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Section

1

## SECTION 1 - INTRODUCTION

## **PREFACE**

This handbook is intended to acquaint employees with the mission of the University; a summary of current information concerning employment at Barry University, working arrangements, and employee benefits. It is not an employment contract or a guarantee of continued employment, but rather a summary of policies and procedures of concern to you and the institution. Many items are covered in greater detail in the Policies and Procedures Manual which is also available online, in addition to the Faculty Handbook that addresses faculty issues.

The relationship of the university with all who work here is based on the recognition of the contribution each employee makes to the success of the institution. Trustees, the University President and Officers, Faculty, Administration, and Support Staff are all valuable, integral parts of our over 60+ years success story. Equally important to carrying out a specific task is the fact that each of us contributes our unique personality and talents to the University. We have an opportunity to contribute to a well-functioning organization and share in a sense of pride in Barry University.

Employment policies and procedures of the University recognize the value of the individual as part of a group that cooperates in fulfilling the university Mission Statement. The policies and procedures set forth herein recognize our common purpose in working together. This handbook is intended to consider this circumstance. The University desires input from all areas of the institution.

Questions about this handbook should be referred to the Office of Human Resources. The University reserves the right to repeal, amend or modify, add to or delete from, this handbook at any time. Such changes are effective as made; all referenced changes will be in writing. After notified of a change, it is the employee's responsibility to maintain a current version of the handbook. A current version will always be maintained in the Office of Human Resources and available on the university's web site.

### **Your Responsibility to the University**

1. To support the University in its goal of providing a quality education by doing your job to the best of your ability and striving for improvement.
2. To recognize that the University needs your help and suggestions provided to your supervisor or department head as to how operations can be improved and work performed more efficiently. The person in a given job is often in the best position to see how improvements can be made. Your work attitude, courtesy and helpfulness are all a part of the reputation of being a "good place to work."



# Barry University

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Welcome to Barry University! How pleased we are that you are joining our university community. As a Barry employee, you have the privilege and the blessing of fostering and furthering the mission and values of this great university.

As a Catholic university founded by the Dominican Sisters of Adrian, Michigan, we believe that each person is a reflection of God and is treated with respect and dignity. We value each person's role. Each of us contributes to Barry's vitality and success.

I trust that you will experience a warm welcome and that you will continue to develop your skills and expertise. I encourage you to become engaged in the life of the University and to take advantage of the beneficial programs and services that are offered.

This handbook is intended to serve as a guide. It outlines University policies, practices and benefits that affect our working lives. However, we recognize that a manual cannot replace human interaction. If you have any questions, concerns or suggestions about your employment, please contact your supervisor or the members of our Human Resources department.

Blessings as you begin this new journey in your life! In your daily challenges, may you experience enjoyment, fulfillment and success.

Sister Linda Bevilacqua, OP, PhD  
President

## MISSION STATEMENT

**PURPOSE:** The primary purpose of Barry University, as stated in the Charter, is to offer its students a quality education. Furthermore, Barry University commits itself to assuring a religious dimension and to providing community service and presence within a more caring environment.

**VISION:** Barry University seeks to instill in its students St. Dominic's vision of a world that celebrates God's dwelling within us and among us, where life is revered and nurtured, where hatred and injustice are eradicated and where the intellectual life is promoted and supported.

In so doing, Barry University is committed to forming students who

- embrace the intellectual life through study, research and reflection as a means to contribute to the advancement of knowledge and to the refinement of the human spirit;
- understand the value of seeking a personal response to the presence of God in their lives;
- reflect on the fundamental questions of human experience and study the responses to these questions proposed by the liberal arts and sciences;
- pursue continued spiritual, intellectual, physical, and professional growth and development;
- demonstrate concern for all individuals in an atmosphere where Gospel values prevail, where people care for and about one another, where diversity is embraced, where individuals are nourished; and
- assume responsibility in religious, social, economic, environmental, and political affairs as a means of effecting needed change in the Dominican tradition of activist justice.

Grounded in study and reflection and guided by prayer, Barry graduates will make responsible decisions for the common good to help shape global communities where peace and justice prevail.

**NATURE:** Barry University is an independent, coeducational Catholic international institution of higher education that fosters academic distinction in the liberal arts and professional studies within the Judeo-Christian heritage and the tradition of St. Dominic. Founded in 1940, the University is sponsored by the Sisters of St. Dominic of Adrian, Michigan, and is governed by an independent, self-perpetuating Board of Trustees.

**ENVIRONMENT:** Barry University is a comprehensive university with its main campus located in Miami Shores, Florida with other sites throughout Florida. The University attracts a diverse student body, including traditional and non-traditional students from a variety of geographic, ethnic, religious and socio-economic backgrounds who are committed to taking full advantage of the opportunities provided for learning and personal growth. The University seeks to recruit and retain a diverse faculty who enrich it with their own traditions and heritage, who are dedicated to teaching and advising, to searching for and disseminating truth through scholarship, research, and creative activities and to serving both the University and the larger community in a multicultural environment. The University seeks to maintain a diverse and student-centered staff whose activities enhance the quality of University life. Through its students, faculty and staff Barry University provides a learning environment that challenges all to accept intellectual, spiritual, ethical, physical, and social responsibilities.

## HISTORY OF BARRY

Barry University is a coeducational institution of higher education located in Miami Shores, Florida. While the Dominican Sisters of Adrian, Michigan sponsor the University, an independent self-perpetuating Board of Trustees governs it. The University, the largest and oldest Catholic University in Florida, fosters academic distinction in the liberal arts and professional studies within the Judeo-Christian and Dominican traditions. As an independent institution, the University primarily derives funds from tuition and fees, with additional support from alumni and other benefactors interested in its educational and research work.

The Most Reverend Patrick Barry, Bishop of St. Augustine, Florida, and Reverend Mother Mary Gerald Barry, prioress general of the Dominican Sisters of Adrian, Michigan, originally conceived the plans for Barry College in the late 1930's. They received active support from their brother Reverend William Barry, Pastor of St. Patrick's Church of Miami Beach, and his friend John Thompson. At the time, no Catholic women's college existed in the Southeast. Mr. Thompson and Monsignor Barry chose the present site, then 40 acres of pinewoods, scrub palmettos, and mosquitoes. On June 16, 1939, Thompson deeded the property in his name and completed the transaction on May 2, 1940. He paid \$24,000.

The architect selected was Gerald Barry, a nephew. In November 1939, Mother Gerald appointed Sister Gonzaga Greene as the first administrator of the new college, which was to be named for Bishop Barry. Literally, from ladders and scaffolding Sister Gonzaga supervised the erection of the buildings. The founders of the college were proceeding with considerable vision and faith, since America was about to be drawn into World War II. Ground breaking occurred on January 24, 1940, a raw cold day that prompted the decision to install steam heat in the chapel and dining hall. The original buildings included the chapel, two residence halls (now Farrell and Kelley), the administration-classroom building (Adrian), and the dining hall-home economics unit (LaVoie).

On February 5, 1940, Judge Paul D. Barnes approved the charter for Barry College, a Catholic institution for the higher education of women. Community members assembled in Miami Shores on June 20, 1940, when Bishop Barry blessed the first five buildings. On the cornerstone of each building was the Barry shield, which combined the coat of arms of the Barry family with that of the Dominican Order. That event was Bishop Barry's last public appearance. He died from a heart attack nine weeks later.

Forty students from eight states registered between September 16 and 18, 1940, and classes opened. To attract middle-class students, tuition was set at \$250 per year. The staff included 12 Adrian Dominican sisters, one Dominican priest, and two lay people. Eleven majors open to the liberal arts student were English, Latin, French, Spanish, biology, chemistry, mathematics, history, music, home economics, and secretarial science. Barry offered minors in philosophy, speech, German, Italian, and education.

Even in its first year, Barry was involved with the local community by offering evening and Saturday classes in languages, secretarial science, and art. The objectives of the college reflected the legacy of the Dominicans (to unite the religious and the intellectual) and the thinking of the day ("to provide training in the fine art of homemaking" and "to prevent the new leisure for women...from degenerating into idleness").

November 1, 1940, marked the completion of the Cor Jesu (Heart of Jesus) Chapel. Monsignor William Barry offered the first Mass in Barry's new chapel. February 4, 1941, was Dedication Day, which drew "the greatest assemblage of Catholic Church dignitaries ever seen in Florida" with 1,500 invited guests. Three months later, on May 2, 1941, the students started Barry College's program for Pan-American relations with a symposium on peace. On December 31, 1941, the first conference on spiritual Pan-Americanism was held at Barry. There was no graduation ceremony in 1941, but Barry held an honors convocation in the rotunda. During the first scholastic year, five student societies were founded and faculty conducted research on topics ranging from cancer research to a book on church history. The Southern Association of Colleges and Schools first accredited Barry College in 1947.

From 1940 to 1966, the General Council of the Adrian Dominican Sisters served as the Board of Trustees of the college, with the Prioress General acting as Chair of the Board and President of the college. Since 1967, a self-perpetuating Board of Trustees, which includes five Adrian Dominican Sisters, has governed Barry. Mother Mary Gerald held the position of President until her death in 1961, but appointed an executive vice president who resided on campus. Her successor, Mother Mary Genevieve Weber, was elected Prioress General from the ranks of the Barry faculty in 1962. Early in her term of office, she proposed that the board appoint a President to live at the college.

Sister Dorothy Browne, who had served the college as academic dean and chair of the Department of Education, was named third president of Barry College in 1963. During her tenure the Monsignor William Barry Library and the Edwin Wiegand Science Center were opened. The School of Social Work opened in 1966 and received accreditation in 1968. In 1972 Shepard Broad was elected the first lay chair of the Board of Trustees.

Sister Trinita Flood, elected by the Board of Trustees in 1974 to serve as the fourth president, changed the academic organization of the college from a graduate/undergraduate structure to one oriented by academic disciplines. The 10 Schools comprising the University today (and the years they were established) are: Adult and Continuing Education (1983), Arts and Sciences (1974), Business (1978), Education (1974), Graduate Medical Sciences (founded as the School of Podiatric Medicine in 1985), Human Performance and Leisure Science (1994), Law (1999), Natural and Health Sciences (formed as the Division of Biological and Medical Sciences in 1983), Nursing (1974), and Social Work (1968). Admission of male students to all classes, undergraduate as well as graduate, was another issue settled in 1975, when the Board gave approval for co-education on the campus.

By action of the Board of Trustees, the College became Barry University on November 13, 1981. Sister Jeanne O'Laughlin, President since 1981, has moved Barry from a liberal arts college to a university with more than 8,000 students and doctoral programs in social work, podiatric medicine, education, ministry, nursing, and law. The Schools of Graduate Medical Sciences, Human Performance and Leisure Science, Natural and Health Sciences, and Law have been added. To support this growth, Sister Jeanne launched Barry's first capital campaign, which had reached \$53 million in pledges and contributions of money, property, and services by November 1990. Barry's participation in the National Collegiate Athletic Association (NCAA)-II since 1984 and in the Sunshine State Conference since 1988 has further strengthened the university's presence in the community.

The University's main campus comprises 123 landscaped acres located in the Village of Miami Shores, Florida, in northern Miami-Dade County. The campus has 43 academic, research, and



administrative and residential buildings. In the last 18 years, Barry has built the D. Inez Andreas School of Business, the Health and Sports Center and Athletic Complex, the James G. Garner Hall, the St. Francis-Barry Health and Rehabilitation Center, the Lillian Rooney Powers and Samuel J. Powers, Jr. Human Services Building, the Natural and Health Sciences Building, the Lehman Building, and four residence halls.

Campus beautification has involved a generous donor of more than 1,500 full-sized trees, as well as campus employee volunteers who have planted and watered flowers. Also, Barry has purchased the former Biscayne Kennel Club (now Andreas Park), several buildings that include the School of Graduate Medical Sciences, WXEL-TV and Radio, and numerous houses on the perimeter of the campus. Barry now offers 14 hour-a-day, 12-month-a-year educational programs on campus. Barry is expanding its geographic horizon as well, offering classes not only in Miami-Dade County at the main campus, but also at 14 full-time sites in South Miami-Dade, Broward, Lee, Brevard, Collier, Orange, Palm Beach, St. Lucie, and Leon counties.

In 1994, Sister Jeanne convened neighbors who live near Barry to discuss joining together in a community development program. "Pockets of Pride," as the project was named, sought funding to help provide economic stability and improved quality of life.

By 1995 Barry was leading South Florida universities in technological advances. Barry had one of the first homepages on the World Wide Web, created the first internal network (intranet), and was the first South Florida school to have every residence hall room "wired."

Two more doctoral programs were added in 1995 and 1996, the Doctor of Ministry and the Ph.D. in Nursing, giving Barry a total of five doctoral degree programs. In 1996, D. Inez Andreas resigned as chair of the Board of Trustees, a position she held for the 20 most dynamic years of Barry's history. Charles Modica, an entrepreneur and chancellor of St. George's University in Grenada, succeeded her.

*U.S. News and World Report Best Colleges Editions 1996 and 1997* ranked the University in the top quartile of southern regional colleges and universities. The past two years (1999 and 2000) editions ranked Barry number one in diversity in the region.

Gov. Jeb Bush named Sr. Jeanne O'Laughlin one of three 1999 Florida Women's Hall of Fame inductees, an honor she shares with a very select group of women who have influenced Florida's history.

Today's University community is comprised of more than 8,000 students, served by approximately 1,100 faculty members, administrators and support staff representing diverse religious, cultural and ethnic backgrounds. Barry University School of Law at Orlando awarded the first Juris Doctor degrees in January 2000. The law degree represents Barry's sixth doctoral program.

Section

2

## SECTION 2 - UNIVERSITY ORGANIZATION

## **ADMINISTRATIVE STRUCTURE**

### **Board of Trustees**

Barry University is a nonprofit corporation, organized and existing under the laws of the State of Florida. The terms of the 1940 Charter were partially revised in 1962, and along with the University Bylaws, were completely revised in 1966 when the University filed for reincorporation. Other revisions were made in 1973, 1975, 1981, 1986, and 1991.

The affairs, business, and property of Barry University are governed and controlled by a Board of Trustees which is a self-perpetuating body with no fewer than nine or more than fifty members, of whom no fewer than five shall be Adrian Dominican Sisters. Full and complete responsibility for the University as a corporate entity is vested in the Board of Trustees. The Board of Trustees appoints and empowers the President of the University to act as the chief executive officer of the institution. The Board formulates and determines such general policies as are concerned with the employment of personnel, the annual budget, proposed new curricula, changes in University requirements, revisions in the tuition and fee structure, and long-range as well as short-range plans for the development of the University.

### **Administration**

For administrative purposes, under the President, the University is organized into five divisions: Executive, Academic Affairs, Business and Finance, Student Services, and Institutional Advancement.

The Executive Committee of the Administration (ECA) includes the President, the Provost and Senior Vice President for Academic Affairs, the Executive Vice President, the Senior Vice President for Business and Finance, the Vice President for Student Services, the Vice President for Institutional Advancement, the Vice President for Administrative Affairs, the Vice Provost for Enrollment and Academic Services, and the Secretary of the Corporation.

The President is the chief executive officer, appointed by the Board, and is ultimately responsible for all of the University's activities. The President appoints all other executive officers.

The Provost and Senior Vice President for Academic Affairs is responsible for the Faculty, academic programs, student financial aid, and academic services of the University and acts in place of the President in her absence.

The Executive Vice President is responsible for administrative duties, Mission and Ministry, mission effectiveness, diversity initiatives, and special projects assigned by the President and has responsibility for administrative oversight of the law School. The Senior Vice President for Business and Finance provides executive leadership and is responsible for the financial and business operations of the University and the financial operations of Barry Telecommunications, Inc. (WXEL). These include: Finance (financial operations and analysis, accounting, payroll, purchasing and accounts payable, student account services, budgets, housekeeping, grounds, construction, public safety, conference and events services, telecommunications, and switchboard); Human Resources (HR policies and procedures, employment, benefits, training, compensation, and quality improvement program (QIP)); Business Services (food services, campus bookstore, graphics and

printing, postal services); and Administrative Information Systems (AIS) (Systems services, database services, technical services, and response line). He also is involved with the following Board of Trustees Committees:

1. Audit Committee
2. Finance Committee
3. Investment Sub-Committee
4. Buildings and Grounds Committee

The Senior Vice President for Business and Finance authorizes signatures on University documents, establishes standing committees which provide input for the general operation of the Division, coordinates all legal matters pertaining to the University, and oversees records retention.

The Vice President for Student Services is the university official charged with student life and developmental services, as well as coordinating nonacademic programs and activities. Those areas staffed by Student Service professionals are: the Career Center, Counseling Center, Disability Services, Health Services, Residential Life, Student Judicial Affairs, Student Activities, International Student Services, Student I.D. Office, orientation and Commencement.

The Vice President for Institutional Advancement is responsible for promoting institutional advancement through fundraising, community relations, public information, and alumni affairs.

The Vice President for Administrative Affairs is responsible for promoting effective planning and evaluation throughout all University units, and for institutional research.

The Vice Provost for Enrollment and Academic Services is responsible for providing oversight for the Registrars office, academic marketing and publications, and enrollment services including admissions, financial aid, and records processing. The Vice Provost reports to the Provost and Senior Vice President for Academic Affairs.

The Secretary of the Corporation is responsible for maintaining a record of the Trustee meetings; assures that all notices are given in accordance with the provisions of the Bylaws and as required by law; is custodian of the Corporate records and the seal of the Corporation, assures the seal of the Corporation is affixed to all documents the execution of which on behalf of the Corporation under its seal is authorized in accordance with the provisions of the trustee Bylaws; and performs other duties incident to the office of secretary which may be particularly prescribed in the bylaws or assigned by the President.

Those full-time personnel with the titles of Vice Provost, Associate Vice President, Assistant Vice President, Dean or Director of a recognized major department, are members of the Administration of the University. Those with titles such as Associate Dean, Assistant Director, Coordinator, Counselor, Librarian, or other similar positions are members of the administrative staff.

## **UNIVERSITY COMMITTEES AND COUNCILS**

University committees and councils may be appointed only by the President and are comprised of members of the constituency they represent. They are responsible to the administrator of the

appropriate area, who shall be an ex officio member and receive copies of all minutes. Specific recommendations are to be made in reports separate from minutes. Committees and councils may initiate action proper to the purpose for which they have been appointed. Such action shall be reported in the minutes and should be welcomed as contributing to the functioning of given areas within the University. All committees and councils are advisory and their recommendations need the confirmation of the appropriate administrator(s). There is to be a prompt filing of all minutes, as this is a means of keeping up with proceedings and changes within the University.

## **STANDING COMMITTEES AND COUNCILS**

### **Executive Committee of the Administration**

The Executive Committee of the Administration is comprised of the executive officers of the University who report directly to the President or her designee. The ECA meets regularly to advise the President, to approve University policies and procedures, and to facilitate communication among the various divisions of the University.

### **Coordinating Council for University Technology**

The Coordinating Council for University Technology is comprised of representatives from the Division of Information Technology Advisory Council, University Telecommunications, and the Faculty Senate. The purpose of the Council is (1) to share information about the activities and issues of the various units represented; and (2) to formulate and recommend to the ECA policies concerning the role and use of technology within the University. The Council will be chaired by one of the Vice Presidents on a rotation basis.

### **University Planning Committee**

This committee is comprised of representatives of all units within the University and is chaired by the Vice President for Administrative Affairs. The purpose of this ongoing, working committee is twofold: first, to assist in coordinating university-wide planning activities and, second, to encourage the integration of planning, coordination and “closing the loop” activities within all units of the University to ensure continuous improvement.

### **Institutional Research Council**

This committee is comprised of representatives of each school and division of the University and is chaired by the Vice President for Administrative Affairs. The IRC is charged with providing oversight for the University’s institutional effectiveness and research efforts, data gathering and dissemination processes.

## **Quality Improvement Program Standing Committee**

This committee is comprised of 20 staff representatives from the different schools and divisions of the University and is chaired by the director of the Quality Improvement Department. QIP is charged with providing programs and training opportunities for the personal and professional development of Barry's staff, which will promote the University's standards for quality and excellence, as stated in the Mission.

## **University Space Committee**

The philosophy of this committee is to examine space from a university perspective. The major focus of the committee will be to promote the optimum use of space to facilitate maximum functioning of all programs of the university. This committee is chaired by the Executive Vice President

The purpose of the University Space Committee is to:

1. analyze the use of current space at the university;
2. solicit the needs for future space from vice presidents, deans, and directors;
3. plan for use of space in the present (as appropriate) and in the future

All conclusions drawn from evaluations made by the committee will be presented to the Executive Committee of the Administration in the form of recommendations.

## **President's Advisory Committee On Intercollegiate Athletics**

As per NCAA Bylaw 6.1, the institution's chief executive officer has ultimate responsibility and final authority for the conduct of the intercollegiate athletics program and the actions of any board appointed to act in either an advisory role OR for the purpose of establishing athletics policy and making policy decisions. This particular committee is strictly advisory to the President of Barry University. Appointments are made by the President for one-year terms. Individuals are eligible for re-appointment but cannot serve more than 4 consecutive one-year terms. Administration and/or faculty & staff shall constitute at least a majority of this committee. It is strongly recommended that meetings be held at least once per Fall and Spring terms, but at minimum must be held at least once per academic year

### **Purpose**

- Serve in an advisory capacity to the Director of Athletics, coaches and Athletics Dept. staff.
- Make recommendations directly to the President on policies and operations affecting intercollegiate athletic programs at Barry University
- Assure academic integrity as a compatible goal with athletic excellence within the Athletics Dept.
- Assure adherence to the institutional mission and the established goals and objectives of the Athletics Dept.
- Monitor institutional compliance with NCAA and SSC rules.

- Conduct the NCAA's Institutional Self-Study every 5 years in collaboration with the Director of Athletics and NCAA Faculty Rep. make recommendations on any areas not satisfied
- Assure compliance with Federal regulations, particularly those related to gender equity, in all aspects of the athletics program

## **Web Oversight Committee**

Established by the President in recognition of the growing importance of the worldwide web as a recruitment and marketing medium for the university to the entire global community, as well as an information source for various university constituencies. Quoting Sr. Jeanne O'Laughlin, "It is very clear to me that the Web is the main door through which the world enters Barry." Therefore the constituency of this committee will be broad-based and include representatives from all divisions and schools, as well as areas of the university that deal specifically with technology, academic advertising & marketing, and university relations. Members of this committee are appointed annually by the President and will consist of: the Dean or a senior level administrator from each school, as well as a senior administrator from the Business & Finance, Student Services, Institutional Advancement, and Executive divisions of the university. Representatives from both the technical and creative sides of a "Web Development Team" will also attend in an ex-officio capacity. This team will serve as implementers of approved policies emanating from the Web Oversight Committee.

## **Purpose**

- to establish policies and guidelines for information displayed on the university's websites
- to develop safeguards that protect the university from possible litigation or embarrassment
- to develop policies controlling commercial links on the university's websites, especially when such commercialization does not support the function of a particular unit or has little or no financial benefit to the institution.

## **Enrollment Management Council**

The Enrollment Management Council was established by the ECA to assist the administrator responsible for enrollment (i.e., the Vice Provost and Dean of Enrollment & Academic Services), with the recruitment of enrolled students in order to affect their retention, as well as to assist her/him with meeting budgeted enrollment targets established for the new and returning student population.

The purpose of the Enrollment Management Council is to:

1. Improve enrollment and graduation rates, as well as "accepted to verified" (i.e., deposited) and "verified to enrolled" conversion rates.
2. Set enrollment goals.
3. Make recommendations for effectively managing the enrollment and enrollment growth.
4. Keep the ECA informed of all findings and recommendations, where feasible, refer appropriate suggestions for immediate action to the respective V.P.; recommendations with inter-divisional implications will be referred to the ECA.

