys for all University physical property. To obtain a key, submit a “Key Requisition Form” to the Physical Plant Office. Forms are available at the office. A \$5 deposit per key is required, with a maximum total deposit of \$10 for multiple keys. Requisitions for keys to other than assigned offices must be signed by the appropriate dean or vice president. Reproduction of keys for the University lock system by anyone other than the University locksmith is not authorized. Issued keys should never be loaned or exchanged. All issued keys must be returned to Physical Plant upon leaving University employment.
2. *Maintenance Service.* Requests for maintenance services may be submitted by phone or memorandum to the Physical Plant Office, on-line at <http://physicalplant.edu>, or through ACE LINK. Requested services with specific costs beyond Physical Plant budget authority will require funding by the requesting department. Changes to building structures, wiring, plumbing, finishes, or furnishings are to be made by Physical Plant employees only.

## **Telephone**

See Computer Services

## **Insurance**

See Administrative Services and Risk Management

## **Property Insurance**

See Administrative Services and Risk Management

## **Liability Insurance**

See Administrative Services and Risk Management

## **Vehicle Insurance**

See Administrative Services and Risk Management