Other standing or ad hoc committees may be appointed by the members of the Executive Committee of the Administration. Administrators are ex officio members of committees they appoint, as is the President of the University. Committees report to and are responsible to the official who appointed them.

## **ORGANIZATION OF EXECUTIVE DIVISION**

The Executive Division includes the offices of the President, Executive Vice President, and Vice President for Administrative Affairs. Under the Executive Division are the following administrative areas: Mission & Ministry, Diversity, University Planning, and Institutional Research.

### **Mission and Ministry**

Barry, as a Catholic university, is itself engaged in pastoral campus ministry insofar as it is dedicated as an institution to give witness to Christ through its academic programs, scholarly research, service, and community life. In this sense, the whole Christian community of Barry University is engaged in campus ministry.

Mission and Ministry, as a specific function of the University, is an apostolate of service to the entire University community exercised by a team of campus ministers, priests, religious faculty, staff and students, who attempt to build and support a vital Christian community, facilitating it and enabling it to minister to its own members and to society at large. It does this by:

- a. enabling personal growth and development by care and concern for persons;
- b. proclaiming the Gospel and its values with relevance;
- c. building and strengthening a community of faith, especially through retreats, group prayer and scripture sharing;
- d. celebrating the life of the community, especially through the liturgy;
- e. promoting participation and education in the work of social justice and addressing the University community as an institution in terms of all its value commitments;
- f. providing concern for students of other faiths, respecting their freedom to maintain and; express their own religious convictions and facilitating access to their own ministers or rabbis for worship, study or counsel.

### **Religious Services**

Mission and Ministry celebrates the human and religious life of the community through meaningful liturgy as an expression of the faith, hope, love, and social awareness of the campus community. Eucharistic Liturgies are celebrated daily in the Cor Jesu Chapel. The private celebration of the Sacrament of Reconciliation is offered weekly while communal celebrations are held throughout the year.

Anyone wishing to use the Chapel for religious services or artistic presentations should secure permission from the Assistant Vice President for Mission and Ministry.

All monies collected during religious services are used for the general operational expenses of the Chapel or designated for another specific purpose. All gifts to the Barry University Chapel, to the Assistant Vice President for Mission and Ministry, or to his/her associates are understood to be gifts to the University, unless otherwise restricted by the donor.



## **Mission Education**

It is the responsibility of Mission and Ministry to provide educational programs, luncheons, etc. that deepen the university community's sense and understanding of mission.

## **Standing Committees In The Executive Division**

### **Mission Effectiveness**

The Mission Effectiveness Committee acts as an advisory group for the Office of Mission and Ministry, particularly in the area of implementation of Barry's mission and philosophy in accordance with the Dominican tradition. It provides a forum for an interdepartmental approach to the Mission. The committee is appointed by the president and chaired by the assistant vice president for Mission and Ministry.

### **Interfaith Committee**

A sub-committee of the Mission Effectiveness Committee, the Interfaith Committee initiates educational and spiritual forums exploring the perspectives of various religious traditions. The chair is rotated among committee members.

### **Diversity Council**

The Diversity Council is comprised of faculty, staff and students appointed by the president. The Commission provides opportunities to increase understanding and promote appreciation of the diverse composition of the Barry University community. It is co-chaired by the assistant vice president for Mission and Ministry and the associate campus minister.

## **ORGANIZATION OF ACADEMIC AFFAIRS**

There are three service areas: Division of Enrollment and Academic Services (which includes the Registrar's Office, Academic Publications & Marketing and Enrollment Services – i.e., Admissions, Financial Aid, Records Management & Evaluation) Faculty Senate; Information Technology (Network and Information Systems, Distance Education, Library).

Academic programs are organized into the following units, each with its own dean and faculty: the Schools of Adult and Continuing Education, Arts and Sciences, Business, Education, Graduate Medical Sciences, Human Performance and Leisure Sciences, Law, Natural and Health Sciences, Nursing and Social Work. In all areas of academic life, the various programs and instruction are coordinated by a Vice President who is the division head/executive officer for Academic Affairs.

Academic programs are generally the responsibility of the faculty of the school. Approval by the school dean and the Provost and Senior Vice President for Academic Affairs is required for major program changes in order to assure evaluation of interschool or general University considerations.

Any new academic program must also be approved by the President and the Board of Trustees. At least one year should be allowed for evaluation and preparation before implementation. All new programs shall be subject to review and evaluation annually for a period of three years.

## **Standing Committees In Academic Affairs**

### **Academic Affairs Council**

The Academic Affairs Council, appointed by the Provost and Senior Vice President for Academic Affairs, consists of the administrative officers who report to the Provost and Senior Vice President for Academic Affairs, plus the Chair, Chair-elect, Past-Chair, and the Chair of the Academic Affairs Committee of the Faculty Senate. The Council meets regularly and is advisory to the Vice President, particularly on issues of academic affairs, which may affect more than one area. The Council serves as the primary vehicle of communication among the Executive Committee of the Administration, the staff of the Provost and Senior Vice President for Academic Affairs, the schools, and the Faculty Senate. When issues pertain to other areas, guests are invited to participate in the discussion. The Council also reviews the recommendations of the Graduate Council and Undergraduate Council.

### **Commencement Committee**

The Commencement Committee, appointed by the Provost and Senior Vice President for Academic Affairs, consists of the Associate Vice President for Student Services, Dean of Students, Registrar, faculty representatives from each school/division, and staff representatives from service areas directly responsible for the Baccalaureate/Commencement Ceremonies. The Committee is responsible for setting policies and procedures, for planning and coordinating the commencement ceremony.

### **Distance Education Committee**

The Distance Education Committee, appointed by the Provost and Senior Vice President for Academic Affairs, consists of ten faculty members from different schools. The primary purpose of the committee is to advise the university administration on distance education resources and provide the services and support necessary to facilitate distance education.

### **Grade Appeals Committee**

The Grade Appeals Committee, appointed by the Provost and Senior Vice President for Academic Affairs, consists of three faculty members and two students, one undergraduate and one graduate. An alternate faculty and student member will also be appointed and will serve in case of illness or in case a member is party to an appeal. The committee will make a formal investigation, hearing both the student and faculty member. The objective of the committee is to evaluate the evidence and make a recommendation to alter the grade or let it stand.

### **Graduate Council**

The Graduate Council, appointed by the Provost and Senior Vice President for Academic Affairs, consists of representatives of the faculty and administration of each graduate program. The Council is responsible for recommending policies and regulations concerning admission to graduate study, admission to candidacy, graduate curricula, and requirements leading to graduate credits, certification, and degrees. The Council makes recommendations to the Academic Affairs Council and to the Provost and Senior Vice President for Academic Affairs.

## **Honors Program Council**

The Honors Program Council, appointed by the Provost and Senior Vice President for Academic Affairs, consists of faculty members from each of the undergraduate schools of the University and two student representatives recommended by the Honors Student Association. The Council acts as an advisory board to the director of the Honors Program, oversees curriculum planning in the Honors Program, and approves the Honors theses required of graduating seniors in the Honors Program.

## **Honors Committee**

The Honors Committee, appointed by the Provost and Senior Vice President for Academic Affairs, consists of faculty members who are familiar with a large number of undergraduate students. The Committee is responsible for the continued study of motivation and directions of high-ranking students and the recommendation of proper recognition for achievements. It also sees that students are informed of opportunities for recognition of academic performance. It recommends students for membership to the University chapters of national honor societies in the field of general academics.

## **Information Technology Advisory Council**

The Information Technology Advisory Council, appointed by the Provost and Senior Vice President for Academic Affairs, consist of representatives from each of the schools and divisions of the University. The functions of the Council are: to provide an efficient means of communication with the various divisions served by the Division of Information Technology; to assist and advise the Associate Vice President for Information Technology on the University's needs; to obtain input for the planning and implementation of computer usage throughout the University; to assist in the development of policies and procedures for information technology.

## **Institutional Review Board**

The Institutional Review Board, appointed by the Provost and Senior Vice President for Academic Affairs, consists of faculty members from each of the schools of the University and an outside representative. The functions of the Committee are to review all applicable research to insure human subject protection. The IRB has the responsibility and authority to review, approve, disapprove, or require changes as appropriate in research activities involving human subjects.

## **Library Committee**

The Library Committee, appointed by the Provost and Senior Vice President for Academic Affairs, consists of faculty representatives from each of the schools of the University and a student representative recommended by the Student Government Association. The functions of the Committee are: to stimulate the students and faculty of the University to maximum use of library materials and facilities; to seek the assistance of the faculty in cooperative planning towards the integration of library services with the academic program; to assist and advise the librarians in building a well-balanced collection; to make recommendations regarding policy and procedures pertaining to the use of library facilities.

## **Research and Grants Committee**

The Research Committee, appointed by the Provost and Senior Vice President for Academic Affairs, consists of faculty members from each of the schools/divisions of the University. The Committee is responsible for the implementation of the Research Policy, and any other policies, which may be prepared by the Research Committee. The Committee serves to answer questions of faculty regarding the University research effort; to provide guidance, where possible, to faculty interested in pursuing grants and/or research; to determine the annual recipients of the University's research Scholarship Fund; to keep the IRB functional, and to generate policies related to research when appropriate.

## **Undergraduate Council**

The Undergraduate Council, appointed by the Provost and Senior Vice President for Academic Affairs, consists of representatives of each school with undergraduate programs of the faculty and administration. The Council is responsible for approving new undergraduate courses; reviewing and making recommendations on all proposed new undergraduate programs; recommending policies and regulations concerning entrance requirements, good standing, distribution and graduation requirements; and considering other matters concerning the undergraduate programs. The Council makes recommendations to the Academic Affairs Council and to the Provost and Senior Vice President for Academic Affairs.

## **ORGANIZATION OF BUSINESS & FINANCE**

The Division of Business & Finance is responsible for the financial and business operations of the University which include: Financing (financial operations and analysis, accounting, payroll, purchasing, and accounts payable, student account services; budgets, external audit, cash management); Facilities Management (maintenance, housekeeping grounds, construction, public safety, conference and event services, telecommunications and switchboard); Human Resources (HR policies and procedures, employment, benefits, training, compensation); Business Services, (food services, campus bookstore, graphics and printing, postal services); and Administrative Information Systems (systems services, database services, technical services, and response line).

### **Standing Committees In Business And Finance**

#### **Executive Committee of Business and Finance**

The Executive Committee of Business and Finance is comprised of the Senior Vice President for Business and Finance, Associate Vice President for Finance, Associate Vice President for Facilities Management, Associate Vice President for Human Resources, Assistant Vice President for Human Resources, Assistant Vice President for Administrative Information Systems, Co-Managers of Business Services, the Executive Assistant to the Senior Vice President for Business and Finance, Director of Financial Operations, and the Director of Quality Improvement Program (QIP). The ECBF meets weekly to advise the Senior Vice President, to discuss and approve Business and Finance policies and procedures, to coordinate activities and to facilitate communication among the various departments within the Business and Finance Division.

## **Business and Finance Council**

The Business and Finance Council is comprised of the Senior Vice President for Business and Finance and all professional and administrative staff from each department within the Business and Finance Division (Finance, Facilities Management, Human Resources, Business Services and Administrative Information Systems). This Council meets twice each semester to support the Basic Principles of Service for the Business and Finance Division and to share information about the issues and activities of the Division and the University.

## **Food Service Committee**

The Food Service Committee is comprised of the Co-Managers of Business Services, Director of Dining Services, Manager of the Buc-Stop, Dining Services Food Production Manager, representatives from Residential Life, student representatives from the Residence Hall Associate, student representative from Student Government Association and student representative from Commuter Board Association. The purpose and objectives of the committee include communication, quality control and public relations. The committee meets biweekly during the Fall and Spring Semesters to discuss and make suggestions regarding dining services.

## **Residential Life Housekeeping and Maintenance Committee**

The Residential Life Housekeeping and Maintenance Committee is comprised of the Associate Vice President for Facilities Management, Directors of Housekeeping, Maintenance, Residential Life, Public Safety, and Conference and Event Services. The purpose of the committee is to foster a continued line of communication between Maintenance, Public Safety, Housekeeping and staff members of Residential Life. The committee meets once a month. The previous month's performance of housekeeping and maintenance is discussed and projects are updated. Comments from the group as to how things can be improved are solicited.

## **Public Safety Committee**

The Public Safety Committee is comprised of the Director of Public Safety, Associate Vice President for Facilities Management, and representatives of the Academic Affairs Division, the Student Services Division, a Faculty member, a University Staff member, a Residential Student, and a Commuter Student. Invited members will serve for an academic year on the committee. The purpose of this committee is to provide input into the Public Safety Department regarding the safety and security of the campus community. Additionally, the committee will function as the Traffic and Appeals Board to provide a forum for appeal of issued citations in violation of the University Parking and Traffic Regulations. The committee will hear appeals to evaluate the evidence and then to reduce, dismiss, or sustain the charges.

## **University Benefits Committee**

The University Benefits Committee is composed of the Associate Vice President for Human Resources, Senior Vice President for Business and Finance, and representative members of faculty, administration, and staff. The committee is advisory in nature. The purpose of the committee is to meet when necessary to discuss and/or implement any issues related to changes in University Benefits programs, recommend whether or not to put policies out for bid, study University options,

and report back to the committee any input, feedback or ideas for suggested improvement and changes from the constituencies of the various committee members.

### **University Safety Committee**

The committee is composed of the Associate Vice President for Facilities Management (who is the chair of the committee), the Director of Public Safety (Chief Safety Officer), the Director of Facilities, the Maintenance Manager, the Housekeeping Manager, the Grounds Manager, and a representative from each of the following areas: Graduate Medical Sciences, Physical Sciences and Biology. The function of the safety committee is to create and maintain interest in the prevention of accidents, illness and loss. The committee is designed to promote safety and health in the workplace. The committee also advises and makes recommendations to administration relative to the safety of university facilities.

### **ORGANIZATION OF STUDENT SERVICES**

The Student Services program is organized into the following units, each with its own director and staff: Career and Counseling Center, Student Activities Campus Health Center, International Student Center, Residential Life, Disability Services and Student Services Computer Center.

Programs and services are generally the responsibility of the Directors of the departments. Approval by the Associate Vice Presidents and the Vice President for Student Services are required for major changes in programs or services in order to assure that these changes are in line with the Mission of the University.

### **Standing Committees In Student Services**

Each of the Student Services departments has its own Student Advisory Committees.

### **ORGANIZATION OF INSTITUTIONAL ADVANCEMENT**

The Vice President for Institutional Advancement is responsible for promoting the university through fundraising, public information and alumni relations.

### **Departments Of Institutional Advancement**

#### **Alumni Relations**

Composition: Professional staff, clerical staff, volunteers. Responsibility: To build relationships with the university's alumni through programs and activities that provide ongoing opportunities for alumni involvement in the mission of the university. Objective: To promote the mission of the university through establishment of mutually beneficial relations between the university and its alumni.

#### **Development**

Composition: Professional staff, clerical staff, volunteers. Responsibility: to develop and conduct the fundraising programs of the university, including the annual fund, major and planned gifts, grant

programs, corporate and community relations, capital campaigns, development research and records. Objective: to promote fundraising programs in support of the university's mission.

### **University Relations**

Composition: Professional staff, clerical staff, volunteers. Responsibility: To participate in activities as follows: production of non-academic publications, including internal and external constituent periodicals; university liaison for, and official channel of, communication with media, as well as with other educational institutions and various professional and community organizations; fostering participation and school spirit within the university. Objective: To provide support services to the president and the division of Institutional Advancement, and when appropriate, to other administrative departments, students, and faculty. The goal is to make internal and external audiences more familiar with the mission and achievements of the university.

Section

3

**SECTION THREE - RELEASE OF INFORMATION,  
PROFESSIONAL ACCREDITATIONS & UNIVERSITY DATA**



## **RELEASE OF INFORMATION, PROFESSIONAL ACCREDITATIONS & UNIVERSITY DATA**

The University is reviewed on a regular basis by the several agencies that accredit it. All these agencies take great care to respect the confidentiality of information supplied to them during reviews. In return, they expect the institutions they accredit to use discretion in their use of reports of the accrediting teams. Some agencies prohibit any quotations whatsoever from such documents.

To avoid any possible infringement of standards and regulations of accreditors, institutional publications will not quote from reports prepared by these agencies unless the agencies grant specific written permission. The institution's accredited status will be referred to only those terms prescribed by said agencies. Any questions under this policy should be referred to the Provost and Senior Vice President for Academic Affairs. Barry University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4501, to award bachelor's, master's, specialist and doctoral degrees.

No personal or confidential information about students, faculty, staff, administration, Board of Trustees, or any unit of Barry University is to be given to anyone off campus by any office or employee of the University, unless specifically requested or authorized by the individual concerned. Since the passage of the Family Rights and Privacy Act (FERPA), letters of recommendation written about students are not confidential, unless the student has signed a waiver of right to access. (*See Policies & Procedures Manual*)

In reference to employment information or credit checks, the office of Human Resources has the policy of verifying information only over the telephone; other information will be supplied only if the requesting company submits a form for this purpose.

### **UNIVERSITY DATA**

### **PROFESSIONAL ACCREDITATIONS**

**The undergraduate and masters programs for the School of Nursing** are accredited by the Commission on Collegiate Nursing Education. The undergraduate nursing program is approved by the Florida Board of Nursing.

**The Adrian Dominican School of Education** and the teacher education programs in the School of Arts and Sciences, Human Performance and Leisure Sciences, and Natural and Health Sciences are approved by the Department of Education (DOE) of the State of Florida as standard teacher training programs, and because of Florida's reciprocal certification agreement, are in a position to graduate students eligible for teacher certification in most states. The School of Education's graduate "alternative" PreK-Primary and Elementary Education programs are DOE-approved, with ESOL infused. The Educational Leadership Program is also DOE-approved. The School of Education's **Counseling Programs** in guidance and mental health counseling are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CAVREP). The **Montessori Education** early childhood and elementary programs are accredited by the Montessori Accreditation Council for Teacher Education (MACTE).

The **Ellen Whiteside McDonnell School of Social Work's M.S.W. Program** is accredited by the Council on Social Work Education (CSWE). The **B.S.W. program** is currently seeking accreditation from CSWE.

The **Doctor of Podiatric Medicine Program in the School of Graduate Medical** is accredited by the Council on Podiatric Medical Education. The **Physician Assistant Program** is accredited by the Commission on Accreditation of Allied Health Education Programs.

The **Occupational Therapy Program** is accredited by the Accreditation Council for Occupational Therapy Education.

The **Cardiovascular Perfusion Program** is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The **Anesthesiology Program** is accredited by the Council on Accreditation of Nurse Anesthesia Education Programs.

The **Athletic Training Program** is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP).

The **Andreas School of Business** is a candidate for accreditation by the Association for Advancement of Collegiate Schools of Business (AACSB); candidacy status indicates that an institution has voluntarily committed to participate in a program of continuous improvement and is actively progressing toward accreditation status. Candidacy status is not accreditation and does not guarantee eventual accreditation.

The **School of Law** is applicant for accreditation by the American Bar Association (ABA). Applicant status is not accreditation and does not guarantee eventual accreditation.

The **Department of Theology** is a candidate for accreditation of its graduate programs by the Association of Theological Schools (ATS).

**University Data:** Barry University is committed to providing quality information and statistics for internal and external use. All university data must be verified by the Office of Institutional Research prior to publication.

*For the complete University Data policies please see the Policies and Procedures Manual.*

Section

4

## SECTION FOUR - CLASSIFICATION OF EMPLOYEES

## CLASSIFICATION OF EMPLOYEES

### Types of Appointments

All administrative and support staff are classified with an employment status. Staff members of Barry University are either regular or temporary employees.

The following terms will be used to describe the classification of employees and their employment status:

- **Regular:** Employed as a non-temporary staff member, either full- or part-time.
- **Temporary:** Employed as a temporary staff member, either full- or part-time. Such employment is limited in duration and is established for conditions that may create short-term staffing shortages.
- **Full-Time:** A full-time staff member, either regular or temporary, is scheduled to work a minimum of 37.5 to 40 hours per week on a 9-10-11- or 12-month basis.
- **Part-Time:** A part-time staff member, either regular or temporary, is scheduled to work fewer than 37.5 hours per week.

### Approvals – Employee Classification

The Associate Vice President of Human Resources must approve the designation of exempt or non-exempt for all administrative and support employees. These arrangements must be discussed with job applicants before a commitment for employment is made or any subsequent change is placed in effect.

### Hours of Work/Flex Time

Due to the complexity of the University, it is not possible for all employees to have the same work hours. Supervisors determine the office hours of their employees with approval of the appropriate University officials. The standard workweek is 40 hours for exempt employees and 37.5 for non-exempt employees. Administrative approval must be given for office or other non-exempt employees to work a regular 40-hour workweek. Employees in some departments have varied starting times and work schedules. When administrative approval is given, **flex time** is possible, as long as the office remains open during normal business hours between 8:30-5:00.

A normal workweek and hours may differ within the university. From time to time, circumstances may require that the employee work in excess of forty (40) hours during the workweek. Each nonexempt employee will be paid time and one-half (1½) the regular rate for hours worked in excess of forty (40) hours per week. Overtime must be approved in advance by your supervisor.

According to the federal Fair Labor Standards Act (FLSA), only actual hours worked are computed for purposes of determining hours worked for overtime calculation. Vacation time, sick time, holiday time or any other time for which you are compensated but do not actually perform work will not be included when computing hours worked in a workweek.

Regular work hours are 8:30 a.m. to 5:00 p.m. daily with a one-hour unpaid lunch period provided for all employees. The workweek for payroll purposes is Sunday through Saturday. Adjustments to these hours and days may be made by supervisors to meet necessary work requirements.

All compensation for work rendered shall coincide with Federal Wage and Hour requirements.

### **Professional Personnel (Exempt)**

Personnel engaged in job assignments in which a bachelor's or higher degree is a basic requirement for employment are exempt from the provisions of the Fair Labor Standards Act with regard to the payment for work performed on overtime.

### **Executive/Administrative/Managerial**

Exempt employees retained for the primary purpose of managing the institution or a recognized department thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. By convention this category includes vice presidents, associate/assistant vice presidents, deans and directors of recognized major departments, but excludes chairs of academic departments (who are classified as faculty). Inclusion in this category requires the individual to have supervisory responsibilities.

### **Faculty**

Individuals employed for the primary purpose of performing or supervising instruction and/or research activities, and who hold academic rank. To be included in this category, individuals should devote 50 percent or more of their time to instruction, research, or the combination of those activities. This does not include persons, who, although engaged in some teaching, devote the majority of their time to activities other than instruction or research. It excludes graduate students employed as teaching or research assistants. Academic administrators who hold academic rank are members of the Faculty.

### **Professional Non-Faculty**

Exempt employees retained for the primary purposes of performing academic support, student service, and institutional support activities. Individuals who have executive or managerial (supervisory) responsibilities in these areas are excluded. Employees such as librarians, accountants, personnel workers, counselors, recruiters or similar positions are included.

### **Support Personnel (Non-Exempt)**

Persons engaged in job assignments in which the conditions of employment and compensation are subject to the provisions of the Fair Labor Standards Act. Nonexempt employees are retained for the primary purposes of performing clerical/secretarial activities, skilled crafts/technical, and service/maintenance. Official titles include clerk typist, secretary, executive secretary, administrative assistant, mechanics and repairers, electricians, stationary engineers, skilled machinists, carpenters, typesetters or similar positions are included.

Section

5

## **SECTION FIVE - PERSONNEL POLICIES & PROCEDURES**

## **ABSENCE FROM WORK OR TARDINESS**

Employees are expected to report to work on time. If, for any reason, you are unable to report for work at your scheduled time, you are expected to notify your supervisor as far in advance as possible so that arrangements can be made to cover your responsibilities. Unless there is an emergency, relatives and friends are not to call on behalf of the employee.

Absence can be regarded as excessive if the frequency with which one is absent, is late, or leaves early is equal to or greater than 12 instances during one year, three instances during one month, two instances during two weeks, or one instance per week with consistency.

## **ACADEMIC PROCESSIONS**

Academic processions are held at the time of commencement exercises and other occasions. The order of the procession is as follows:

1. Administrative Staff
2. Part-time Faculty
3. Instructors
4. Assistant Professors
5. Associate Professors
6. Professors
7. Stage Party

All administrators and full-time faculty members are required to participate in academic processions and must provide their own caps, gowns, and hoods.

## **ACCIDENT AND ILLNESS**

Common sense should be used by all employees aware of accidental injury to or obvious illness of visitors and/or employees. The Public Safety and/or Health Services Department should be notified at once and immediate assistance requested. If neither of these areas can be reached, the Human Resources department and/or the Miami Shores Police Department should be called.

## **AIDS POLICY**

AIDS presents society with a spiritual, ethical and medical crisis. AIDS challenges society in general, and the University in particular, to respond to the AIDS crisis in a way that shows respect, compassion and understanding for those afflicted. The University is also challenged to protect, insofar as is reasonably possible, its students and employees from health risks associated with AIDS. Concern for the individual integrity of members of the Barry community has been a long-standing tradition of the University. This tradition and the University's mission to provide a caring environment serve as the framework for our response to the challenge presented by the AIDS crisis.

The University will treat Acquired Immune Deficiency Syndrome (AIDS) the same as any other disease. Victims of AIDS or other diseases are permitted to work unless their personal physician, campus officials, or federal public health officials declare that the disease represents a substantial risk

to the health and safety of the individual or other members of the community. In such instances, appropriate measures will be taken to protect the individual and the community.

The University has counseling and pastoral guidance available for those with AIDS and HIV infection. Depending on the medical circumstances of each situation, the University may wish to keep apprised of the medical condition of an infected individual after obtaining the individual's informed consent. The right to privacy of all individuals will be respected and protected, and the confidentiality of any required records will be maintained.

Students, faculty and staff who are performing health care work as part of an allied health program of study will be provided instruction and required to follow departmental or school guidelines concerning AIDS and HIV infection.

Barry University will comply with all federal and state laws and regulations, including those of the United States Public Health Service, and the guidelines from the Center for Disease Control, which relate to HIV infection and bear on the health and welfare of persons within the University community.

Anyone with questions about AIDS and HIV infection may contact Health Services and the Career and Counseling Center. Materials on AIDS are available from various campus offices as well as the Library.

The University's AIDS policy is subject to change as new medical information becomes available and changes in the laws are made.

## **AMERICANS WITH DISABILITIES ACT OF 1990**

The University does not discriminate in the interviewing, hiring, or promotion of individuals based on disability. The University is committed to compliance with the Americans with Disabilities Act of 1990 and its related section 504 of the Rehabilitation Act of 1973. It shall endeavor to provide reasonable accommodations requested by all employees with documented disabilities who are otherwise able to perform the essential functions of their jobs.

Human Resources will work with all employees and their supervisors in determining the most effective accommodations that can be reasonably provided on an individual basis. It shall maintain records of such requests and accommodations in a confidential manner.

## **DISABILITY – REASONABLE ACCOMMODATION**

Barry University does not discriminate against any applicant or employee in hiring or in the terms, conditions and privileges of employment due to physical or mental disability. When the university becomes aware of any disability which prevents an otherwise qualified applicant or employee from performing a job, the university will assess whether any reasonable accommodation would allow the person to perform the job before refusing employment or making a distinction in terms, conditions or privileges of employment because of the disability. An accommodation which creates an undue hardship on the university or which endangers health or safety is not a reasonable accommodation.



The University will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

An otherwise qualified applicant for employment or employee with a disability who requires reasonable accommodation may inform his or her immediate supervisor or administration of the nature of the disability and the accommodation required. Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

Questions about accommodations for disabled students should be directed to Office of Disability Services.

## **BREAKS OR REST PERIODS**

At Barry University full-time employees are allowed a 15-minute rest period in the first four hours of their work shift and another 15-minute rest period during the second four hours of their work shift. Rest periods are limited to 15 minutes of absence from the job. This includes walking time. These periods are intended to be preceded and followed by an extended work period; thus they may not be used to cover late arrival to work or early departure, nor may they be regarded as cumulative if not taken. Rest periods are to be scheduled by the supervisor and may be staggered among employees. Consistently returning late from a break or lunch period may result in disciplinary procedures.

## **CHILDREN IN THE WORKPLACE**

The purpose of this policy is to safeguard against injury to minor children on campus and to discourage the distraction caused by having children around the workplace and classrooms. This policy applies to all employees regardless of employment category.

### **Guidelines**

- 1) Bringing a child to the workplace should be the exception, not the standard. Consultation with the immediate supervisor is required in advance.
- 2) The child cannot be disruptive to the work environment. Nor can the presence of the child negatively impact on the work productivity of the employee, other employees, or students.
- 3) Consideration must be given to the concerns of others. If complaints arise, the child cannot remain in the work area.
- 4) Minor children must be closely supervised whenever they are on campus.
- 5) The University does not accept any liability for injuries to children who are on campus.
- 6) The employee is responsible for all acts of the child.

## **CONFLICT OF INTEREST**

All employees should avoid situations of actual or potential conflict of interest. A conflict of interest may exist when employees' personal activities or financial affairs adversely influence their judgment or performance of duties at the university. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, or for a relative, as a result of the university's business dealing. Personal or romantic involvement with a competitor, supplier or subordinate employee of the institution, which impairs an employee's ability to exercise good judgment on behalf of the university, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his/her immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, the employer may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts will result in disciplinary action, including possible termination.

## **CONSENSUAL RELATIONSHIPS**

The University maintains a policy that prohibits sexual harassment (*See Harassment and Sexual Harassment*). In addition, the University has developed the following policy entitled "Consensual Relationships" which describes more specifically relationships between employees.

A consensual relationship is defined as a romantic, sexual, or intimate relationship in which both parties, (staff and students, supervisor and employees) appear to have consented. However, in some cases where a professional reporting/evaluation and/or uneven power is inherent in these relationships due to one's position, the University characterizes these relationships as inappropriate.

## **CONTRIBUTIONS**

Barry University generally does not support other not-for-profit institutions or organizations through voluntary contributions. A request for such contributions should be forwarded to either the President or the Vice President for Institutional Advancement, unless the not-for-profit organization is directly related to the function of the academic or administrative function of the requestee, such as professional organizations.

## **CUSTOMER RELATIONS**

The University interacts with a variety of customers. Every employee is a representative of Barry University and should conduct himself or herself in a professional manner. Employees are expected to be courteous and respectful to customers and co-workers at all times. Employees should listen carefully to customer's inquiries and complaints and then deal with them in a responsive, professional manner.

If a customer should become unreasonable, abusive, or harassing, and the employee cannot resolve the problem, the customer should be referred to the employee's supervisor. Employees are also encouraged to report recurring customer-related problems to their immediate supervisor and should be prepared to make suggestions for problem-solving changes.

## **EMPLOYEE RELATIONS**

### **I. Employee Relations Office**

Barry University's Human Resources Employee Relations Office's ("ERO") mission is to promote a positive and respectful work environment for University's employees by working closely with supervisors and staff to establish open communication and informal resolution of workplace problems and disputes. ERO hopes to accomplish this mission by: (1) taking a pro-active approach toward maintaining positive communication between employees, supervisors, faculty, and managers in order to eliminate problems in the workplace before they occur; and (2) if workplace problems or conflicts do occur, assisting University employees and supervisors in resolving these conflicts in an informal setting before these problems become significant enough that they require formal resolution through the University's formal grievance procedures. ERO's support includes, but is not limited to, assistance in matters such as:

- Completion of Performance Development Plan
- Referral to the University's EAP services
- Conflict resolution techniques for employees and supervisors
- The need for disciplinary action
- Formal complaints and grievances

ERO encourages supervisors and employees to utilize its services to resolve workplace problems and disputes before a formal grievance is filed or becomes necessary. Although ERO's goal is to resolve complaints and conflicts informally, ERO is also available for assistance or questions regarding the University's formal grievance policy.

### **II. Employee Relations Office Informal Conflict and Complaint Policy**

#### **A. Purpose**

The purpose of this policy is to provide an informal process for the resolution of employee complaints or conflicts that sometimes arise between supervisors, co-workers, and/or employees in the workplace. The goal is to encourage employees and supervisors to resolve complaints or disputes at the lowest possible administrative level. The University will not tolerate reprisals or retaliation of any kind by any University employee against another employee for utilizing the services provided by the ERO.

#### **B. Types of Complaints or Conflicts Eligible For Informal Resolution By the Employee Relations Office**

The ERO will assist employees and supervisors in informally resolving workplace complaints or conflicts relating to University or department policies or practices on an individual employee's

wages, hours, or conditions of work, or the application or interpretation of personnel rules, or any departmental action that affects work performance including conflicts between co-workers and/or supervisors. The complaint must establish the harm the individual has suffered.

- The **Formal University Grievance Procedures** must be used to address an employee's claim of discrimination or sexual harassment, retaliation based on a claim of discrimination or sexual harassment, suspensions, demotions, and the non-renewal of an employment contract. The ERO is available to employees or supervisors for assistance or guidance as it relates to the University's formal grievance procedures (see page 45).

### **C. Filing an Informal Complaint with ERO an**

- If possible, an employee should first take any workplace complaint or conflict to his or her immediate supervisor for an informal discussion and possible resolution.
- If the employee is not satisfied with the decision by the immediate supervisor, the complaint should then be taken to the dean or department head of his or her division for an informal discussion and possible resolution.
- If the employee is not satisfied with the resolution of the complaint by the dean, department head or appropriate Vice President, the employee may then present the complaint to the ERO. After determining that the first two steps have been completed, the ERO will recommend an appropriate course of action to attempt to resolve the complaint or conflict, which may include mediation between affected parties, referral to our Employee Assistance Program or other reasonable intervention strategies.
- If the complaint of conflict cannot be resolved informally the employee may file a formal grievance as described in the Administrative and Support Handbook. The complaint, however, must be the type of complaint eligible under the University's formal grievance procedures.

### **D. Employees Ineligible for Informal Complaint Procedures**

These informal conflict resolution procedures apply to all regular full-time and part-time employees, both exempt and non-exempt, except:

- Employees on probation
- Faculty (see Faculty Senate Policy)
- Temporary Employees
- Executive Personnel

## **EMPLOYEE ASSISTANCE PROGRAM**

### **I. Overview**

The goal of Barry's Employee Assistance Program ("EAP") is to assist any University employee with a confidential assessment and referral service when personal problems may be adversely affecting the employee's work performance. This program provides an opportunity for employees to resolve

personal problems while allowing the University to retain employees so that they may continue to contribute their valuable skills and abilities. Issues appropriate for the University's EAP include:

- Family Concerns
- Substance Abuse Issues
- Stress
- Occupational Decisions
- Financial difficulties
- Legal Issues

## **II. Informal Procedures for Referral to EAP**

Any University employee can consult with the ERO on personal matters that are affecting the employee's work performance.

All employees who are enrolled in the University's United Health Care plan are eligible to call Care 24 for immediate and confidential counseling. This service can be accessed at any time by calling 1-877-365-7950. Any employee who calls Care 24 will be asked to give a group number. This group number is located on the back of each employee's insurance card.

A supervisor wishing to make an informal referral to the University's EAP program may do so through the ERO. Supervisors wishing to make such a referral should discuss the reasons for the informal referral of one of his or her employees and how the employee's work performance and behavior is being affected by the employee's personal problem(s). (See Guidelines for Supervisor referral)

## **III. Formal Procedures for Referral to EAP**

A supervisor may also request a mandatory EAP referral for an employee under his or her supervision. An initial consultation must take place between the supervisor and ERO before the employee will be considered for a mandatory EAP referral. The ERO and supervisor must also consider options other than a mandatory EAP referral to include Performance Improvement Procedures and/or Disciplinary Action.

## **IV. EAP Monitoring**

The ERO will be responsible for monitoring any mandatory EAP referral.

## **FORMAL COMPLAINT & GRIEVANCES PROCEDURES**

### **• Introduction**

The University expects and encourages supervisors and employees to communicate openly and regularly so that the interests of its employees and the University are best served. However, the University recognizes that problems involving employer-employee relations will arise from time to time. When these problems do arise, the University believes that it is in the best interest of both the University and the employee to resolve these matters as soon as possible at the lowest possible level.

Therefore, as a means to resolve employer-employee problems and to ensure that employees are assured fair consideration of their complaints or grievances (for the purposes of this manual the term "complaints and grievances" will be referred to as merely "grievances"), the University has established grievance procedures. University employees with a grievance regarding any aspect of their employment, including, but not limited to, claims of discrimination based on sex, race, age, national origin, or disability, the terms and conditions of their employment, co-worker or supervisory conflicts, and/or violations of the University's rules or regulations, should follow the grievance procedures described in this section.

- **Eligibility**

To access this grievance procedure, an employee (also referred to herein as "grievant") must meet all of the following criteria:

1. Must be a regular, non-probationary University employee. Except as provided below, probationary employees are not entitled to this grievance procedure. **PROBATIONARY EMPLOYEE EXCEPTION:** All University employees, regardless of their employment status, with a grievance regarding discrimination based on his or her race, sex, age, disability, or national origin should follow the grievance procedure as described in this section.
2. Other than for grievances based on a claim of discrimination, the employee must not have been on probationary status at the time the event that formed the basis of the dispute occurred;
3. Must have initiated the written grievance within five (5) business days of the date that the employee knew, or should have known, of the event that formed the basis of the grievance, unless the grievance relates to a claim of discrimination in which case the written grievance must be initiated within a reasonable period of time. For grievances not based on a claim of discrimination, this five (5) business day requirement may be extended only if there is a written agreement between the University and employee to waive this agreement; and,
4. The grievance is not based on the termination of employment or the establishment and revision of wages or salaries, or general benefits. The grievance procedure is not available for resolving grievances resulting from the termination of employment, or relating to an employee's wages or salary, or benefits.

- **Statement of Rights**

All eligible University employees have the right and are encouraged to use the grievance procedure to address unresolved work related issues, particularly if the grievance relates to any and all claims of discrimination based on sex, race, age, national origin, or disability. However, employees recognize that the grievance procedure does not change an employee's status as an at-will employee.

1. All grievances are treated confidentially by the University Human Resource Office. In the event that it is necessary to consult with other individuals in order to obtain information pertinent to the grievance, the grievant and supervisor will be notified.

2. The grievant and supervisor will have access to all information pertinent to the grievance. In cases where the information contains confidential material and/or data that is not relevant to the grievance, Human Resources will provide the parties involved with a written statement of the relevant information in order to maintain confidentiality.
3. The grievant is not permitted to be represented in any meetings by an attorney in the grievance process, or by any other person.
4. All participants are permitted a reasonable amount of release time from their duties for the grievance processes. The supervisor should be notified of the need for release time and efforts made to arrange mutually convenient times. A department may deny release time for a compelling reason, such as, the grievant's absence constitutes an undue hardship. Concerns regarding this issue should be directed to Human Resources.
5. The Human Resources department is available to assist grievant and/or supervisors during all steps of the grievance procedure.
6. No grievant will be reprimanded, harassed, retaliated against, discriminated against or adversely treated for utilizing or participating in the grievance procedure. The University considers any such action(s) a serious offense and a violation of University policy. Violators may be subject to disciplinary action, which may include termination. Any grievant subjected to unfair treatment, as a result of utilizing the grievance procedure, should contact the University Human Resources department.

- **Step I - Informal Discussion**

The employee should first attempt to resolve the grievance through an informal discussion with their immediate supervisor. If the matter is not resolved to the employee's satisfaction through this informal discussion, the employee may proceed to Step II. If the grievance is against an employee's immediate supervisor for discrimination based on the race, sex, age, disability, or national origin, the employee may immediately go to Step II.

- **Step II - Initiating a Formal Grievance**

The employee will present the grievance in writing to the employee's supervisor within five (5) business days of the date that the employee knew, or should have known, of the event that formed the basis of the grievance. If the grievance is against an employee's immediate supervisor for discrimination based on the race, sex, age, disability, or national origin, the employee may file the initial grievance in writing with the Human Resources department or the vice-president of the department instead of with the employee's immediate supervisor. Grievances presented in writing must provide the information listed below.

1. General information regarding the employee's name, department, etc.
2. What was specifically done that led to the grievance (the act that led to the grievance); when the act occurred; the names of all person involved; and, where applicable, any University rule or regulation violated.

3. Suggested relief requested to resolve the grievance.

No grievance is eligible for processing until the grievance is received in writing completed in its entirety. Written grievances filed with the employee's supervisor after the five (5) business days of the date that the employee knew, or should have known, of the event that formed the basis of the grievance are untimely and will not be considered.

Within three (3) business days after receipt of the written grievance from the employee, the recipient of the grievance must prepare a written response. A meeting with the employee may or may not occur at this time. Whether or not meeting occurs between the recipient of the grievance and employee is within the sole discretion of the recipient of the grievance, unless the grievance is a claim for discrimination. If the grievance is a claim for discrimination, the recipient will meet with the grievant. If the recipient's response/decision does not result in a satisfactory redress of the employee's grievance, the employee may proceed to Step III. If the recipient of the grievance does not respond to the grievance within three (3) business days, the employee may automatically appeal the grievance to Step III.

**Note:** The time limits discussed in this section do not begin until the designated recipient receives the grievance. Therefore, for instance, if the designated recipient is on vacation, the time to respond does not commence until the recipient returns to work.

- **Step III - Review of Step II Recipient's Decision**

If the recipient's written response/decision in step II does not resolve the employee's grievance to the employee's satisfaction, the employee may appeal the recipient's response to the vice-president of the department within three (3) business days of receipt of the written decision rendered by the recipient, or within three (3) business days from the recipient's response due date. The appeal shall include the written grievance described above in Step I, step II recipient's written response/decision (if there was a response), a list of any witnesses that will support or refute the grievance, and a concise explanation of the basis of the appeal.

The vice-president will review the submitted documents. The vice-president may also meet with the employee and step II recipient, and/or meet with any of witnesses listed by the employee or step II recipient. However, whether or not a meeting occurs between the vice-president, supervisor, step II recipient, employee and/or any witnesses is within the sole discretion of the vice-president. The vice-president will review the facts; ensure the employee had the opportunity to present his/her position fully and thoroughly; and, decide in writing on the grievance form within five (5) business days whether or not the grievance has any merit.

If the vice-president determines that there is merit to the grievance, the vice-president will take whatever action the vice-president deems appropriate to correct the employees' grievance. If the vice-president determines that there is no merit to the employee's grievance, he or she will deny the grievance. If Step III does not result in a satisfactory redress of the employee's grievance, the employee may move to Step IV by appealing, in writing, the vice-president's denial of his or her



grievance to the President of the University.

- **Step IV - Review of Vice-President's Decision**

The President of Barry University shall review any determinations and/or actions taken and shall have the power to reverse or amend any decisions of the vice-president, provided such action is taken by the President within thirty (30) calendar days of the determination. The President's review is merely to assure that the decision of the vice-president was made in good faith and to ensure that the administration was in reasonable compliance with school policy and/or campus rules and regulations, any relevant labor agreements, or any relevant federal or state laws. The President's determination shall be final and binding on all employees. Failure of the President to amend or reverse decisions within thirty (30) calendar days as stated above shall constitute the President's approval of the vice-president's decision.

The Human Resources Retention Office is committed to assisting University employees meet or exceed job performance expectations and to ensure that employees are not subjected to arbitrary or discriminatory practices in the University's disciplinary procedures and performance appraisal process. The following disciplinary action procedures are designed to help supervisors effectively administer formal disciplinary measures when informal corrective measures have not resulted in an employee meeting the University's performance expectations. The disciplinary procedures are designed to be followed in the sequence provided; however, the nature and gravity of the disciplinary problem may necessitate a supervisor skipping some of the disciplinary actions, to include, but not limited to, immediate termination of an employee without warning.

## **EMPLOYEE RETENTION**

The Human Resources Retention Office is committed to assisting University employees meet or exceed job performance expectations and to ensure that employees are not subjected to arbitrary or discriminatory practices in the University's disciplinary procedures and performance appraisal process. The following disciplinary action procedures are designed to help supervisors effectively administer formal disciplinary measures when informal corrective measures have not resulted in an employee meeting the University's performance expectations. The disciplinary procedures are designed to be followed in the sequence provided; however, the nature and gravity of the disciplinary problem may necessitate a supervisor skipping some of the disciplinary actions, to include, but not limited to, immediate termination of an employee without warning.

## **WARNINGS & DOCUMENTATION (Disciplinary Actions)**

### **I. Oral Warning**

An oral warning is given to an employee for minor violations of University policies and/or procedures or minor performance concerns. Although the University encourages the use of informal corrective measures to resolve disciplinary problems when feasible, it is permissible for a supervisor to use a formal oral warning as the first step in correcting minor violations of University policies or performance deficiencies.

When an employee is provided an oral warning, the supervisor should make every attempt to discuss with the employee about how the employee can prevent the disciplinary problem from recurring in the future. A written confirmation of the oral warning should be provided to the employee as well as to the Human Resources Retention Office. The University Disciplinary Action Form should be used to provide the written confirmation of the oral warning and should include, at a minimum, the date and reason for the oral warning.

## II. Written Warning

### A. Overview

When an oral warning has not resulted in the desired change in the employee's behavior or performance, or when the performance deficiency or policy violation warrants skipping the oral warning step, the supervisor will issue the employee a written warning. The written warning will be documented on the Disciplinary Action Form, which can be obtained from the Human Resources Retention Office. The written warning should include:

- The extent of the violation or performance deficiency;
- The University violated rule, policy, or procedure;
- The suggested disciplinary measure.
- The possible consequences in the absence of improvement.
- The follow-up action to be taken by the supervisor, if any.

The completed disciplinary action form should be reviewed with the Retention Office prior to meeting with the employee, and must be reviewed if the employee is to be terminated or suspended. Under no circumstances will a University employee be terminated or suspended without first consulting with the Retention Office.

#### • *Meeting with the Employee*

The written warning must be provided to the employee in a documented meeting between the employee and supervisor. The supervisor should take notes of his or her meeting with the employee. If the supervisor anticipates that the meeting will be adversarial, or if the employee is to be suspended or terminated, another supervisor should be included in the meeting as a witness.

In the meeting the supervisor shall: (1) review with the employee the basis for the written warning; (2) inform the employee how he or she is failing to meet acceptable standards of performance and/or is not following University rules and regulations; and, (3) inform the employee how the employee can improve his or her performance or disciplinary problem. The employee should also be advised that more severe disciplinary measures will result if the University's performance standards are not met or the University's policies continue to be violated.

After the meeting, the supervisor should request that the employee sign the written warning to acknowledge receipt of the written warning. If the employee refuses to sign the written warning, the issuing supervisor should ask another supervisor to sign the written warning with the annotation: "Employee refused to sign the written warning".

- *Filing the Documentation*

A copy of the written warning must be provided to the employee and the Retention Office. A copy of the supervisor's notes of the meeting with the employee must also be forwarded to the Retention Office.

## **SUSPENSION**

### **I. Overview**

A supervisor may suspend an employee for a specified period of time for performance deficiencies or disciplinary purposes. An employee cannot be suspended without at least one prior oral warning, unless the supervisor determines that the performance deficiency or policy violation is serious enough to warrant suspension without a prior warning. However, under no circumstances should an employee be suspended without first consulting with the Human Resources Retention Office. The head of any department may order immediate suspension without prior notification to the Retention Office when circumstances make the employee's attendance at work dangerous to the employee or others. If circumstances require an immediate suspension, it may be verbally issued, but written notice must follow as soon as possible.

### **II. Procedure**

Once a supervisor has made the decision to suspend an employee and the department has secured approval from the Retention Office for the suspension, a written suspension notice must be provided to the employee in a documented meeting between the employee and supervisor. The issuing supervisor should have another supervisor present in the meeting to serve as a witness and to take notes during the meeting. The supervisor should explain to the employee in the meeting why he or she is being suspended. The employee should be permitted to speak if he or she desires. The supervisor should have the employee sign the suspension notice to acknowledge receipt of the notice. If the employee refuses to sign the suspension notice, the issuing supervisor should ask the supervisor acting as a witness to sign the suspension notice with the annotation: "Employee refused to sign the suspension notice".

A copy of the suspension notice must be provided to the employee and the Retention Office. A copy of the supervisor's notes of the meeting with the employee must also be forwarded to the Retention Office. Nonexempt employees are suspended without pay and must not exceed (3) workdays without prior approval from the Retention Office. Exempt employees will be suspended without pay only for suspensions that last longer than one week.

### **III. Sample Violations**

An employee may be suspended with or without notice for, but not limited to, the following:

- Failure to perform the duties and carry out the obligations imposed upon him or her by the state constitution, state statutes, or university rules and regulations.
- Inefficiency, incompetence, or negligence in the performance of duties.

- Refusal to accept a reasonable and proper assignment from an authorized supervisor.
- Insubordination, conduct unbecoming of an employee, or conduct detrimental to good order and discipline of the employee's department.
- Being under the influence of drugs or alcohol while on duty.
- Careless, negligent, or the improper use or unlawful conversion of University property, equipment, or funds.
- Use of any influence that violates the principles of the merit system in an attempt to secure a promotion or privileges for individual advantage.
- The conviction of any felony or misdemeanor.
- Acceptance of gifts in exchange for influence or favors given because of an employee's official position.
- Habitual pattern of failure to report for duty at the assigned time and place.
- Unauthorized disclosure of confidential information from official records.
- Absences without leave.
- Misstatement or deception in employee's application for University employment or transfer.

This list is illustrative and is meant not to be exhaustive. This list does not modify an employee's at-will status nor does it imply that the University can only suspend and employ for one of the examples provided above.

## **DEMOTION**

Although the demotion of an employee is not recommended for performance deficiencies or violations of University policies, sustained substandard work performance of an employee may be a sufficient reason for demotion. However, a demotion is not a viable disciplinary option unless warnings of substandard work performance, with reasonable time for improvement through the Employee Relations Office, has been given to the employee prior to consideration of a demotion. A demotion must be discussed with the Human Resources Retention Office prior to implementation.

Once a supervisor has decided that a demotion of an employee is warranted and has secured approval from the Retention Office for the demotion, the supervisor should administer the demotion as prescribed for in the Suspension Section (II).

## **TERMINATION OF EMPLOYMENT**

### **I. Involuntary Termination of All Employees**

#### *A. Overview*

An employee's employment may be terminated for reasons that include, but are not limited to, uncorrected performance deficiencies or serious misconduct. Termination of employment is a serious action and should be taken seriously by each department. As a result, an employee should not be terminated without at least a prior oral and written warning, unless the supervisor determines that the performance deficiency or policy violation is serious enough to warrant suspension without a prior warning.

However, regardless of the reason for pursuing an employee's termination, under no circumstances will a supervisor terminate an employee without approval for the termination by the Human Resources Retention Office. Further, an employee's termination must be substantiated with documentation of previous performance deficiencies or violations of University policies, unless the department head determines a performance deficiency or policy violation is serious enough to warrant termination without a prior warning (and the Retention Office agrees).

#### *B. Procedure*

Once a decision has been made to terminate an employee and the department has secured approval from the Retention Office for the termination, a written termination must be provided to the employee in a documented meeting between the employee and supervisor. The issuing supervisor should have another supervisor present in the meeting to serve as a witness and to take notes during the meeting. The supervisor should explain to the employee in the meeting why he or she is being terminated. The employee should be permitted to speak if he or she desires.

After the meeting, the supervisor should have the employee sign the termination notice to acknowledge receipt of the termination notice. If the employee refuses to sign the termination notice, the issuing supervisor should ask the supervisor acting as a witness to sign the termination notice with the annotation: "Employee refused to sign the termination notice". A copy of the termination notice must be provided to the employee and the Retention Office. A copy of the supervisor's notes of the meeting with the employee must also be forwarded to the Retention Office.

Non-exempt employees should be given a two-week's notice of termination or two weeks' pay if notice is not feasible, except for performance deficiencies or violations of University policies that warrant immediate dismissal. Exempt employee may only be terminated upon sixty (60) days notice or as stipulated in the exempt employee's written contract. Vacation days due a non-exempt employee will be prorated from July 1 and are included in this two-week period. A final Payroll Authorization form will be sent to the department head or dean for his or her signature when terminating a non-exempt employee. All final payroll authorizations and memos will be forwarded to payroll to ensure correct payment of final wages.

#### *C. Sample Violations Warranting Termination*

An employee may be terminated with or without notice for, but not limited to, the following:

- Failure to perform the duties and carry out the obligations imposed upon him or her by state statutes, or University rules and policies.
- Inefficiency, incompetence, or negligence in the performance of ones duties.

- Refusal to accept a reasonable and proper assignment from an authorized supervisor.
- Insubordination, conduct unbecoming of an employee, or conduct detrimental to good order and discipline of the employee's department.
- Being under the influence of drugs or alcohol while on University property.
- Possessing, manufacturing, or distributing illegal drugs on University property.
- Careless, negligent, or the improper use or unlawful conversion of University property, equipment, or funds.
- Use of any influence that violates the principles of the merit system in an attempt to secure a promotion or privileges for individual advantage.
- The conviction of any felony or misdemeanor.
- Acceptance of gifts in exchange for influence or favors given because of an employee's official position.
- Habitual pattern of failure to report for duty at the assigned time and place.
- Unauthorized disclosure of confidential information from official records.
- Absences without leave.
- Misstatement or deception in employee's application for University employment or transfer.
- Sexual Harassment of another employee, or a guest or student of the University.
- Repeated absences or excessive tardiness.
- Abuse of the University's sick and annual leave policies.
- Failure by non-exempt employees to properly document his or her time cards.
- Repeated use of obscene language or gestures.

This list is illustrative and is not meant to be exhaustive. This list does not modify an employee's at-will status nor does it imply that the University can only terminate an employee for just cause.

## **II. Voluntary Resignation**

A resignation is a voluntary termination initiated by the employee. All University employees must notify the University in writing of the employee's decision to voluntarily resign from his or her position.

Non-exempt employees without a contract are expected to provide the University with at least two weeks notice of the resignation. An exempt employee with a contract may request, in writing, a waiver of the sixty (60) day notice requirement in the case of hardship. This waiver request shall be addressed to the appropriate vice president, dean, or supervisor, and shall include the reason for the waiver request. Failure of proper notification will result in forfeiture of accrued vacation pay for all exempt and non-exempt employees.

Full-time, exempt administrative employees who do not intend to accept a renewal of his or her contract is expected to provide the University notice in writing to the appropriate department vice president, dean, or supervisor not later than May 1 or at least sixty (60) days prior to the expiration of the employee's existing contract. If an exempt employee desires to terminate a contract before its expiration, the employee, pursuant to the University's standard employment contract, must provide the University with sixty (60) days notice. If an employee does not provide the University with sixty (60) days notice, the employee will only be paid until the employee is removed from the University payroll.

## **TERMINATION PAY**

Prior to receiving a final paycheck, an employee will be required to turn in all University property, such as uniforms, keys and identification cards. A final Payroll Authorization form will be sent to the department head or Dean for their signature when terminating a nonexempt employee. In cases of terminating an exempt employee, a memo from the department head or Dean must be sent to the Office of Human Resources with applicable termination information. All final Payroll Authorizations and memos will be forwarded to Payroll to ensure correct payment of final wages.

## **EMPLOYEE REFERENCES**

All requests for employment references must be directed to the Office of Human Resources. No other manager, supervisor or employee is authorized to release employment references for current or former employees.

Co-workers and supervisors may however, provide a personal reference or letter of recommendation. In this circumstance the university name and/or stationery may not be used.

## **EMPLOYMENT OF RELATIVES**

Persons related by family or marriage may be employed by the University with the approval of the appropriate Vice President, provided such individuals meet regular University employment standards, and that the relative will **not** be under the immediate supervision of the related employee. Faculty or staff members will not initiate, participate in, or exercise any influence over departmental or institutional decisions involving a direct benefit to a member related by family or marriage. Such benefits include initial appointment, retention, promotion, salary, leave of absence, and grievance adjustment. In situations where a conflict of interest might occur under normal operating procedures, the responsibility for the decision will pass to the Vice President in charge of the division.

## **ENERGY CONSERVATION POLICY**

Energy conservation is a responsibility of each member of the student body, faculty, staff, and administration. In addition to lowering energy costs, energy conservation has many environmental and social benefits. Conservation is attained through encouragement of voluntary effort and the use of energy-saving products.

The intent of the energy conservation policy is to encourage a spirit of cooperation within the Barry Community around the issue of efficient energy use.

### **Conservation at the School/Departmental Level**

- a. All lights should be turned off in rooms that will be unoccupied for more than 10 minutes.
- b. Reduce lighting levels as much as possible especially in day lit areas having multi-level switching.
- c. Where possible, all computer monitors should be set for automatic power-down after 5 minutes of inactivity, or manually turned off whenever anticipated idle period would exceed 10 minutes.
- d. All non-essential monitors and personal computers should be switched off outside of normal business hours. Coordinate automated backup schedules to minimize unnecessary operation.
- e. All copiers and printers that have an automatic power-down feature should have this feature enabled. Units without this feature should be turned off outside of normal business hours.
- f. Windows and doors should be kept closed to prevent loss of conditioned air.
- g. Where equipment, such as room air conditioners, is manually controlled, reduce hours of operation to minimum required.

### **Conservation by Capital Projects and Physical Plant Department**

- a. All new campus buildings will be designed using energy-efficient components and water-conserving appliances.
- b. Wherever possible, energy-conserving devices will be incorporated into major renovation projects.
- c. Operating schedules of heating, ventilation and air conditioning equipment will be altered to match actual building usage.
- d. Custodial staff will turn off lights wherever possible.
- e. The number of automatically controlled lighting circuits will be increased.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT (Non-Discrimination Statement)**

The policy of Barry University is to take positive steps to promote equal opportunity in all aspects of the University's activities and to eliminate unjustified direct and indirect discrimination in order to ensure that no individual on the grounds of race, color, religion, sex, national origin, age, political affiliation or belief, veteran status, mental or physical disability, family responsibilities or family



status in employment, or any other ground prohibited under state or federal law is discriminated against.

This policy extends to all areas of the University and covers all applicants and employees with respect to recruitment, selection, placement, training, promotion, compensation, benefits, termination, and all other personnel actions or terms and conditions of employment. The process of selection of individuals for positions at the University is designed to select the best candidate for a specific position, based on the qualifications and abilities required to do the job, using written applications, personal interviews, references from previous employers, and written or other type of examination where appropriate.

In administering its affairs, the University shall not discriminate against any person on the basis of race, creed, religion, color, national or ethnic origin, sex, age, or physical disability. This nondiscrimination includes policies and procedures related to membership on the Board of Trustees, the educational program, employment and personnel practices, admissions, scholarship/grant/loan awards, and participation in athletic and other student activities.

### **Publications**

Barry University must include a statement of its nondiscriminatory policy as to students in all of its brochures and catalogs dealing with student admissions, programs, and scholarships. The above policy should be used verbatim.

Barry University must make its nondiscriminatory policy known to all segments of the general community through an annual announcement during the student solicitation period, or during the registration period.

### **Recordkeeping Requirements**

The Code of Federal Regulations obligates Barry University to maintain for a minimum of three (3) years the following records:

1. Records indicating the racial composition of the student body, faculty, and staff for each academic year.
2. Records sufficient to document that scholarship and other financial assistance is awarded on a racially nondiscriminatory basis.
3. Copies of all brochures, catalogs, and advertising dealing with student admissions, programs, and scholarships.
4. Copies of all materials used by or on behalf of the school to solicit contributions.
5. An administrator has the responsibility to create and sustain a milieu on campus such that each person can meet the responsibilities of office without disruption or harassment.

The Senior Vice President for Business and Finance, as Equal Employment Opportunity officer, is the custodian and coordinator of these records for purposes of transmittal to the IRS when proper requests are received.

## FUND RAISING

The faculty and staff are significant resources for new and heretofore unsolicited potential donors, either individual or corporate. All members of the Barry community are encouraged to furnish the Division of Institutional Advancement with the name or names of potential donors, corporations, or foundations they feel may be helpful to the University's fundraising program.

Since the Division of Institutional Advancement serves as the clearinghouse for potential gifts, as well as for the acknowledgment of all gifts, individual and/or departmental solicitation and receipt of gifts must be approved by the division.

Gifts which are restricted to individual schools of Barry University will be allocated to that school by the Senior Vice President for Business and Finance, acting with the recommendation and the approval of the Provost and Senior Vice President for Academic Affairs. The use of restricted gifts will be limited to those items or projects which are submitted to the Provost and Senior Vice President for Academic Affairs by the dean of said school and which are not yet funded.

## GIFTS AND DONATIONS

All gifts, gifts-in-kind, pledges, pledge payments, etc., restricted or unrestricted, with all pertinent donor information must be reported to and processed by the Division of Institutional Advancement. Individual and/or departmental solicitation of such gifts must be approved in advance by the Vice President for Institutional Advancement, or her/his designee. The Institutional Advancement Division operates as a clearinghouse for all gift solicitations and all acknowledgments of gifts.

Barry University, from time to time, receives gifts that are not comprised of cash or negotiable securities. In keeping with sound accounting principles, and in order to enter these gifts in the accounting system, all such "gifts-in-kind" will carry no cash value on the receipt issued to the donor. Gifts-in-Kind will carry a book value of one dollar (\$1.00) until sold.

When these types of gifts are received, the receipt should carry a descriptive statement of what was received. The University is not responsible to establish a value for a gift-in-kind, nor will the receipt be based on appraisal.

## GOLF CART SAFETY GUIDELINES

Supervisors should assure that each employee within their unit, who is authorized to operate golf carts, is appropriately advised of all of these requirements:

- Possession of a valid Florida Drivers License is required by anyone operating University golf carts.
- Student use of golf carts is highly discouraged. Additionally, golf carts are not to be used to transport students.
- Vehicles shall **not** be operated in a manner that may endanger passengers or other individuals (e.g., pedestrians), or harm University property (e.g., no driving on landscaping, bumping into bollards, etc.).

- Do not exceed the passenger limit and load capacity designated by the vehicle's manufacturer. In most golf carts, this is two (2) passengers.
- Golf carts are restricted to designated streets and paths on the University campus.

The following areas are off-limits to all vehicles, including golf carts:

- All covered arcades (e.g., in Fine Arts Quad, Garner or Andreas breezeways, LaVoie/Weber/Kelley breezeways, etc.).
- Golf carts may only be used to access these restricted areas in cases of medical need or where other emergency assistance is required.
- Operators must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace.
- All body parts – feet, legs and arms shall be kept inside the vehicle while it is in motion.
- Slow down before and during turns. All turns shall be executed at reduced speeds.
- Always remain seated and hold on while vehicle is in motion.
- Avoid sudden stops or change of direction that may result in a loss of control.
- Report all vehicle accidents to Public Safety.
- Summon 9-9-1-1 if any parties are injured.

## **HARASSMENT POLICY**

Barry University is committed to providing the best possible environment for carrying out its educational mission. An essential component of this environment is an atmosphere in which all members of the university community have an equal opportunity to work, to learn, and to develop. The University therefore condemns any conduct, which interferes with the ability of any individual or group to pursue these objectives. Therefore, the University will not condone any conduct by members of the university community that results in abuse, harassment, or intimidation of other members of the community.

Barry University is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of university employees and students by anyone, including any supervisor, co-worker, vendor, client, or customer of Barry University or any third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, political affiliation or belief, veteran status, mental or physical disability, family responsibilities or family status, or any other ground prohibited under state or federal law. The University will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

## **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when

(1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite sex or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about obscene or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All University employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to notify your department head or supervisor, or if necessary the Dean or Vice President of your division. If none of these is suitable, notify the Associate Vice President of Human Resources. The University forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If you feel you have been retaliated against, you are to notify the Associate Vice President of Human Resources, your department head or your supervisor.

### **Informal Procedures**

Because the circumstances surrounding sexual harassment are often obscure or ambiguous, anyone who feels that he or she has been a victim of sexual harassment should confer initially with a *consultant* (either your Dean, divisional Vice President, or Associate Vice President of Human Resources, whichever is applicable). This consultation will be confidential.

The consultant will provide the alleged offender with the written complaint within five days of its being presented. Every effort will be made to protect the complainant from retaliation by the accused

The consultant will investigate the complaint and attempt to affect an informal resolution of the matter. The consultant is not empowered to impose sanctions, but must achieve a resolution within thirty days of the filing of the written complaint. All parties/complainant, accused, and other members of the university are expected to cooperate with the consultant promptly.

If the matter is resolved by the consultant to the mutual satisfaction of the complainant and the accused, the issue will be considered closed.

A summary of the incident and its resolution prepared by the consultant involved will be kept on confidential file for three years after which time it will be destroyed.

The retention of the summary by the consultant for three years is designed to provide the university with an opportunity to discover any pattern of behavior and for the use of the appropriate university officer in the assignment of sanctions in any subsequent case.

At any point during informal proceedings, the complainant may decide to move forward to formal proceedings. In addition, if there appears to be a real and present danger posed by the situation, the matter should be reported to the appropriate university officer who may suspend the accused (if an employee, with pay) until resolution of the issue.

If a resolution is achieved by the consultant, either the complainant or the accused may object within five days and request formal proceedings.

### **Formal Procedures**

If informal resolution has been unsuccessful at the department, division, or administrative level, or if you wish to bypass informal procedures, you may file a formal grievance or complaint through the appropriate grievance procedure.

All faculty, staff, and administrators will be held responsible for compliance with this policy. Violations may lead to disciplinary action, suspension, and/or termination.

### **IMMIGRATION AND REFORM POLICY**

Employees are required to verify that they are legally entitled to work in this country. The Immigration and Naturalization Service (INS) in the U.S. Department of Justice administers the Immigration Reform and Control Act of 1986.

Under current regulations, Section One of the Form I-9 must be completed at "the time of hire" and Section Two within three days of the date employment begins.

In compliance with this act, each new employee must complete the Employment Eligibility Verification Form I-9, attesting under penalty of perjury that either he/she is an U.S. national or an alien authorized to work in the United States. He/she must present required documentation establishing identity and employment eligibility.

Re-certification is required for all employees who have had a separation from employment compensation, regardless of the length of time between separation and rehire. In this circumstance, contact the Office of Human Resources to verify the status of your I-9 Form.

Barry University is committed to employing only United States citizens and aliens that are authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

### **LEGAL COUNSEL**

All legal matters concerning the University are to be coordinated through the Senior Vice President for Business and Finance. Attorneys will be engaged on an as-needed basis. Matters needing the attention of legal counsel (as to the presentation and disposition of the matter) should be communicated to the Senior Vice President for Business and Finance. The President and Senior Vice President for Business and Finance will meet on a regular basis to review all legal matters of the University.

### **MEMBERSHIP AND PROFESSIONAL TRAVEL ALLOWANCES**

Faculty and administration plan for attendance at professional and academic meetings. If the faculty member or administrator holds office in an association or is invited to give a paper, part or all of the expenses (depending on the distance) may be provided by the University. Normally, only one

member of a school, department or office may attend an out-of-state conference in a specific discipline or area. If driving makes it economical for a group to attend a meeting held within the state, approval can be gained so long as offices are covered or classes are adequately provided for and expenses shared.

### **Travel Approval**

Travel approval must be given by the Budget Manager of a School, Division or Department. It is the responsibility of the Budget Manager or the person designated by the Budget Manager to check the availability of funds for travel and to check that all necessary paperwork is done on the TRAVEL REQUEST FORM which are submitted to Accounts Payable. See Policies & Procedures Manual for full travel policy.

### **NON-DISCLOSURE AND CONFIDENTIALITY**

Every employee is responsible for safeguarding confidential information acquired or connected with his/her employment. In the course of his/her work, they may have access to confidential information regarding the University, its suppliers, its constituents, or co-workers. Employees with access to confidential information are responsible for its security and may be required to sign special nondisclosure and/or non-compete agreements. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Any employee who discloses confidential information (other than as necessary in the performance of his or her job duties) may be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

### **OFF DUTY CONDUCT**

Barry University does not seek to interfere with the off-duty and personal conduct of its employees. However, certain types of off-duty conduct may interfere with the university's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the university's or their own integrity, reputation, or credibility. Off-duty conduct on the part of an employee that adversely affects the university's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

### **OUTSIDE EMPLOYMENT**

#### **Exempt Employees**

Employment of a remunerative nature not covered by a professional employee's full-time contract must be approved annually in writing by all administrative supervisors. This applies to any continuing or repetitive activity during a semester, such as teaching a course, working in a clinic, private practice, or self-employment. It also includes negotiation of a separate part-time contract with another school of the University. It does not apply to a single consultation, performance or guest lecture. Violations of this policy are violations of contract.

Outside remunerative employment may be authorized, provided that (1) it does not interfere with the regular work of the employee, (2) it is outside of normal University working hours, (3) it does not exceed an average of eight hours per week, and (4) a formal request has been approved beforehand by the appropriate supervisor(s) and the Vice President. Employees engaging in approved outside employment may not represent themselves as working under the auspices of Barry University during that outside employment. (See form in Policies & Procedures Manual)

### **Non-Exempt Employees**

Barry University does not prohibit employees from holding other employment except in cases where the employee's performance is affected, or, if the secondary employment represents a conflict of interest. All employees will be evaluated by the same performance standards and will be subject to the university scheduling demands regardless of any existing outside work requirements. Any questions you have on this subject should be directed to your supervisor.

### **PERSONAL PROPERTY**

It is the policy of Barry University to strongly discourage its employees from bringing personal property or valuables to work. The University does not accept responsibility nor will the University make a reimbursement for lost or stolen personal property.

If the employee chooses to bring personal property to work they assume all liability for those items. In addition, it is at the discretion of the supervisor to determine if personal property is deemed appropriate for a professional and safe work environment. The supervisor may direct an employee to remove any inappropriate personal items from the workplace at any time.

### **BARRY UNIVERSITY POLICY GOVERNING USE OF PERSONAL VEHICLES FOR UNIVERSITY BUSINESS**

When an employee, student, or volunteer uses his/her personal vehicle for University business, the vehicle owner's personal automobile insurance is primary, meaning that the vehicle owner's personal automobile insurance policy covers bodily injury and property damage to third parties, as well as injuries to individuals in the vehicle, and damage to vehicle owner's vehicle. Mileage reimbursement for use of an employee's personal vehicle to conduct University business is outlined in the University's Travel policy. Mileage reimbursement paid for travel in a personal vehicle includes cost for gas, vehicle wear and tear, and insurance. If a vehicle owner's personal automobile liability coverage limits are exceeded, the University's insurance may, depending on the circumstances, act as excess insurance. While Florida and other states mandate, through fiscal responsibility laws, minimum amounts of automobile liability insurance that must be carried by owners of vehicles, the University strongly recommends that personal vehicle owners carry limits of at least \$100,000 for bodily injury and property damage if their vehicles are used for University business, even if only occasionally. It is the vehicle owner's and driver's responsibility to ensure proper maintenance and safe operation of personal vehicles used for University business.

**The University does not assume liability for damage to personal automobiles used on University business and does not assume liability for deductibles or any other uninsured loss to the vehicle.** Expenses for repairs, whether or not they result from the traveler's acts, are

not reimbursable. Under no circumstances will the University reimburse parking fines and moving violations

## **USE OF UNIVERSITY PROPERTY**

All property belonging to the University or in the trust of the University that may come into your possession during the course of your appointment must be surrendered by you to your supervisor on termination of your employment or upon request at any other time during the course of your employment.

You must not seek any unauthorized access to any information stored on the University's computer system (including disks) or other filing systems, or make unauthorized use of such information.

## **PERSONAL STANDARDS**

Each Employee is responsible for presenting a personal appearance, which recognizes the need for good grooming and neatness in order to avoid distracting others and to comply with safety standards. Keep in mind what is appropriate for office attire and what is generally acceptable as good grooming. For example, no stretch pants, t-shirts, or jeans should be worn to the office. Occasionally some days may be deemed as casual days. Some departments (e.g., physical plant) require that uniforms be worn. In these departments, there are clear policies and practices regarding uniforms.

## **REHIRE STATUS**

Employees resigning from the University that are rehired within 90 days of their resignation date will have their years of service status reinstated.

## **REIMBURSABLE EXPENSES – NEW PROFESSIONAL PERSONNEL**

1. Candidates for approved full-time professional positions may be reimbursed for the most economical method of transportation necessary to attend an interview requested by a Barry University dean or director. Indirect expenses, such as mileage to and from an airport, parking, tips, etc., are not to be reimbursed. Local candidates and those applying for part-time positions are not eligible for reimbursement.
2. Candidates who stay overnight are to be housed on campus if possible so that there will be no expense involved. If there is no room available on campus, the University will make economical hotel/motel arrangements and pay for room charge and taxes. Personal expenses charged to the hotel bill (telephone, food, etc.) are the obligation of the candidate.
3. Meals will be provided on campus and charged to the hiring department.
4. In order to document reimbursable expenses, receipts must be submitted with the request for payment. Reimbursement will usually be made within three weeks of the interview.



5. For those who are finally employed as new full-time professionals moving expenses may be reimbursed at the rate of 50 percent, up to a maximum of \$1,000. Reimbursable expenses include ordinary and reasonable payments. Not reimbursable are such items as meals, telephone, tips, house-hunting trips, temporary rent, loss of security deposit, and moving belongings from any place other than the new employee's last principal residence. Moving expenses of current employees are not reimbursable from the University, although an income tax deduction is possible if IRS regulations are met.

## **SAFETY**

It is the policy of Barry University to comply with laws, rules, and regulations concerning safe practices as published by governmental agencies having jurisdiction over such matters. Sound judgment and safe practices must be exercised in the work habits of all employees.

Vehicles and equipment are only to be operated by those authorized as a result of their knowledge, training, and experience. Before operating equipment for the first time, you must have the approval of your supervisor. A good safety record results from safe working conditions combined with an alertness to common sense safety practices.

If your assignment involves the use of hazardous or toxic materials, you must comply with all laws, rules, and regulations concerning their safe handling and disposal as published by the university and governmental agencies having jurisdiction over such matters. Consult your supervisor for full details. Your job may have additional safety guidelines, which are established for your protection and the protection of others. If so, you will be required to know and follow them carefully. All work-related injuries and illnesses, regardless of their extent or nature, unsafe working conditions, and the need for maintenance or repair of vehicles or equipment must be immediately reported to administration. Employees concerned about the possible safety of a work-related condition should talk to their supervisor before performing that task. No one has to perform an unsafe act.

### **Emergency Procedures**

Employees should report any injury or occupational illness to his/her supervisor, public safety and Human Resources immediately, so that appropriate first aid and medical assistance can be provided as needed.

## **SMOKING POLICY**

In accordance with the Florida Clean Indoor Act, Barry University implements this NO SMOKING POLICY. It is the policy of Barry University to protect the health, comfort and environment of its employees, students and visitors by eliminating the harmful effects of tobacco smoke. This will be accomplished by permitted smoking only in designated areas. The interests and concerns of all employees, students and visitors were taken into consideration when developing this policy.

## **Designation of Smoking Areas**

No public area or work area controlled by Barry University shall be a smoking area, including, but not limited to, private offices, classrooms, academic buildings, meeting rooms, lobbies, restrooms, stairwells and breakrooms.

This policy has the same force as all Barry University policies and should be adhered to accordingly. Each department has responsibility for enforcing the policy among his or her employees. This policy can work effectively only if everyone demonstrates concern for the rights of their co-workers. Cooperation and courtesy are the keys.

## **SOLICITATION**

Barry University employees are encouraged to support the university's annual fund and other university's fundraising programs. Employees may not solicit funds for other not-for-profit institutions or organizations, while on university premises or as a representative of the university, without permission from the president or vice president for institutional advancement.

## **STANDARDS OF CONDUCT**

Standards of conduct have been developed for everyone in the university. It is important that all employees adhere to a consistent set of guidelines. Employees are expected to conduct themselves in a professional manner at all times. Employees are not to engage in behavior that would be detrimental to university's business and/or reputation, or that would constitute a violation of university policies are jeopardize the safety of others. Any conduct or behavior inconsistent with these principles may result in a need to evaluate a commitment to the university through his or her behavior.

## **SUBSTANCE ABUSE – DRUG ALCOHOL FREE WORKPLACE**

The University has a strong commitment to provide a safe workplace for its employees. Consistent with that commitment, the University has adopted an alcohol and drug-free work site policy. The university's policy prohibits the use, sale, distribution, manufacture or possession of alcohol or drugs, paraphernalia, the unauthorized use of prescription drugs, the use of any legally obtained drug (prescriptions or over-the-counter medications) when such use adversely affects the employee's job performance or safety, or any combination thereof, on university premises or any location at which university business is conducted including university vehicles and any private vehicle parked on university premises or work sites. In addition, this policy forbids reporting to work or working while under the influence of alcohol or drugs. Employees who are taking prescription drugs or over-the-counter drugs that may affect their performance should discuss their situation with their supervisor and obtain permission before beginning work. Employees may be required to provide properly written medical authorization from a physician to work while using such authorized medications. Any violation of this policy will result in disciplinary action, up to and including termination. Members of the University community are individually responsible for being aware of applicable laws, regulations, ordinances, and institutional policy and for complying with them. The University will assist in that endeavor by providing current information on an ongoing basis to the campus community. In addition, members of the University community are encouraged to take measures that prevent the misuse and abuse of alcohol and drugs among Students and colleagues.

## **Policy Statement**

Barry University condemns the possession, use, or distribution of illicit drugs and the abuse of alcohol and drugs/substances, whether prescriptive or nonprescriptive. Any student or employee found to be possessing, using, selling, trading, or offering for sale illicit drugs or illicit alcohol on University property or as part of University activities will be subject to disciplinary action as well as applicable local, state, and federal laws.

As a condition of employment, all employees and students must abide by the terms of this policy. Under federal law, any employee working under, or any student receiving funds from, a federal grant or contract must report a personal criminal drug statute conviction for a violation occurring in the University to the Administration not later than five (5) days after such conviction. If said employee/student is receiving federal grant or contract funds, the University is required to give notice of the conviction to the contracting agency within ten (10) days after learning of it. Employees/students convicted must, under the terms of this policy, have sanctions imposed within thirty days of the date the University administration learns of the conviction.

## **Health Risks**

It is important for all students and employees to be aware of health risks related to drug and alcohol abuse. The physical effects related to alcohol abuse include increased heart rate, loss of muscle control, slurred speech, poor coordination and hangover miseries. The mental effects of alcohol abuse are impaired judgment, impaired thinking and reasoning processes, poor concentration and loss of inhibitions. Long-term abuse leads to toxic psychosis, neurological and liver damage. In pregnant women, alcohol abuse can result in fetal alcohol syndrome.

Drug abuse in general causes a lowered resistance to disease. I.V. drug abuse can lead to exposure to the AIDS virus and other diseases. Stimulants can cause individuals to act beyond their physical limits. Heart disease, infections, malnutrition, and death are also attributable to stimulant abuse. Withdrawal from stimulants is accompanied by severe depression and suicidal ideation; therefore, physician supervision is recommended. Depressant abuse can result in respiratory arrest, convulsions, coma and death. Withdrawal from depressants can be very dangerous if not done under a physician's care.

## **Guidelines for Barry University Employees**

The University expects all employees to act responsibly with regard to drugs and alcohol.

If it becomes evident that substance abuse is interfering with an employee's performance, there will be an oral and/or written warning from the employee's supervisor based upon documented incidents. If the employee takes exception to the warning or any part thereof, such exception may be made in writing to the supervisor.

1. If the problem continues, there will be an interview with the dean/director/vice president of the employee's division.
2. The supervisor may suggest that the employee voluntarily seek help from a treatment program or medical provider outside of the University. If the employee asks for

- assistance in locating a program or medical provider, the Student Development Center may be contacted for referrals.
3. Employees who need assistance in overcoming an addiction to, dependence upon, or problem with alcohol or drugs will receive assistance within the limits of the existing insurance policy. Regular salary will be paid to the employee for the duration of the program in accordance with the limitations of the University's short-term disability policy (sick leave). Coverage of all applicable insurance benefits will also continue. Upon successful completion of the program, the employee will reassume his/her position in the University. The University will allow an employee to go through a treatment program only once.
  4. Should alcohol/drug/substance related problems continue after the above listed offer of assistance, whether or not such a treatment program is accepted by the employee, suspension may occur. If after suspension the problem persists, the employee may be terminated following regular procedures.
  5. Faculty suspended or terminated under this policy retain all rights of appeal as established in the Faculty Handbook.

### **Guidelines for Barry University Students**

Students who need assistance will be evaluated by one of the professional counselors on campus and, if necessary, appropriate referrals will be made. Students who are found to be in violation of the University's policy and/or local, state or federal law will be subject to sanctions as stated in the Student Handbook.

### **Drug Awareness and Education Program**

To assist employees and students in understanding and avoiding the perils of drug and alcohol abuse, Barry University has developed a Drug-Free Awareness Program. The University uses this program in an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the campus. The Drug-Free Awareness Program includes information about: (1) the dangers of drug and alcohol abuse in the workplace; (2) the University's Drug and Alcohol Abuse Policy; (3) the availability of treatment and counseling; and (4) the sanctions the University imposes for violations of its Drug and Alcohol Abuse Policy.

### **Biennial Review of Substance Abuse Policy**

A biennial review of these policies/guidelines will be conducted to ensure their effectiveness, consistent enforcement, and to implement any necessary changes.

### **THEFT**

Barry University will not tolerate property theft of any type. The University considers property theft to include the unauthorized use of university services or facilities or the taking of any university property for personal use.

Violators of this policy may be subjected to disciplinary action, up to and including termination.

## UNIVERSITY DATA

Barry University is committed to providing quality information and statistics for internal and external use. To ensure that reporting of information is consistent and valid, the office of institutional research shall act as a steward/clearinghouse for all university data and statistics for use in presentations, publications and the like. In situations where data falls under the domain of a specific division (e.g. financial data, grants information, academic program data), institutional research will verify data in accordance with appropriate division policy.

## USE OF FACILITIES

University facilities have been provided for the support of University programs. After these uses have been satisfied, the facilities may be made available to qualified organizations and groups. University employees and students must observe the rules relating to the use of campus buildings and other University- owned, operated, and approved facilities and services.

Barry University recreational facilities: Health and Sports Center, athletic fields, Penafort Pool, and tennis courts are available for recreational use by Barry University employees when they are not in use for instruction, for official sports events and practices, or for organized Campus Recreation activities. Members of the University community may invite guests to join them at the pool or tennis courts only. Both Barry employees and guests are expected to adhere to University policies and rules governing the use of these facilities.

The department of Conference and Event Services is responsible for the day to day use and rental of meeting rooms and other facilities for non-academic use and for handling all requests for summer use of the residence halls, classrooms, and other facilities.

### How to Reserve Campus Facilities

To reserve space on campus it is very important that the event reservation form is completed and faxed to (305) 899-3058 or send it through campus mail. There will be no reservations made via telephone (this also includes checking availability of space), and all events/forms are on a first come, first serve basis. You may also fill out a form online at the following address <http://bucwis.barry.edu/vpbf-faccord/main.htm>. Prior to sending in your form you can check availability of a room at the same address above under Calendar of Events.

Event preparations such as room set-up, tables and chair requests, audio-visual equipment, etc. must be included on your original reservation form. If this portion on the form is not completed, it is understood that the room will be available in as is condition. **All room set-ups MUST be received 2 weeks prior to event date.** All room set-ups must have a diagram which can be sent via campus mail or fax. If there are any questions or concerns regarding your event or the proper procedure, you can contact the Director of Conference and Event Services at (305) 899-3057.

### Priorities for Scheduling the use of Facilities

1. Activities directly related to University degree-granting programs: classes, examinations, laboratory sessions, etc.

2. Activities considered to be “University” events; e.g., Mass of the Holy Spirit, Rose and Candle ceremony, student assemblies, etc.
3. Activities sponsored by administrators and academic or other departments; e.g., Faculty Senate meetings, University committee meetings, department meetings, other events, etc.
4. Student activities sponsored by recognized student organizations with the approval of the Vice President for Student Services, or the Director of Student Activities.
5. Activities sponsored by off-campus organizations or individuals as long as the purpose of the activity is consistent with the University’s purpose.

### **Guidelines for Alcohol-Related Events (Faculty and Staff**

6. All requests for alcohol to be served anywhere on University premises **MUST** be obtained from the department of Conference and Event Services.
7. All University groups wishing to serve alcohol must contact Conference and Event Services in writing two weeks prior to the event in order that the necessary arrangements can be made. Failure to do so will result in denial of request.
8. It is the responsibility of each department/organization serving alcohol to prevent serving it to an individual who is under the legal drinking age as required by Florida State Law or to any individual who is intoxicated.
9. University policy is that intoxication is unacceptable behavior. Individuals can be denied service of alcoholic beverages. The University bears considerable liability in this area.
10. All alcoholic beverages **MUST** be ordered through the Conference and Event Services department, and the Alcohol Usage Request form must be completed.
11. It is required that someone who is familiar with Florida regulations under the “Safe Vendor Program” be present at the event.
12. No “cash bars” are allowed. Barry University does not have a liquor license and may not sell beer, wine, or liquor.
13. If Sodexo Dining Services is not catering the department/organizations event and alcohol is requested, **all bartenders** must be approved by the Conference and Event Services department with the same form listed above.

### **Fundraising Events for Student Organizations**

1. Any fundraising events for student groups that directly benefit the student organization for future programming or the university will not be charged a facility rental fee.
2. Any fundraising events for student groups that benefit an outside organization as a community service will be charged the standard facility rental fee.

### **WORKPLACE VIOLENCE**

Barry University’s goal is to endeavor to maintain a work environment free from intimidation, threats or violent acts. To that end, the university has adopted a zero tolerance policy regarding violence in the workplace. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind

onto university property, or any other act, which, in administration's opinion, is inappropriate to the workplace.

Employees who feel they have been subjected to any of the behaviors listed above are required to report the incident immediately to their supervisor or a human resource representative. Complaints will be fully investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate.

Employees who observe or have knowledge of any violation of this policy should immediately report it to their supervisor or a Human Resource representative. Administration will act when unforeseen events transpire and look to employees for support this policy.

The University reserves the right to conduct searches and inspections of employees, employees' personal effects or university provided materials such as lunch bags, boxes, thermoses, purses, lockers, desks, personal computer files, cabinets, file drawers, packages or vehicles with probable cause. Any illegal unauthorized articles discovered may be taken into custody and may be turned over to law enforcement representatives. Any university employee who refuses to submit to a search may be subject to disciplinary action up to and including termination.

Section

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## **SECTION SIX - APPLICATION AND HIRING**



## **APPLICATION AND HIRING**

Barry University fills jobs vacancies, whenever practical, by promotion or transfer from within the University. Openings that can be filled by reorganization within the same office will not be posted. All other regular staff positions are posted on the bulletin board outside the Office of Human Resources, as we are made aware of them, and placed on the Human Resources Job Posting web page. Notices give job title, department, a brief description, essential requirements, closing date and procedure for applying. The Human Resources Job Postings website is updated each Friday.

## **ADMINISTRATIVE APPLICATION AND HIRING**

### **Exempt Employee Hiring -**

All letters inquiring about employment opportunities shall be referred to the dean or director of the area in question. Each such inquiry shall be answered promptly and file of applicants maintained for reference. If a position becomes available, the procedure is as follows:

1. Receive written approval from the appropriate Vice-President, including authorized budget amount;
2. Review all applications on file;
3. Advertise only if suitable applicants are not otherwise identifiable (advertising for positions is charged to, and must be authorized by, the appropriate Vice President);
4. Prepare a complete file of applicants to be considered seriously (vita, transcripts, recommendations);
5. Present to the next administrator the applications of the three most promising candidates;
6. Arrange on-campus interviews with appropriate persons determined by the dean and the appropriate Vice President;
7. Collect interview evaluations and, after appropriate review and consultation, recommend in writing the appointment or choice of candidates including rank/title, salary, and contract conditions;
8. Get approval to hire from the appropriate Vice President. An offer of employment may be made only through the signing of an appropriate contract;
9. Introduce new appointees to duties, responsibilities, and University policies and procedures.

### **Non-Exempt Staff Hiring-**

The following are the essential procedures that should be followed for the hiring of all nonexempt staff.

1. The hiring supervisor must review the job description on file in Human Resources for completeness, making changes as appropriate. A position description form must be completed for new positions in conjunction with Human Resources. The job description analysis should identify actual tasks performed, their frequency, and the importance of specific employee traits or skills needed. Job descriptions and hiring standards should reflect major job functions. Human Resources will evaluate the position description to establish the level and salary range.

2. The hiring supervisor must complete, and return a Position Hire Memo to Human Resources. This form specifies the nature of the vacancy, explicitly listing the qualifications for candidacy, the position title, skills required, and beginning wage.

## **SEARCH AND ADVERTISING PREPARATIONS**

### **Advertising Guidelines**

Advertising and job announcements should include: “Barry University is an EEO employer” (Equal Employment Opportunity Employer). “Minorities and women are encouraged to apply” is to appear in ads if the position is underrepresented; contact Human Resources to learn if such a statement is needed. The University endorses positive efforts to facilitate the hiring of women and/or members of ethnic minorities specifically to give them the fullest possible consideration in terms of the broadest appropriate criteria.

### **Recruitment**

The University’s EEO policy requires that every effort be made to give all applicants fair consideration for employment, and to recruit in such a manner that all persons will have an equal opportunity to be considered and appointed regardless of race, sex, age, color, national origin, religion, disability, and past, present, or future veteran status.

### **Internal Job Announcements**

Summarized job announcements are posted on the Human Resources Job Postings bulletin board located in the hallway of the Farrell building. These positions are also posted to the University’s Job Posting website.

### **References**

Obtaining references is one of the most critical steps in the selection process. Reference checks should be made on the final candidates by the hiring supervisor or Human Resources. Whenever possible, the references should be in writing. References information is needed to make good hiring decisions, to verify skills and experience, and to avoid negligent hiring. Check three (3) or more references to look for performance consistency over time and to obtain multiple perspectives.

### **Notification of Candidates**

The hiring supervisor will be responsible for notifying all interviewed candidates after make the selection decision. Human Resources will notify other applicants in writing or via phone when the job has been filled.

## PROMOTION, TRANSFER, AND REASSIGNMENT

### Promotion

A promotion is a permanent move from one position to another in a higher salary level. Promoted employees are paid at least the minimum of their new salary level or receive a reasonable increase in their old salary. Employees may be skill tested for the new position, at the discretion of Human resources.

The University encourages its employees to apply for positions within the university. Qualifying factors that may be considered when evaluating whether or not to promote from within include, but are not limited to, the skills and abilities needed to perform the new job, a positive attitude, initiative and a satisfactory performance and attendance record in the employee's current position. Job openings are posted on the bulletin board outside Human resources. Whenever possible, the university will promote from within the university; however, management reserves the right to fill open positions from outside the university whenever it feels that better qualified applicants are available.

The University's policy prohibits discrimination in any aspect of personnel relations because of race, sex, age, color, national origin, religion, mental or physical disability, political affiliation or belief, family responsibilities or family status, or veteran's status.

It is the aim of the University to provide opportunities for employees to realize their potential and assist them both to function more effectively and reach a level commensurate with their abilities and ambitions. In furthering this aim, supervisors have the following responsibilities relative to promotions:

1. To open promotion opportunities to the disabled and Vietnam-era veterans.
2. To assist employees to receive necessary training.
3. To discuss promotion opportunities and requirements with each employee.
4. To open promotion opportunities to the disabled and Vietnam-era veterans.

To ensure equal employment opportunity when a promotion opportunity arises, applicants should be sought:

1. within the immediate work unit.
2. elsewhere in the University, and
3. in the labor market.

An employee promoted to a position in a higher level will receive a salary increase to bring his/her salary to the equivalent minimum range of the new level, dependent upon his or her qualifications. In no event should a promotional increase be granted that would raise the salary to a rate above the maximum for the new level.

### Procedure

To process a nonexempt promotion action, a Position Hire Memo should be forwarded to Human

resources indicating salary, effective date, and change in title. In the case of an administrative staff promotion a new contract must be issued through the appropriate divisional vice president.

The University encourages promotion from within by posting job openings as they occur. The procedure for bidding on a vacant position is printed on job postings.

### **Transfer**

A transfer is movement within the same position classification with a change of supervisor, department, or both. No new employee can transfer to an internal position earlier than one year. Exceptions may be made with the approval of the appropriate divisional vice president.

### **Reassignment**

A reassignment is a movement from one position to another within the same salary level. A reassigned employee remains in the same department reporting to the same supervisor. Neither reassignment nor transfer is a promotion. They are lateral transfers. Lateral transfers receive minimal, if any, increases.

Section

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**SECTION SEVEN - EMPLOYEE EVALUATION, CONTRACTS,  
REAPPOINTMENT, RESIGNATION**

## **UNIVERSITY EMPLOYEE EMPLOYMENT STATUS**

Unless modified by a University authorized written contract, employment with the University is on an at-will basis. An at-will employee is an employee that has no expectation of continued employment and may be dismissed by the University at any time, without notice, and without cause or reason, unless expressly prohibited by law. Nothing in this manual shall be construed to modify an employee's at-will status, or imply that an employee cannot be terminated without just cause. Furthermore, no manager, supervisor or employee of the University has the authority to enter into any agreement, not expressly authorized by the University, that changes an employee's at-will status.

## **ANNUAL PERFORMANCE EVALUATIONS**

### **I. Overview**

The University's goal in using performance evaluations is to measure past performance and manage future performance. Performance evaluation's benefit the University departments by obtaining better performance from employees, identifying staff weaknesses and strengths, locating department and individual training needs, and communicating University objectives. This, in turn, benefits the University, who can then make better-informed human resource planning decisions, such as pay increases and personnel actions. All supervisors must complete performance evaluations on his or her employees.

In order for performance evaluations to be effective and valuable, supervisors must rate employees with candor. Supervisors must strive to appraise employees in a manner that focuses on the employee's skills. This will ensure that the performance evaluation is fair and not based on any preconceived notions about the person based on inappropriate considerations. Finally, supervisors must use the performance evaluation forms provided by the Human Resources Retention Office for evaluating both exempt and non-exempt employees.

### **II. Full-Time Professional (Exempt) Annual Performance Evaluation**

Exempt employee's immediate supervisors shall evaluate all his or her exempt employees annually. The performance evaluations shall be in writing and shall cover performance, growth, and other contributions to the University. Supervisors are expected to make every effort to evaluate each employee completely and accurately.

Supervisors must annotate on every performance appraisal a specific recommendation for continued employment, continued employment with corrective action, or termination. The President makes reappointments and renewal of contracts after recommendation by the appropriate executive officers. The division head's recommendation is based on the formal recommendations of appropriate deans, directors, or other supervisors. Therefore, the annual performance review should be completed before a contract recommendation is submitted in March or April because reappointment decisions are based, in part, on these evaluations.

### III. Non-Exempt Staff Annual Evaluation

#### A. Probationary Period

The first ninety (90) calendar days of a non-exempt employee's employment is probationary. Supervisors will evaluate the employee's performance during this ninety (90) day period. During the probationary period, supervisors will evaluate each employee on his or her quantity of work performed, the relationship of the employee with other employees, customers, and students (if applicable), initiative and self-reliance, and dependability.

While the probationary period is part of the University's employment selection process, continued employment depends on a sustained level of satisfactory performance. Therefore, if an employee's performance and/or attendance should prove unsatisfactory during this probationary period, supervisors should terminate the employee's employment. Under special circumstances, an employee's probationary period may be extended for a specified length of time upon recommendation of the employee's supervisor and with the concurrence of the Human Resources Retention Office.

#### B. Regular, Non-probationary, Non-exempt Employees

All non-exempt employees will be evaluated on an annual basis. Performance evaluations shall be in writing and shall cover performance, growth, and other contributions to the University. Supervisors are expected to make every effort to evaluate each employee completely and accurately.

### IV. General Performance Evaluation Procedures

Each supervisor shall follow the following performance evaluation procedures:

- Each supervisor will full complete the Annual Evaluation Form to include making merit increase recommendation and signing the evaluation. **(Do not meet with the employee at this time)**
- The supervisor will then send evaluation to the Human Resources Retention Office for review and pay percentage increase approval and signature.
- The Retention Office will send the evaluation to the Business & Finance Office for final approval on merit increases.
- The Business & Finance Office will return the evaluation to the Retention Office for distribution back to the departments.
- Once the supervisor receives the evaluation back from the Retention Office, he or she must meet with the employee to discuss the evaluation.
- After the meeting, the employee must sign the evaluation. Supervisors should explain to each employee that the employee's signature does not imply his or her agreement with the evaluation, but is merely an acknowledgment that the employee has reviewed the evaluation.

The employee may submit written objections to the evaluation within five (5) working days, either on the form itself or in a separate memorandum attached to the evaluation form. These objections will become a permanent part of the personnel file.

- Once the employee has signed the evaluation, and the supervisor has received any written objections the supervisor should provide a copy of the evaluation to the employee and to the Retention Office.

## **V. Performance Evaluations -- Part Time Employees**

Part-time faculty, staff, and support personnel should also be evaluated at regular intervals, the frequency and timing to be determined by the department. The same procedures and policies should be followed for evaluating part-time employees.

## **CONTRACTS AND SALARY**

The administrative contract stipulates title/rank, salary, and duration. It is signed by the President or appropriate Vice President and the administrator, each retaining a copy. If special conditions are covered, these are noted on the contract. Acceptance of the contract includes acceptance of the terms and conditions of the Barry University Administrative & Support Staff Handbook.

1. Salaries stipulated in the contracts are normally paid in biweekly installments. Contracts for full-time administrators are normally in force for twelve months, unless otherwise stated.
2. Full-time administrative contracts for the academic year are normally issued in May of the preceding academic year. If the contract is not signed and returned to the President within a stated period, it is by that fact voided.

## **REAPPOINTMENT, RESIGNATION, AND TERMINATION**

### **REAPPOINTMENT**

Reappointment and renewal of contracts for administrators and professional staff are made by the President following the recommendation of the appropriate Vice President. Such recommendation follows the recommendation of the appropriate dean, director or supervisor. Renewal contracts for administrators and administrative staff generally will be issued on or about May 1. If the University is not going to renew a contract, the individual will be entitled to his or her salary for 60 calendar days from the date of notice of non-reappointment. Vacation days due will be prorated from July 1, and are included in this 60-day period, not in addition to it.

### **RESIGNATION**

#### **Exempt Employees**

A full-time administrative staff member who does not intend to accept a renewal of contract is expected to provide a notice in writing to the appropriate Vice President and the appropriate dean



or supervisor not later than May 1 or sixty (60) days prior to the expiration of the existing contract. The administrative staff member may properly request, in writing, a waiver of this requirement of notice in case of hardship. This request shall be addressed to the appropriate Vice President and shall include the reason for the request. Vacation days due will be prorated from July 1, and are included in this 60-day period, not in addition to it.

If an employee interrupts a contract, the University asks for sixty (60) days notice, but it may at its discretion release the employee without further pay earlier than the sixty (60) days.

Your insurance will remain in effect through the last day of the month in which you resign. Continuation coverage is available and will be offered to you during your final two weeks of employment.

### **Non-Exempt Employees**

All non-exempt employees are required to give a ten (10) working days' proper notice so that we can plan for your replacement. Failure to give this proper notice may make you ineligible for rehire and will result in forfeiture of any accrued vacation days. If vacation benefits are payable to you, you will receive pay for the days not taken and days accrued, but no payment will be made for vacation in the process of being earned if you leave the University before the end of one year's employment.

Your insurance will remain in effect through the last day of the month in which you resign. Continuation coverage is available and will be offered to you during your final two weeks of employment.

## **TERMINATION**

### **Exempt Employees**

The contract of an exempt employee may be terminated upon sixty (60) days notice or as stipulated on the contract. Vacation days due will be prorated from July 1, and are included in this 60-day period, not in addition to it.

### **Non-Exempt Employees**

In situations where severe offenses have been committed against the University, or where mutual benefit will be obtained for the University and the employee, dismissal action will be taken. Such action is normally the last disciplinary resort when no alternative exists. The employee will not receive pay for accrued vacation when dismissed for disciplinary reasons.

### **Exit Interviews**

All employees leaving the University for any reason should have an exit interview prior to receiving the final paycheck. Non-exempt personnel are to have their exit interview with the Assistant Vice President of Human Resources. Exempt employees should meet with the appropriate executive officer. Prior to receiving a final paycheck, an employee will be required to turn in all University property, such as uniforms, keys and identification cards.

## **Probationary Employees**

If it becomes apparent at any time during the orientation period that the employee is not satisfactorily fulfilling job responsibilities, they should be terminated immediately from employment and paid through the last day worked. Probationary employees are not subject to the grievance procedures.

## **PERSONNEL FILES AND RECORDS**

Personnel records are maintained on every employee. These records are university property. They are held confidential as is reasonably possible, and the university will not release the information to anyone who does not have the right or need to know. Both outstanding and poor work may be noted in your file. The University recognizes each employee's individual right to privacy.

Staff personnel files are maintained in the office of Human Resources and cannot be removed from that location. Administrative staff personnel records are maintained in the office of the senior administration of the appropriate division. If any employee wishes to examine his/her own file, they should contact the office of Human Resources or the appropriate senior administration to make that request.

For legitimate business reasons (e.g.; withholdings, insurance, emergency contacts) it is important that employees personnel records are kept current (e.g.; marital status, telephone number and address). If you acquire additional education or training, please notify your supervisor or department head and the office of Human Resources. This information becomes part of your personnel file. Notification of any changes of this type is the responsibility of the employee.

Only the Vice President of each division will maintain official personnel files for the professionals, both faculty and administration. Deans and directors have confidential access to the files of those professionals reporting to them. Official transcripts may not be photocopied.

Section

8

## SECTION EIGHT - PROFESSIONAL DEVELOPMENT

## **PROFESSIONAL DEVELOPMENT, AWARDS, AND COMMUNIQUE PUBLICATION COMMITTEE**

### **Purpose**

The purpose of the Academic Development, Communique Publication Committee, is to publish the Communique, a semiannual newsletter that provides information about the academic activities and development of the faculty, administration, and professional staff; to host the Professional Development Awards ceremony in the spring of each year; and to reevaluate each year the criteria for inclusion of items in the Communique.

### **Organization**

### **Membership**

The committee shall be comprised of one full-time faculty member from each of the ten schools, a professional staff member, and a committee chair. Members of the committee shall be elected to a two-year term by the full-time faculty in the respective schools during the first two weeks of the academic year. The committee chair shall be appointed by the Faculty Senate from among its members. Additional committee members may be appointed or elected with the majority consent of the committee and may be selected for expertise especially important to the work of the committee. Such members may be voting or non-voting members of the committee, based on committee consensus. Membership shall be confirmed by the Faculty Senate.

### **Term**

Members of the committee shall be elected to a two-year term.

### **Officers**

- (1) The committee chair shall be appointed by the Faculty Senate from among its members at its first full meeting. The chair shall call the committee into session as early as possible after the August University Assembly.
- (2) A secretary shall be appointed by the committee chair. The secretary shall record the minutes of committee meetings and shall take responsibility for other written communications.

### **Meetings**

The committee shall meet within the first month of the academic year and as necessary thereafter to reevaluate criteria, to edit material, to publish the Communique, and to plan the Professional Development Awards ceremony.

## **Quorum**

A quorum is required to open all meetings and to make major decisions. That quorum shall be a simple majority of committee members.

## **Decisions and Communications with Other University Bodies**

Committee members shall be responsible to solicit input from and report back to faculty members in their respective schools. Decisions shall be reached by a simple majority. All votes shall be recorded by the secretary. Substantive decisions shall be communicated to the Faculty Senate for its consideration and action. Surveys distributed to the faculty must be approved by the Faculty Senate. Communication with other University bodies and offices may be made by the committee chair; the chair of the Faculty Senate shall be made aware of such communication.

## **Reports**

Minutes of all meetings shall be recorded and sent to committee members and to the chair of the Faculty Senate. Any faculty member may have access to the minutes upon request. An annual report shall be submitted by the committee chair to the chair of the Faculty Senate by May 15.

## **The criteria for inclusion of items in the Communiqué**

and the criteria for professional development awards are reevaluated and circulated annually to the University community.

## **CRITERIA FOR PROFESSIONAL DEVELOPMENT AWARDS\***

1. Publication of a work directly related to its author's scholarly/professional/creative pursuits that has been published after selection or invitation by an external organization of national or regional prominence.
2. Exhibition/acquisition/performance of a work directly related to its author's scholarly/professional/creative pursuits that has been exhibited/performed after selection or invitation by an external organization of national or regional prominence.
3. Presentation or coauthorship of a paper or its equivalent at a refereed regional, national, or international meeting.
4. Receipt of an outside funded research grant.
5. Election to an office of a regional, state, national, or international professional organization.
6. Election or appointment to a state, national, or international conference or commission.
7. Election or appointment to a state, national, or international conference or commission.

*\*Professional Development Awards are selected from submissions to the December and April issues of the Communiqué.*

## **PROFESSIONAL DEVELOPMENT GRANTS (MINI-GRANTS)**

Funding is available for professional development. These grants are available to assist in acquiring or enhancing knowledge and/or skills so that faculty may improve their teaching and professional staff may improve their service to the University. Application for these or related activities must

document specifically how participation in this activity will improve teaching (for faculty) or service (for professional staff). Eligible activities include attending scholarly meetings, institutes, workshops, and special seminars. Requests to fund presentation of papers, conducting workshops, or exhibiting/performing at general meetings of professional societies or elsewhere will be denied. Exceptions require the approval of the Faculty Senate.

### **Eligibility**

To qualify for a mini-grant, the applicant must have completed at least one year of full-time service to the University. In awarding these grants preference will be given to applicants who did not receive a grant within the previous calendar year.

### **Limitations**

The number of grants awarded and the level of support will be determined by the availability of funds for this purpose and by individual and institutional needs. These grants may not be used for purchase of equipment or supplies.

### **Process of Application**

- (1) Application forms may be obtained from the office of the Provost and Senior
- (2) The schedule deadlines for mini-grant applications consideration as follows:
  - December 1 for events taking place from January through March;
  - March 1 for events taking place from April through June;
  - May 1 for events taking place from July through September;
  - September 10 for events taking place from October through December.

## **BARRY UNIVERSITY APPLICATION FORM FOR PROFESSIONAL DEVELOPMENT GRANTS**

Name \_\_\_\_\_

Department/School/Office \_\_\_\_\_

Highest Degree Held \_\_\_\_\_

Academic Rank or Title \_\_\_\_\_

Number of Years Full-Time at Barry University \_\_\_\_\_

Last Academic Year a Grant was Received by Applicant \_\_\_\_\_

*Statement of Proposed Activity* (supporting material to include: sponsoring organization; detailed description, topics covered, program if available is required). Append a separate page.

*Specific Statement of Relationship to Teaching/ Service Effectiveness:*

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Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Itemized Budget:

Registration Fees  
Travel Expenses  
Room and Board  
Other (specify):

TOTAL EXPENSES: \_\_\_\_\_

SOURCE AND AMOUNT OF ADDITIONAL FUNDS (e.g., grant from school/department/government): \_\_\_\_\_

AMOUNT REQUESTED: (this grant) \$ \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

Signature of Vice President \_\_\_\_\_ Date \_\_\_\_\_

August 1995

### **Scholarly Research or Creative Activity (Mini-grants)**

Funding is available for scholarly research or creative activity. The purpose of these mini-grants is to encourage faculty and professional staff to contribute to the advancement of their professional fields. Applicants must submit a proposal narrative and one letter from a colleague supporting his/her proposal. Research is to follow all guidelines published in the **Faculty Handbook**.

### **Eligibility**

To qualify for a mini-grant, the applicant must have completed at least one year of full-time service to the University. In awarding these grants preference will be given to applicants who did not receive a grant within the previous calendar year.

### **Limitations**

The number of grants awarded and the level of support will be determined by the availability of funds for this purpose and by individual and institutional needs.

### **Process of Application**

- (1) Application forms may be obtained from the office of the Provost and Senior Vice President for Academic Affairs (see Appendix G). The application must be signed by appropriate administrators and the Institutional Review Board chair before being submitted to the Grants, Leaves and Sabbaticals Committee.

(2) The application deadline for research and creative activity mini-grants will be as follows:

- December 1 for events taking place from January through March;
- March 1 for events taking place from April through June;
- May 1 for events taking place from July through September;
- September 10 for events taking place from October through December.

## **BARRY UNIVERSITY APPLICATION FORM FOR PROFESSIONAL RESEARCH AND CREATIVE ACTIVITY GRANTS**

Name \_\_\_\_\_

Department/School/Office \_\_\_\_\_

Highest Degree Held \_\_\_\_\_

Academic Rank or Title \_\_\_\_\_

Number of Years Full-time at Barry University \_\_\_\_\_

Last Academic Year a Grant was Received by Applicant \_\_\_\_\_

AMOUNT REQUESTED (this mini-grant) \_\_\_\_\_

### **Proposal Requirements:**

#### *Proposal Narrative*

1. Specific Aims or Hypothesis if appropriate
  2. Significance
  3. Methods:
    - a. Procedures
    - b. Data Analysis if appropriate
    - c. Time Frame
  4. Facilities/Resources
  5. Collaborative Arrangements
  6. Other support
- (10-page maximum, double spaced\*)  
\*Creative Activity Narrative may be substantially shorter

#### *Appendices*

1. One letter from a colleague supporting proposal
2. Budget
3. Resume

## **RESEARCH OR CREATIVE ACTIVITY MINI-GRANT AGREEMENT**



If my proposal is approved for funding by the Grants, Leaves and Sabbatical Committee, I agree:

1. To assume responsibility for the conduct of this project
2. To use the grant for the research project as described in the proposal, and to return any excess funds to the University;
3. To submit a final report for documentation of the activity to the Grants, Leaves and Sabbaticals Committee upon completion of the project;
4. To acknowledge University support in all presentations/publications;
5. Not to accept duplicate funding;
6. To comply with the University's Research Policy, as stated in Section 1.42 of the Faculty Handbook. If human subjects are involved in the research, the Human Subjects Policy of the University will be followed, including I.R.B. approval.

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Signature Applicant

Date

---

Signature of I.R.B. Chair

Date

---

Signature of Department Chair  
(Arts and Sciences)

Date

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Signature of Dean or Director

Date

---

Signature of Vice President

Date

*August 1995*  
*4ap-e.98*

Section

9

## SECTION NINE - COMPENSATION

## **PAYROLL**

The University paydays are every other Friday, so that there are normally 26 pay periods in a calendar year for twelve-month employees. Nine- and ten-month employees typically receive their salaries over 19, 22, or 26 pay periods. Paychecks are normally distributed through the Controller's Office. The University automatically deducts federal and Social Security taxes from your paycheck. Regular payroll deductions will also be made for the benefits in which you have enrolled which require an employee contribution. Employee premiums for most of these benefits are made on a pretax basis.

Changes in all deductions must be made in writing. To change your tax withholding, submit a new W-4 form to the Payroll Office. To change credit union deductions, questions or changes regarding tax-deferred retirement plans notify Human Resources.

It is the responsibility of administrative exempt employees to complete an Earned Time Off Request\Authorization form to record the amount of flexible time and/or vacation leave time used during the pay period. This form is then approved by the supervisor and sent to Human Resources each pay period.

### **Social Security**

Payroll deductions are made according to the regulations of F.I.C.A. Under legislation passed in 1983, the Normal Retirement Age will slowly rise from age 65 for persons before 1938 to 67 for persons born after 1959. Other Social Security benefits include permanent disability, lump sum payment upon death, and monthly income for qualified survivors.

### **Direct Deposit**

You can enroll in the automatic check depositing service provided by the University. Under this plan, your paycheck is deposited automatically in either your checking or savings account each payday. You will receive a pay sub instead of a paycheck on payday. To join the program, you must complete a payroll direct deposit form, which can be obtained from the Payroll Office of Human Resources. Please remember to notify Payroll if you close the bank account to which you have had your deposit directed.

### **Credit Union**

Barry is affiliated with the Peoples Credit Union, which has (3) three locations. Membership is open to all University employees. Savings, checking, and loan services are offered. Contributions or payments can be deducted from your pay. Contact Human Resources for further information.

## **TIMEKEEPING REQUIREMENTS**

### **Timekeeping Requirements for Non-Exempt Hourly Employees**

Time worked includes all time actually spent on the job performing assigned duties. Accurately recording time worked is the responsibility of every hourly, nonexempt employee. Federal and state

laws require that the University keep an accurate record of time worked in order to calculate employee pay and benefits.

Nonexempt employees should accurately record the time they begin and end their work, excluding meal periods.

Altering, falsifying or tampering with time sheets, or recording time on another employee's time sheet may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to prepare his or her time sheet to certify the accuracy of all time recorded. The supervisor will review the time sheet for accuracy and include his/her signature before submitting it to Human Resources for processing. To access online version of time sheet please click here [EXCEL Time Sheet Form](#).

### **Timekeeping Requirements for Exempt Employees**

It is the responsibility of administrative exempt employees to complete an [Earned Time Off Request](#) form to record the amount of flexible time and/or vacation leave time used during the pay period. This form is then approved by the supervisor and sent to Human Resources each pay period.

### **Payroll Deletions**

The Payroll Office should be notified immediately if any faculty or staff resign or are terminated from a contract position before the contract has expired.

### **PAYROLL DEDUCTIONS**

The actual amount of your paycheck does not relate the entirety of your compensation. Compensation is the amount of pay before deductions.

### **GARNISHMENTS**

Should the University be served with a court-ordered assignment or garnishment on your wages, the University is required by law to withhold the amount stated.

### **WAGE AND HOUR LAW**

#### **Wage and Hour Law (Overtime)**

The Fair Labor Standards Acts, commonly known as the Federal Wage and Hour Act, establishes criteria under which an employee is either “exempt” or “nonexempt” from requirements for receiving overtime for hours worked in excess of 40 hours per week. Barry University operates under the Federal Fair Labor Standards Act, commonly known as the Wage and Hour Law. Nonexempt employees are entitled to the benefits of the law, such as pay at one and one-half their regular rate for overtime worked, i.e., hours in excess of forty (40) a week, limitation of hours worked without payment of overtime, and a guaranteed minimum wage.

## **Exempt Employees (Administrative) Exempt From Overtime**

Exempt employees are those who are exempt from the overtime. Legislation provides that individuals working in these four categories as defined in the Act, are exempt from overtime requirements: Executives, Administrative employees, and Professional employees. Whether a person is "exempt" or not depends upon the nature of the work performed and in certain instances, the salary received.

At the University, officers of the University and individuals traditionally referred to as "administrative" are classified as exempt and overtime pay is not required. Normally this exempt category includes persons employed in an executive capacity, department heads, managers, most supervisors and professional employees. This group is often referred to on campus as "Administrative" or "Administrative Staff" personnel.

## **Non-Exempt Employees (Support Staff) Overtime**

Non-exempt employees are those whom are subject to overtime compensation, as provided by state and federal wage and hour laws.

The nature of University functions requires many individuals who work in clerical, record keeping, secretarial, financial, residence halls, crafts person, custodial, manual and other functional classifications to support the broad categories of academic, executive, and administrative work necessary to carry out the university mission. This group of individuals is normally referred to as "Support" or "Support Staff". They receive overtime pay for hours worked more than 40 hours per week.

## **COMPENSATORY TIME (Non-Exempt Employees)**

People are placing an increasingly high value on time spent away from work. Many times employees would rather take extra time off instead of being paid for hours worked over 40 in a workweek. Supervisor's can work with employees to support this desire where possible and when it can be done within legal boundaries.

An employee can choose to take time and a half off for every hour worked over 40 in a workweek as long as the following conditions are met:

1. The employee has to specifically agree to take compensatory time versus being paid overtime.
2. The compensatory time must be one and a half times the hours worked over 40 in the workweek.
3. The compensatory time must be taken within the same pay period as the hours worked overtime.

Section

10

## SECTION TEN - EMPLOYEE BENEFITS

## **MEDICAL INSURANCE**

Three different medical plans are currently offered:

1. Two comprehensive EPO plans; or
2. One comprehensive HMO plan

### **Eligibility**

If you are an employee who works full time (**37.5 hours or more**) or a full-time Podiatric Resident, you are eligible for coverage on a voluntary basis. The University contributes the cost of the BASIC Choice EPO coverage, however employee's choosing the Choice HMO plan or Choice Plus EPO plan must pay a monthly fee.

You may also enroll:

1. your spouse
2. your children who are under the age of 25 who have never been married and who depend on you for a majority of their financial support.

### **Enrollment**

To enroll yourself (or family member) you must complete an application form. If you do not enroll yourself or family members when you first become eligible, you may do so only in September (open enrollment period), unless for a qualifying reason (i.e., marriage, divorce, birth or adoption of a child, or change in employment status of spouse).

### **Start of Coverage**

For new employees coverage begins the first day of the month following 30 days. New subscribers will receive an identification card that shows the exact date of his/her enrollment.

### **When Your Coverage Ends**

Your coverage remains in effect as long as your subscription premiums are paid each month. In general, coverage is canceled for:

1. You and your dependents, upon termination. Your spouse, the day a legal divorce or separation occurs Your children, when they get married, when they no longer depend on you for the majority of their financial support or at the end of the calendar year in which they reach age 25, which ever occurs first.
2. Qualified mentally or physically handicapped children may be eligible to receive an extension of coverage.
3. Your dependents, should you die.

There are no benefits for services you receive after your coverage ends except as specified in your employee's master contract or as required by State or Federal laws. The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requires that certain employers with 20 or more

employees allow certain employees, spouses and dependents to continue their group health care coverage after this coverage would otherwise cease. Human Resources will notify you of this option.

The election you make will be in effect from your initial participation date through the following September 30. You may change your benefits prior to that date if you experience a “qualifying life event” which supports the change. An annual re-enrollment period is held each fall to allow you the opportunity to make new benefit elections.

If you work past age 65, you must elect a primary medical insurer, either an employer-sponsored plan, or Medicare. You do not need to begin Social Security income to enroll in Medicare. If you choose an employer-sponsored plan, you do not need Medicare until such time as you do retire. If you choose Medicare as your primary insurer, federal law prohibits the University from offering you any other coverage. Human Resources will mail you a coverage election form as your 65th birthday approaches.

## Questions

The Office of Human Resources can help with administrative matters such as eligibility, applications for benefits, etc, however specific questions about such things as claims payments or timing of payments should be directed to the customer service department of the medical plan carrier. These telephone numbers are listed on your medical insurance card.

## DENTAL INSURANCE

Eligible employees are all active full-time employees of the University **working 37.5 or more hours per week**. Two plans are offered; a DMO and a PPO plan. The university will pay the premium for the employee on the DMO plan and the employee will share payment of the PPO plan (for 2003 this is \$12.50 per month employee co-pay amount).

You may also enroll:

1. your spouse
2. your children who have never been married and who depend on you for a majority of their financial support. dependent children are covered until age 25.. After dependent reaches age 25 and employee notifies Human Resources, COBRA will be offered to continue coverage.

## Start of Coverage

For new employees coverage begins the first day of the month following 30 days.

## When Your Coverage Ends

Your coverage remains in effect as long as your subscription premiums are paid each month. In general, coverage is canceled for:

1. You and your dependents, upon termination.
2. Your spouse, the day a legal divorce or separation occurs.



3. Your children, when they get married, when they no longer depend on you for the majority of their financial support or at the end of the month in which they reach age 19 (unless as mentioned above they are full-time students), whichever occurs first. Qualified mentally or physically handicapped children may be eligible to receive an extension of coverage.
4. Your dependents, should you die.
5. There are no benefits for services you receive after your coverage ends except as specified in your employee's master contract or as required by State or Federal laws. The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requires that certain employers with 20 or more employees allow certain employees, spouses and dependents to continue their group health care coverage after this coverage would otherwise cease.

### **Questions About Specific Benefits and Claims**

The Office of Human Resources can help with administrative matters such as eligibility, applications for benefits, etc, however specific questions about such things as claims payments or timing of payments should be directed to the customer service department of the dental plan carrier. These telephone numbers are listed on your dental insurance card.

### **LONG TERM DISABILITY**

Full-time employees are eligible for coverage on the 1<sup>st</sup> of the month following 90 days employment.

The Long Term Disability insurance benefit provides income to you if you are disabled for more than 90 days. Under this policy you would be compensated 60% of base salary after an elimination period of 90 days. Should you become disabled while covered by this benefit at the University, Barry will continue to pay your medical benefits for six months from the date of disability. Pending approval of disability, the employee may convert their life insurance to a personal policy. Additional long-term disability insurance can be purchased at the employee's expense.

### **LIFE INSURANCE**

Full-time employees are eligible for coverage on the 1<sup>st</sup> of the month following 90 days employment.

A base term life insurance plan of \$50,000 with a corresponding amount of accidental death and dismemberment insurance is provided by the University. Additional amounts of life insurance for yourself, your spouse, and dependent children can be purchased at the employee's expense.

### **COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the university's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment for reasons other than gross misconduct, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

The Human Resources office through an outsourced benefit vendor, Ceridian, provides each eligible employee with a written notice describing rights granted under COBRA when employees become eligible for coverage under the university's health insurance plan. The notice contains important information about employees' rights and obligations. You will have 60 calendar days from the date you lose coverage or 60 calendar days from the date you receive such information, whichever is later, to elect continued coverage.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the university's group rates plus an administration fee. Coverage will end if any of the following events should occur: The university no longer provides group health coverage to any of its employees; the premium for continued coverage is not paid; you become covered as an employee or otherwise.

## **WORKERS' COMPENSATION**

In all instances, Human resources must be notified, as soon as possible, of an on-the-job accident or illness, even one that seems insignificant. This is required under federal law (OSHA) to afford coverage for an injured employee under Worker's Compensation Insurance. Time off from the regular work day to seek medical treatment is compensated through the employee's leave plans.

Employees with work-related injuries/illness will be compensated 66 $\frac{2}{3}$ % of their salary by the worker's compensation provider by the following guidelines:

- Day 1 through Day 7 – No W/C Pay
- Day 8 through Day 14 – W/C starts pay at day 8
- Day 14 through Day 21 – W/C goes back and pays from Day 1

Worker's compensation payments will not be coordinated with any other leave plan (sick, vacation, sick bank, etc.)

## **UNEMPLOYMENT**

If you have lost employment through no fault of your own, are able and willing to work, and are actively seeking but unable to find a job, you are protected by Unemployment Compensation. The University participates in the reimbursement method of payment into the Florida Unemployment Compensation Fund, and is responsible for the payment of all eligible compensation claims. The weekly benefit to which you may be entitled is based on the amount of money you were paid in the highest quarter of the previous one-year period.

Although you may have met all other eligibility requirements for unemployment insurance, you may be disqualified if:

1. You left your most recent employment without cause attributable to your employer.
2. You were discharged for misconduct.
3. You refuse to accept suitable employment when offered, or you fail to apply for suitable employment.
4. You willfully make false statements or representations, or fail to disclose material facts in order to obtain benefits.

## **SOCIAL SECURITY/MEDICARE**

The Social Security program is legislated by the federal Social Security Act. And was designed to protect workers against the loss of income caused by retirement, disability, or death. The Medicare program provides both medical and hospital insurance. Coverage extends to all university employees.

## **RETIREMENT**

Retirement is a termination initiated by the employee when the employee is leaving the University under the terms of our retirement policy, or when the employee decides independently that he/she wishes to retire. All participants in our retirement plan may retire at any age. Retirement is purely voluntary on the part of the employee. If vacation benefits are payable to you, you will receive pay for the days not taken, but no payment will be made for vacation in the process of being earned if you leave before the end of one year's employment.

### **Retirement Date**

At present, workers are eligible for full Social Security benefits at age 65, but beginning with the year 2000, workers born after 1937 will have to be age 65 and 2 months. The retirement age will increase in two-month increments until it reaches age 67. Employees planning early retirement after 2000 will face similar increases in eligibility.

### **Early Retirement**

Employees planning to retire on the reduced benefits available to those between the ages of 62 and 65 should apply for Social Security. Such employees cannot receive Medicare until age 65. For additional information contact the local Social Security Office.

## **POST RETIREMENT BENEFITS FOR FULL-TIME EMPLOYEES**

The following benefits are available for full-time employees retiring after twenty (20) years of continuous employment at the University:

### **Core Benefits**

(Coordinated through the Human Resources Department)

- A retiree can be issued an I.D. card enabling him/her to use University facilities.
- A retiree can have the option to continue group medical coverage until age 65, as long as he/she assumes any cost of such coverage. We will direct retiree to a Medicare-eligible program, upon attainment of age 65.
- A conversion life insurance policy is available, converting the existing life insurance benefit at the time of retirement. Retiree assumes the cost of such policy, if chosen.
- Retiree, eligible child, or spouse may continue to receive benefits of our Tuition Assistance Program (T.A.P.) within the existing policies.

## **LIABILITY INSURANCE COVERAGE**

Barry University maintains various lines of property, casualty and liability insurance. These include the following:

1. **General Liability Insurance:** Limits of coverage include an umbrella policy of \$30 Million Dollars. This coverage is for any and all accidents for which Barry University faculty, staff, administration and trustees are legally liable.
2. **Specified Medical Professional Liability Occurrence Insurance Policy:** Limits of Liability are \$1,000,000 each Incident of Occurrence/3,000,000 in the Aggregate for the students of Barry University in allied health specialties such as Nursing, Social Work, Counseling, Psychology, Athletic Training, Exercise Science, Occupational therapy, Nuclear Medicine Technology, Histological Technician, Cardiovascular Perfusion, Physician Assistant.
3. **Directors and Officers Insurance:** Limits of insurance of \$1,000,000 aggregate coverage. All trustees, administrators, faculty, clinical faculty, teachers and staff employees in their roles as professional employees of Barry University are covered for a wrongful act. A wrongful act is any or all of the following: actual or alleged errors, misstatements or misleading statements, acts of omission or neglect, a breach of duty by the insured, individually or collectively in the discharge of university related duties.

*Specific information on these policies can be obtained from the office of the Senior Vice President for Business and Finance.*

## **FLEXIBLE TIME OFF**

Flexible time off provides you with paid time away from your job. You can use flexible time off for absence due to illness, or any personal business that requires you to take time away from work (for example, you can spend time to care for a family member who is sick). You may also use flexible time off for personal medical or dental appointments that you are unable to schedule outside working hours. Except for an emergency or illness, all flexible time off must be scheduled in advance with your supervisor.

### **Non-Exempt Employees**

Flexible time off will accumulate at the rate of 6.25 hours per month (work 37.5 hours per week) or 6.67 hours per month (work 40 hours per week) to a limit of 10 days per year, credited at the end of each month. Part-time regular employees who work a minimum of 20 hours per week and have been employed for two years earn flexible time off at half the rate of full-time employees (five per year). Your flexible time off will begin to accrue from your date of employment, but may not be used until the completion of your orientation period.

To be compensated for flexible time off, you must notify your supervisor that you will not be in as early as possible in advance of your scheduled start time. Except during a hospitalization or lengthy convalescence, you should inform your supervisor daily of your progress and expected date of return to work. Flexible days taken are reported on the bi-weekly timesheet submitted to Human Resources.

Flexible time **may be** used in conjunction with University holidays and vacation with supervisor approval.

### **Exempt Employees**

Full-time exempt employees are credited with their ten (10) days of flexible time off at the beginning of each fiscal year. Regular part-time exempt employees working a minimum of twenty (20) hours per week will be credited with five (5) days per fiscal year. Flexible days taken are reported using the online **Earned Time Off Request\Authorization** form. The employee must complete and print the online form for employee and supervisor signatures. The supervisor sends the completed form to Human Resources for recording of flexible days taken.

Flexible time **may be** used in conjunction with University holidays and vacation with supervisor approval.

### **RESERVE BANK OF SICK LEAVE (SICK BANK)**

Up to five days of an employee's flexible time off may be accumulated and carried forward to the Reserve Bank of Sick Leave, to a maximum of 90 days. In other words, it is intended by the University that, under normal circumstances, an employee would accumulate unused sick/personal leave as an insurance policy against potential long-term illness or injury that might otherwise result in the employee being removed from the payroll. This is because our long-term disability insurance policy has a 90-day elimination period prior to payment of benefits.

Under no circumstances may an employee accumulate more than 90 days of flexible time and/or take the amount of time credited to the bank on a day-to-day basis. It is the intent of this policy to protect employees with serious and obvious disabilities. An absence of three working days is required prior to utilization of days in the bank. Employees utilizing the bank may be required to submit a physician's statement as to their disability.

Employees may choose to be paid with their accrued Sick Bank hours to care for a seriously ill family member under the Family Medical Leave Act (FMLA) once all other paid leave has been exhausted.

At the time of retirement, faculty and exempt employees are not entitled to any cash payment for accumulated days in the Reserve Bank of Sick Leave.

### **SICK LEAVE FOR FACULTY (SICK BANK)**

In cases of short-term disability, full-time faculty will receive full salary and benefits for a period up to 90 days. A doctor's letter of disability must be filed with the Human Resources office for an absence in excess of two weeks. In other words, a new full-time faculty member is credited up front with 90 days in the Reserve Sick Bank of Sick Leave. If days from this Bank are used, the Reserve Bank can be replenished in future years by carrying over from unused Flexible Time Off the maximum number of unused days. Sick Bank days taken are reported using the online **Earned Time Off Request\Authorization form**. The employee must complete and print the online form for employee and supervisor signatures. The supervisor sends the completed form to Human Resources for recording of Sick Bank days taken.

## CASH PAYMENT OF RESERVE BANK

At the time of retirement, (age 65, and ten (10) years of employment at the University), cash payment will be made to non-exempt employees only for accumulated days in the reserve Bank of Sick Leave at the employee's then current rate of pay. Accumulated sick leave will not entitle an employee for cash payment for any reason other than as explained above to non-exempt employees only. (This policy does not apply to exempt employees).

## SICK BANK SHARING PLAN

This policy will provide employees the opportunity to donate time from their Reserve Bank of Sick Leave to other employees who are suffering financial hardship due to their own or their family's member **long-term illness or injury**. **Long-term illness or injury is a prolonged absence from work extending beyond four (4) weeks.**

The policy also provides administrative practices for accomplishing the transfer of donated hours. The employee who donates a portion of his or her time in their Reserve Bank of Sick Leave is referred to as the **employee donor**. The employee in need of hours due to long-term illness or injury, and who is authorized to receive donated hours from other employees through the Sick Bank Sharing Plan is referred to as the **employee recipient**.

All regular employees who earn hours in the Reserve Bank of Sick Leave are eligible to participate in the Sick Bank Sharing Plan as employee donors and/or recipients. Participation in the Plan is strictly voluntary.

The Human Resources Department will administer the Sick Bank Sharing Plan by communicating the needs of potential employee Recipients if they are otherwise unknown to other employees, and transferring employee donations to the recipient's sick bank accounts. The privacy of employees, whether recipients, donors, or those who choose not to become involved, will be respected in administering the plan. Potential recipients may seek help without divulging their identities to other employees. The identities of donors will not be released to others.

An Employee Donor may donate sick Bank Hours, provided the donation is a minimum of 7.5 hours. These hours are then deposited into the Employee Recipient's Reserve Bank of Sick Leave account. A Sick Bank Sharing Plan recipient may receive a maximum donation of **160 hours**. These donated hours can be from one or several donors as long as the total of all hours donated doesn't exceed 160 hours. **To become a recipient** an employee must complete a Sick Bank Sharing Plan Recipient Application Form available in Human Resources. ***Donated hours cannot be accepted until recipient completes the Sick Bank Sharing Plan Recipient Application Form.*** The form is reviewed in Human Resources for eligibility, who will also verify the need and anticipated length of absence. After approval of the request, information or an announcement will be released to employees communicating the need on behalf of the potential Employee Recipient. Human Resources will advise the Employee Recipient's supervisor of an approved request, and the hours contributed in order that these hours be reported on the time sheet as hours to be compensated during the pay period.

An employee desiring to **voluntarily donate** hours to another employee must complete a Sick Bank Sharing Plan Donor Application and forward it to Human Resources, where the hours will be transferred from the Employee Donor to the Employee Recipient's Reserve Bank of Sick Leave.

In no case may the Employee Recipient be compensated for more than 90 days, including time from his or her own accrual, as this is the elimination period prior to receiving benefits from our long-term disability insurance policy. Compensation will be at the recipient's then current rate of pay.

## **MATERNITY LEAVE**

During the time that you are unable to work because of pregnancy or pregnancy related conditions, you are covered by the University's flexible time policies. The period of disability is established by your attending physician. You are entitled to sick leave and related benefits whether or not you plan to return to work following the disability period. This policy assures you the full benefits to which you are entitled. If you want to extend your time away from work after you have been released by your physician, you may request a leave of absence. The total amount of time away from work will determine the terms and conditions of your request. If your total time away from work is no more than three months, you may be eligible for a Family or Medical Leave. If you will be away from work for more than twelve (12) weeks, at the discretion of your supervisor, an unpaid leave of absence without benefits may be granted.

## **FAMILY MEDICAL LEAVE ACT**

If you have been employed at the University for at least 12 months and have worked at least 1250 hours in the last 12 months, you are covered by the provisions of the University's Family and Medical Leave policy. The policy provides for up to 12 weeks of leave during any 12-month period. Employees that have already taken the Family Medical Leave Act are ineligible to take another Family Medical Leave until a 12-month employment period has passed from the end date of last Family Medical Leave taken. Family Medical Leave is for one of the reasons listed below:

1. to care for a child following a birth or placement of a child with the employee for adoption or foster care
2. to care for the employee's spouse, child, or parent, who has a "serious health condition,"  
or
3. if the employee is unable to perform his or her own job because of the employee's own serious health condition.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition, which, if left untreated, would result in a period of incapacity of more than one (1) work-week, would be considered a serious health condition. The University may require an employee to provide a doctor's certification of the serious health condition.

An eligible employee can take up to 12 weeks of leave during any 12-month period. Each time an employee takes leave, the University will compute the amount of leave an employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

## **Status and Benefits During Family Leave**

Employees may elect to use their available flexible time, sick bank, or vacation time to fund the FMLA leave. Employees taking the Family Medical Leave to care for a seriously ill family member may elect to use their accrued sick bank hours to fund their leave after all other available flexible and vacation time has been exhausted. Holidays that occur while on FMLA will be paid as long as the employee is on paid leave. Once all funding sources have been exhausted, leave will then be unpaid until the employee returns to work or 12 weeks of leave have been taken, whichever occurs first. Your benefits will continue as if you were at work for the duration of the leave.

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. Under IRS rules, contributions to University retirement plans are not allowed during leaves without pay.

If you want to initiate a leave request, you must contact Human Resources and complete the Family Medical Leave Act form.

## **Insurance During Extended Illness**

Medical and basic life insurance coverage will continue according to the terms of the policy for up to six months during your illness. Dental insurance is usually available through COBRA. If your carrier makes no further provisions, you will be responsible for your premiums after that time under the provisions of COBRA. Contributions to applicable retirement plans will continue for the length of time you are receiving compensation, up to a maximum of 90 days.

## **Reporting While On Leave**

If you take FMLA leave because of your own “serious health condition” or to care for a covered relation, you must contact your supervisor on a periodic basis, at least once a month, regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two (2) work-days if feasible) if the dates of the FMLA leave change or are extended or initially unknown.

## **No Work While On Leave**

The University’s policy is that taking of another job while on FMLA leave is grounds for immediate termination.

## **NON- FMLA/LEAVE OF ABSENCE**

To maintain continual departmental coverage, all employees must receive supervisor authorization prior to planning any time off, and complete a Leave of Absence Form. Both the employee and supervisor must sign the form and return it to the Office of Human Resources. Failure to follow this procedure may result in disciplinary action. Leave of Absence Forms are available in the Office of Human Resources and at the Human Resources website under FORMS.



If you find it necessary to be absent from work for a prolonged period, you may request, in writing, a leave of absence for up to 30 days. However, no employee is guaranteed a leave of absence. Your supervisor may recommend either approval or denial of a leave based upon numerous business considerations. If your supervisor approves the leave, the portion of medical and dental insurance coverage that is paid by the University will not be extended beyond the 30-day period. Should the leave be extended by mutual agreement beyond the 30-day period, you may continue coverage through COBRA at your expense. Please consult with the Office of Human Resources for details. Vacation and flexible time will not be accrued during an approved leave of absence. Employees having exhausted accrued vacation and their Reserve Bank will not receive further compensation until they return to work and requalify.

If your supervisor approves an extension of the leave beyond 30 days, please understand that because of fluctuating business needs, we cannot guarantee re-employment when you return from your leave of absence. If your position or comparable position is not available, your name will be placed on a hiring list and considered for future vacancies if you meet the qualifications.

The University will afford reasonable accommodation to qualified employees with a known disability or for an employee's religious beliefs. The University will also provide leave under particular circumstances as mandated by federal or state law.

## **BEREAVEMENT LEAVE**

Full-time employees will be excused and paid up to a maximum of three (3) business days due to a death in your immediate family (mother, father, sister, brother, spouse, children, grandmother, grandfather, mother-in-law, and father-in law).

Absence of up to one day to attend the funeral of a relative not in the immediate family will be granted and paid as an excused absence. Time off for other funerals will be considered on an individual basis, with the general rule that flexible time off will be used for this purpose.

## **JURY DUTY**

Employees are encouraged to serve their community when called upon as jurors or witnesses. If you receive a subpoena to appear in court for witness duty or receive a jury summons, you should immediately advise your supervisor. In the event you are called for jury duty, the University will pay your full base salary. If you are dismissed as a juror before noon on any day, you are expected to report for work for the remainder of the day. If you are to report for jury duty in the afternoon, you are expected to report for work in the morning. You must furnish proof of the jury service subpoena or jury summons.

## **MILITARY LEAVE**

### **Short Term Military Leave**

Full-time employees who are active members of the National Guard or military reserves may be given a leave of absence not to exceed 15 days in a calendar year to attend authorized encampments, training cruises, and similar training programs. This leave will be with full pay. Military leave for

emergency purposes will be granted not to exceed 30 regularly scheduled average workdays in addition to the 15 workdays provided for military training.

### **Long Term Military Leave**

Every employee who has been, or shall be commissioned, enlisted, or selected for service in the Armed Forces of the United States shall, for a period of 90 days, but in no event for a period longer than five years from the date of entry into the Armed Forces be entitled to leave of absence from his or her duties without loss of seniority.

Employees who are called to active duty will be paid for up to 22 workdays or 30 calendar days (whichever is greater). After this leave is exhausted, employees may use accrued vacation, or flexible time off, or will be put on leave without pay for the period of their military duty. The employee must give advance written notice of service, except in cases of military necessity, and must submit a copy of orders to his or her supervisor.

### **Medical And Dental Benefits**

The employee's medical and dental coverage in effect at the time military leave begins may be continued for up to 18 months. The employee must pay the same share of the premium as an active employee for the first 12 weeks of leave; the full premium for the 13<sup>th</sup> through 52<sup>nd</sup> week of leave; and the COBRA premium for the final six months of benefit continuation.

### **Retirement Plan Contributions**

Retirement Plan contributions cease when the employee goes off the payroll.

### **Return From Military Leave**

Upon separation from military service, an eligible employee will be reinstated to his or her former position or a comparable position. Accruals for vacation and sick leave are discontinued for the duration of the unpaid leave. However, length of service during military leave will be credited for the purpose of determining accrual rates

## **VACATION**

The University provides vacation benefits on a fiscal year basis, July 1 through June 30. Vacation is accrued from your first month of employment. All earned vacation *must* be taken within the current fiscal year. (There is no carryover into the next fiscal year).

Full-time employees are entitled to vacation with pay according to the following schedule:

### **NON-EXEMPT EMPLOYEES (Support Staff)**

Nonexempt employees are those persons engaged in job assignments in which the educational requirement is normally below the level of a bachelor's degree and the conditions of employment are

subject to the provisions of the Fair Labor Standards Act. (They are sometimes referred to as hourly-paid employees).

Vacation limits are determined by your official start date. Non-exempt employees beginning employment later than July 1<sup>st</sup> will have their first year's vacation limit prorated based on months of service accrued in the first fiscal year.

Non-exempt employees may begin to take earned vacation days on July 1<sup>st</sup> following their employment date. On July 1<sup>st</sup>, all eligible vacation days are credited to each employee's account. You then have the entire fiscal year to take these days.

Vacation days taken are reported on the bi-weekly timesheet submitted to Human Resources

<u>After Completion Of</u>	<u>Vacation Benefit</u>
1-4 years	10 workdays
*5-14 years	15 workdays
*15-24 years	20 workdays
*25 or more years	22 workdays

\* If your 5<sup>th</sup>, 15<sup>th</sup>, or 25<sup>th</sup> year anniversary falls between July 1<sup>st</sup> through December 31<sup>st</sup> of the current fiscal year, your vacation benefit amount changes to the next highest level.

## **EXEMPT EMPLOYEES**

Employees engaged in job assignments in which a bachelor's or higher degree is a normal requirement are exempt employees. (They are sometimes referred to as salaried employees). These are further categorized as follows:

### **Executive Employees**

Exempt employees retained for the primary purpose of managing the institution or a recognized department thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. By convention this category includes vice presidents, deans and directors of recognized major departments, but excludes chairs of academic departments (who are classified as faculty). Inclusion in this category requires the individual to have supervisory responsibilities.

Full-time executives on twelve (12) month contracts are entitled to twenty-two (22) **working days of vacation** with pay beginning their first year of employment. If an executive's contract starts after the beginning of the fiscal year (July 1<sup>st</sup>) the 22-day limit will be prorated based on the actual number of months worked during the fiscal year.

## Faculty

Individuals employed for the primary purpose of performing or supervising instruction and/or research and who hold academic rank. Full-time faculty on 12 month contracts are entitled to twenty-two (22) **working days of vacation** with pay beginning their first year of employment. If the faculty member's contract starts after the beginning of the fiscal year (July 1<sup>st</sup>) the 22-day limit will be prorated based on the actual number of months worked during the fiscal year.

## Professional Non-Faculty

Individuals retained for the primary purpose of performing academic support, student service, or institutional support activities. This category includes such employees as accountants, computer programmers, personnel workers, counselors, recruiters, coordinators, or other similar positions.

Vacation benefits for full-time professional non-faculty beginning with their first year of employment are:

0 - 1 year	10 hrs. per mo.
2-5 years inclusive	15 workdays/yr.
* 6-15 years inclusive	20 work days/yr.
* 16 or more years inclusive	22 work days/yr.

\* Your 6<sup>th</sup> or 16<sup>th</sup> year anniversary must be completed by July 1 of the current fiscal year before your vacation benefit is increased to the next highest level.

Exempt employees are given a more liberal vacation allowance than non-exempt employees in recognition of the fact that they are not compensated for overtime.

Regular part-time employees (exempt or nonexempt) who average at least 20 hours a week on a 12-month basis, and who have completed two years of service, will earn vacation at one-half the rate of full-time employees.

The Human Resources Department maintains vacation time, which is responsible for receiving Earned Time Off Request\Authorization forms, time sheets or time cards from supervisors and maintaining the records. **Earned Time Off Request\Authorization forms are submitted by exempt employees in preparation for payroll, and must be forwarded to Human Resources within established time frames whenever time off is taken.**

A recognized holiday occurring during your vacation will not be charged to vacation time. No allowance will be made however, for sickness or any other incapacity occurring during your vacation. Every effort will be made to schedule your vacation at the time you request it. In scheduling vacation, the ability to continue the normal routine will be the primary consideration.

## **HOLIDAYS**

The University provides paid holidays each fiscal year. These holidays are: From December 24<sup>th</sup> (Christmas Eve) through January 1<sup>st</sup> (New Years), Martin Luther King, Good Friday, Memorial Day, July 4<sup>th</sup> Independence Day, Labor Day, Thanksgiving Day, and Friday After Thanksgiving

Holidays falling on Saturday or Sunday, may be observed on the preceding Friday, or the following Monday, based on practice as determined by the University.

If you observe religious or other special days, you may use your flexible time off days to accommodate your needs. You should provide your supervisor with proper notice if time off is required for a religious or special observance.

To be eligible for holiday pay, you must work as scheduled on the workday preceding and the workday following the holiday, unless you are taking approved flexible or vacation time.

If you are a part-time regular employee who has been at Barry for two years and work a minimum of twenty (20) hours per week, you may take up to four (4) hours holiday pay, based on the number of hours you are normally scheduled to work. Part-time employees will be paid for a holiday only if the holiday falls on a normally scheduled workday.

If you are a non-exempt employee required to work on a holiday, you will be paid your regular rate for all hours worked in addition to your holiday pay.

## **RETIREMENT AND TAX DEFERRED ANNUITY PROGRAM**

This section is intended to describe in general terms the main provisions of Retirement Plans available to university employees. The interpretations and operation of these plans are, however, governed by the full texts of each. All rights with respect to benefits provided by these plans will be as set forth in their formal plan documents. You are urged to become familiar with this information in order to have a full understanding of how the plans function, your retirement income, legal rights and tax consequences. To change allocations, stop payroll retirement plan deductions you must complete an AGREEMENT FOR SALARY REDUCTION form.

### **Contributions**

After completion of one year's service at Barry, the University will pay into the plan an amount equal to 9.5% of your regular gross salary. You must also contribute a minimum of 5% into the plan. Your maximum contribution is determined by guidelines supplied by the Internal Revenue Service Contributions under either TIAA-CREF's or VALIC's TDA (tax-deferred annuity).

These plans are considered tax-sheltered annuities under Section 403-b of the Internal Revenue Code. These savings are excluded from your current taxable income. Withdrawals prior to retirement are sometimes permitted (only in cases of proven hardship), subject to applicable penalties and taxes.

## **Eligibility - Participation**

Full time Administrative and Support Staff employees are eligible to participate in the matched contribution plan after completing one year of employment with the University. The plan is not compulsory. The University provides for a voluntary retirement and tax-deferred annuity pension plan through either TIAA-CREF (Teachers Insurance Annuity Association) or VALIC (Variable Assurance Life Insurance Co.). All categories of full-time employees are eligible to begin participation in the plan of either TIAA-CREF or VALIC on the first day of employment.

Part-time employees are eligible to participate in the matched contribution plan after they have worked 1,000 hours over the past twelve months.

## **Portability**

If you come to Barry as a transfer, already participating in either plan from previous service at another institution, or your last employer was at an educational institution, the one- year waiting period will be waived. Any employee hired by the university who is already covered under either of the TIAA-CREF or VALIC plans have the option for immediate continuation of such coverage at the university.

## **Designation of Beneficiary/Death Benefits**

Individual plan descriptions should be checked for provisions dealing with your designation of a beneficiary and death benefits.

## **TUITION ASSISTANCE PLAN (TAP)**

Barry University grants to its faculty, staff, administration, and eligible dependents of these employees the privilege of attending classes at a special institutional tuition rate:

### **Eligibility**

- (1) Employees: All regular full-time employees who have completed one year of employment at Barry University.
- (2) Dependents: Spouses, dependent children, and nieces or nephews of Adrian Dominican Sisters. Dependent children are those that meet the definition of the Internal Revenue Code of the United States.
- (3) All retirees who have completed 20 years of full-time service with the University and their eligible dependents.

### **Application Procedure**

- (1) Applicants must meet admissions and academic requirements as stated in the University catalog(s).
- (2) Applicants must complete an application for the Tuition Assistance Plan prior to the term for which the educational assistance is requested. The employee's department head must sign the form. The appropriate form for educational assistance may be obtained from the Department of Human Resources.

- (3) Applicants registering for a minimum of 6 credit hours (undergraduate) per semester must also file a Financial Aid Form (FAF). These applications may be obtained from the Financial Aid Office.
- (4) All full-time undergraduate applicants who are residents of the State of Florida must complete every year an application for a Florida Resident Access Grant (FRAG). The University will not make up the loss of FRAG funding for recipients who do not meet this requirement. Applications may be obtained from the Financial Aid Office.
- (5) CLAST is no longer required for receipt of state financial aid however, the CLAST is still requirement for education majors and students intending to transfer to a state university or community college.

## **Requirements**

- (1) Employees may register for up to nine (9) semester hours (graduate or undergraduate) provided the courses do not conflict with their working schedule and is approved by their academic advisor. The employee's supervisor must approve and sign the TAP form before submitting the form to Human Resources. Spouses and eligible dependents must enroll as degree-seeking students (undergraduate only) and may enroll as full-time students.
- (2) Applicants wishing to apply for the TAP must maintain a cumulative grade point average of 2.00 or better. Students who do not maintain a cumulative grade point average of 2.00 will be ineligible for the TAP and must pay the prevailing tuition rate until they have regained good standing.
- (3) Employees and spouses taking graduate courses will pay the State of Florida University system's prevailing rate for graduate credit.
- (4) The TAP is not available for any executive program, certificate, non-credit, Doctoral or Law School programs.
- (5) Dependent children are not eligible to participate in the TAP when taking graduate work.
- (6) The University will not pay for any repeated course under the T.A.P. benefit..

## **General Information**

- (1) The Tuition Assistance Plan does not apply to the registration fee or any other special course fees, such as laboratory fees, private music lessons, student services fees, and/or residence hall fees.
- (2) In the event that an employee terminates employment with the University and has an eligible dependent enrolled in the University, the Tuition Assistance Plan will continue without penalty until the end of the term during which the employee terminates employment.
- (3) Spouses and eligible dependents may apply for educational assistance through the Tuition Assistance Plan for a period of four years of academic study on a full-time basis, or six academic years on a part-time basis.
- (4) The Tuition Assistance Plan does not cover tuition cost for hours in excess of 18 credits per semester for spouses and eligible dependents.
- (5) The University reserves the right to add or delete eligible programs from the Tuition Assistance Plan.

- (6) The University reserves the right to request further documentation to support the information given on the application for the Tuition Assistance Plan.

### **Procedure**

- (1) The employee must apply for benefits for himself/herself or eligible dependents by completing the appropriate form for tuition assistance obtained from the Department of Human Resources.  
The employee's department head must sign the form. The completed application must be returned to the Department of Human Resources prior to the beginning of the term for which the tuition assistance is requested.
- (2) All individuals who receive tuition assistance for full-time study must file for financial aid as well as submit the pertinent needs-analysis forms.
- (3) The employee or dependent must submit the pertinent Financial Aid Form as well as any application for state or federal aid.
- (4) The Financial Aid office will credit the educational assistance to the student's account.

### **IRS GUIDELINES FOR TUITION REMISSION**

Under current IRS regulations, tuition benefits related to undergraduate course work are not subject to income tax. The benefits you receive for graduate course work are fully taxable. The University makes no commitment or guarantee regarding the future taxability of tuition benefits.

### **TUITION EXCHANGE PROGRAM**

The Tuition Exchange, Inc. is a partnership of colleges and universities offering competitive tuition exchange scholarships to students from families of full-time employees at member institutions. A student is defined as a dependent (equivalent to the IRS definition of dependent), a spouse or full-time employee. Scholarships are not fringe benefits; they are competitive awards. In addition to meeting the admissions requirements of the receiving institution, some member institutions have established additional requirements such as a lottery system, higher entrance standards, or a rolling acceptance policy. Each member institution is obligated to maintain a balance between students sent on the exchange (exports) and students received on the exchange (imports). Students are responsible for all non-tuition charges – board, fees, and room – at the institution in which they enroll (host institution). The office of the Provost and Senior Vice President for Academic Affairs may be contact for further information.

### **CIC TUITION EXCHANGE PROGRAM**

The Council of Independent Colleges Tuition Exchange Program (CIC-TEP) consists of a network of CIC colleges and universities willing to accept - tuition free - students from families of full-time employees of other CIC institutions (full-time as designated by the employer/institution). A student is defined as a dependent (equivalent to the IRS definition of dependent), a spouse or the full-time employee. Specifically, each participating institution in the Network agrees to accept (import) a limited number of students from other colleges on the same admission basis as they accept all other students, without regard to the number of students it exports. Students are responsible for all non tuition charges - board, fees, and room - at the institution in which they enroll (host institution).



Since there are no limitations on the total number of exports, this program is designed to be utilized by any full-time employee at a participating institution. This is both nondiscriminatory and in compliance with IRS regulations.

The Office of Human Resources maintains a directory of participating colleges and universities. The office of the Provost and Senior Vice President for Academic Affairs may be contacted for further information.

Section

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## SECTION ELEVEN - OTHER BENEFITS

## **SECURITY**

Barry has a strong commitment to the safety and security of all of its employees. Our Public Safety Department provides uniformed officers who patrol the University twenty-four hours a day, every day of the year. In the event you need to contact them, dial Ext. 3333, or \*3 from any campus pay phone (free of charge). For life-threatening emergencies, call 9-911 from any campus extension.

## **KEYS**

Employees needing keys to campus facilities are required to have their supervisor contact the Director of Physical Plant.

Keys lost or stolen should be immediately reported to Physical Plant or to the vice president/dean.

Keys are not to be loaned to anyone.

## **CAMPUS FACILITIES**

The tennis courts, Penafort Pool, library, etc., may be used by employees and their families as long as they have University identification and the employee is present. Recreational facilities may be used when they are not in use for instruction, official sports events and practices, or for organized Campus Recreation activities. All users must abide by posted and published rules and regulations.

## **BANKING**

An automated teller machine can be found outside Thompson Hall. It is directly affiliated with Bank of America, but ATM cards from most financial institutions are compatible.

## **FOOD SERVICE**

### **Dining Room**

The dining room provides a full service all-you-can-eat venue of food selections. It is available to students (resident and non-resident), faculty, staff, and guests. It is located on the second level of Thompson Hall. Hours of service, cost of meals, and menus are available on the ForU (Barry Intranet) and are published regularly.

Sodexo offers a Faculty/Staff meal plan. Information can be obtained by contacting the Dining Services office.

When a group of ten (10) or more people are guests of a department or attendees at a University event, the Sodexo Dining Services office should be notified (preferably at least 48 hours in advance). Guests may present an INDIVIDUAL GUEST PASS containing pertinent information or meals may be paid for individually. Guest passes are available, in advance, through Business Services and must have the approval of a Budget Manager. Send a written request for the number of passes needed, along with the budget code for the department to be charged, to Business Services.

## **Bucstop Grill And Convenience Store**

Located on the main floor of Thompson Hall, the Bucstop grill offers a variety of hot, a la carte items as well as daily specials. A variety of pre-made sandwiches and salads, drinks and an assortment of snack items are available during store hours. Hours of operation are available on the ForU and are published regularly. Guest passes are not valid for use in the Bucstop.

## **Catering Services**

Sodexo Dining Services provides catering for internal as well as external events. The Director is happy to discuss food service needs, menu suggestions, and cost. Catering services will be provided only when a *SODEXHO CATERING SERVICE REQUEST* has been completed with all necessary information including *COST, BUDGET CODE, AND SIGNATURE*. This contract must be completed and submitted to the Director at least one week prior to the event.

If a department chooses to use an outside catering service for an event, Sodexo Dining Services will not provide any equipment, products, or services. For the complete Dining policy please see the Policies and Procedures Manual.

## **FOLLETT BOOKSTORE**

### **University Bookstore**

The Follett Higher Education Group provides the management of the Barry University Bookstore. Their goal is to serve as partners with Barry University to provide the best in campus bookstore service. The Barry University Bookstore provides the following:

- Classroom textbooks
- Academic reference and trade books
- Magazines and Newspapers
- Office and school supplies
- Barry University merchandise and clothing
- Sundries and snack items
- A wide selection of fiction, nonfiction and reference titles
- Up-to-date selection of the latest software
- A wide range of quality emblematic apparel and merchandise with Barry University academic, athletic and student organization logos
- Special ordering book selections

### **Department Purchases**

Departments may charge supplies and merchandise at the bookstore. All department charges over \$5.00 will receive a discount. Amount of discount is based on the current contractual agreement. A requisition form with object code and department number is required.

## **Discounts for University Employees**

Faculty and Staff are entitled to a discount on their purchases. A current I.D. must be presented to the cashier prior to purchase. (Amount of discount is based on the current contractual agreement. Items not subject to discount are: textbooks, sundries, and sale items)

## **Check Cashing**

Personal checks up to \$40.00 will be cashed with a current Barry University I.D. (there will be a \$.50 surcharge to students for this service). Two party checks, payroll checks, work-study checks and petty cash checks will not be cashed. Bookstore management reserves the right of refusal to cash checks for any reason. Returned checks will be charged a \$25.00 fee.

## **U.P.S. Shipping Service**

A \$2.00 surcharge per box will be applied to the cost of shipping. Packages must be in by 10:00 a.m. to ensure mail out. The bookstore will not provide overnight storage and will not be responsible for lost or damaged items.

## **HEALTH & SPORTS CENTER**

Barry's on-campus Health & Sports Center includes a gymnasium, state-of-the-art strength and conditioning room, locker rooms and meeting rooms. In addition, there are tennis and racquetball courts. Penafort swimming pool is located on the SE section of the campus behind Kelley House. Employees are welcome and encouraged to use these fine facilities. Proper ID and observance of available posted hours are required. Hours for use by staff vary during the year. Schedules are posted on the intranet.

## **LIBRARY**

The Monsignor William Barry Memorial Library provides materials and services in support of the educational and cultural objectives of the University. All library services are available to employees with a valid ID card.

## **LOST & FOUND**

The Lost and Found department is in the Office of Public Safety located in Thompson Hall. Unclaimed property found on campus should be taken to this office as soon as possible; any lost article(s) should be reported to this office.

## **PARKING**

For your convenience, parking space is available for properly identified employee vehicles. The first time you request a decal, you must show a valid vehicle registration; you may renew annually by mail. Decals are free of charge to employees through the Public Safety Office in Thompson Hall. Parking spaces are designated "Student," "Faculty & Staff," or "Visitor." You must park in spots designated "Faculty & Staff." You are subject to University rules and regulations regarding parking, driving, or

safety on campus. Public Safety personnel will patrol parking lots and monitor parking and traffic regulations, and will issue tickets when necessary.

All students and employees who bring a vehicle onto the campus at anytime must obtain a university parking permit for that vehicle. To do so, the following information must be presented to the Public Safety Department, located in Thompson Hall, Room #119, during the time of issue or renewal:

1. Vehicle Registration.
2. Valid Barry University ID card or another form of picture ID ONLY if the ID office is not issuing ID cards at the time of vehicle registration.
3. Current class schedule (printout) from students. Students must be registered for the current term before they can obtain a "Parking Decal".

*For the complete Parking policy please see the Policies and Procedures Manual.*

## **NOTARY SERVICES**

Employees may arrange to have their personal signatures notarized, free of charge, at several locations on the campus. A notary may be found in the offices of Academic Affairs, Business and Finance, Student Services, Admissions, and Human Resources.

## **IDENTIFICATION CARD**

Upon verification of your employment, an identification card will be issued by the ID located in Thompson Hall. Your ID card must be carried with you at all times while on the job. The card can be used to gain access to a variety of University facilities and services, and to receive employee discounts. With the ID card, you can:

1. borrow items from the Msgr. William Barry Library;
2. gain admission to many Barry athletic and cultural events;
3. use on-campus athletic facilities;
4. utilize the University cafeteria;
5. cash checks of limited amounts and receive 10% discount at the University Bookstore.

## **BIRTH OF A CHILD**

When a child is born to an employee, or to the wife of an employee, Barry shares in the joyfulness of the occasion by sending a check to the parents so that a savings account may be opened for the child.

## **FLOWERS**

Flowers will be sent to the appropriate individual by Human Resources in the event of the death or serious illness of an employee, or in the event of the death of a spouse, child, sibling, or parent of an employee. This is handled by Human Resources as individual departmental budgets do not have funds for this. It is the responsibility of the supervisor to inform Human Resources that flowers should be sent.

## **DISCOUNTS ON FLORIDA ATTRACTIONS**

All employees may obtain a Disney World membership card by applying for the Disney discount membership. Brochures with membership information may be obtained in Human Resources. This card entitles the employee to discounts not available to the general public on ticket books and hotel rates at Disney World near Orlando. Similar membership privileges are available to other attractions: Universal Studios, Sea World in Orlando, Six Flags, and Busch Gardens. Please contact Human Resources for additional information.

## **POSTAL SERVICE**

### **Mail Center**

The mail center at Barry University is comprised of the Barry University mailroom and the Post Office Contract Station.

### **Post Office Contract Station**

The Barry University Contract Postal Station provides mail services to Barry University and the surrounding community. The services provided are most of those available through a USPS (United States Postal Service) station. These include acceptance of all classes of mail, daily dispatching of mail, and most USPS special services.

Any mail which postage has been applied and deposited for mailing, is considered to "belong" to the USPS. Therefore, by Federal law, this mail is not to be examined by anyone except authorized USPS personnel. It is the responsibility of the Mail center staff to see that this law is not violated and to report any violations to the USPS Postal Police University Mailroom.

The Barry University Mailroom is responsible for handling all inbound and outbound mail for the campus community. Inbound letter size mail is distributed to mailroom boxes assigned to University departments and resident students daily. Large packages, and cartons for departments will be delivered as soon as possible, usually by the next school day. Additionally, the mailroom is the place where University internal campus mail is separated and distributed to the departments.

### **Mail**

All mail for University departments is placed in the department mailbox at least three times daily. Each department is expected to pick up the mail from its mailbox daily, using the mailbox key provided to the department. Only one key is issued per department to provide maximum security. A replacement key can be ordered from the Mail center if needed.

All campus mail must have the name of the receiving department and person, as well as the name of the person and department sending the mail piece. This ensures faster processing of the mail.

Just outside the mailroom door are bins for the departments to deposit all mail. One is intended for outbound mail, another for internal campus mail.

All accountable items requiring a signature, will be available for pick-up at the counter in the Package Pick-Up room

All mail must be in the mailroom before 4:00 p.m. to be dispatched that day. Any mail received after that time will be held for the next day.

### **Bulk Mail**

All material for bulk mailings must have the approval for design from the Mailroom Manager to ensure it is in accordance with USPS for format, content, and mail ability. Notice must be given to the Mail center at least 10 workdays prior to delivery of the bulk mail to provide for provision of adequate mail funds.

### **Postal Primer**

The United States Postal Service has a service guide section on its web site guiding customers through critical mailing decisions. To access the site, visit [www.usps.com/Service Guides](http://www.usps.com/Service%20Guides)

*For the complete Mail policy please see the Policies and Procedures Manual.*

## **GRAPHICS/PRINTING DEPARTMENT**

Print Shop and Graphics Department provides a full range of services necessary for the completion of printed material.

A full service graphics/printing department is located on the east side of NE 2nd Avenue and 116th Street. Generally, all campus printing jobs should be directed there. If printing jobs cannot be done on campus in a timely manner, or if materials can be printed more economically using external printers, the Director of Graphics/Printing will select the best vendor for the job.

### **Print Shop and Graphics Department**

The Department provides professional consultation for all faculty and staff in order to determine the most economical and efficient production method (internal and external) for each project while maintaining a high degree of aesthetics and preserving the university's graphic identity

Persons charged with the responsibility for printed materials for their departments should consult with the Director and/or Associate Director with as much of the following specific information in order to determine printing needs:

- Quantity
- Size of finished piece
- Ink color (s)
- Type and color of stock (paper)
- Number of photographs
- Mailing requirements (Also in consultation with the Mail center Manager)



Allow a completion period of approximately 10 working days after submission of camera-ready copy (requiring no further enhancements or alterations before printing) or disk.

*For the complete Graphics/Printing policy please see the Policies and Procedures Manual.*

## **TRAVEL**

Travel approval must be given by the Budget Manager of a School, Division or Department. It is the responsibility of the Budget Manager or the person designated by the Budget Manager to check the availability of funds for travel and to check that all necessary paperwork is done on the TRAVEL REQUEST FORM, which are submitted to Accounts Payable.

*For the complete Travel policy please see the Policies and Procedures Manual.*

## **ACKNOWLEDGEMENT and AGREEMENT**

This employee handbook is for your use and a source of information about the University and your job. It is not a contract of employment, expressed or implied, but merely sets forth regulations of employment, methods for resolving conflicts, and an explanation of your benefits and policies. Your signature below acknowledges that you have received a copy of the Barry University Administrative and Support Staff Handbook (via a printed version or web access). I agree to read this information carefully and to comply with the policies and procedures therein and as modified from time to time.

---

Employee Name (printed)

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Employee Signature and Date

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