



The University of Chicago

Employee Handbook

(Updated January 2007)



Employee Handbook

Table of Contents

ABOUT THE UNIVERSITY ... 6

USING THIS BOOK ... 7

Using Your Supervisor as a Resource ... 7

Equal Employment Opportunity ... 8

STARTING YOUR JOB ... 8

Identification Card ... 8

New Employee Orientation ... 9

Probationary Period ...

Benefits Eligibility ... 9

Base Pay Administration ... 9

Payroll Schedules ... 10

Biweekly Paid Employees ... 10

Monthly Paid Employees ... 10

Employment Categories ... 10

Full-time Regular Employees ... 10

Part-time Regular Employees ... 10

Temporary Employees ... 10

Job Description ... 10

Job Classification ... 10

ON THE JOB ... 11

Whistleblower ... 11

Temporary Employment ... 11

Re-employment of University Employees ... 11

Nepotism ... 11

Layoff ... 12

Termination of Employment ... 12

Seniority ... 13

Staff Employee Hires to the University of Chicago from the University of Chicago Hospitals ... 13

Compensable Time and Compliance with the Fair Labor Standards Act (Overtime) ... 14

Employee Workweek ... 14

Incentive/Bonus Pay ... 14

Compensation for Additional Duties ... 14

Time Records ... 15

Performance Planning and Feedback ... 15

Flexible Work Options ... 15

Promotions and Transfers ... 16

Attendance (Absenteeism, Tardiness & Job Abandonment) ... 16

School Visitation ... 17

Unscheduled Closings ... 17

Conflict of Interest ... 17

Treatment of Confidential Information ... 17

Smoking ... 18

Substance Abuse ... 19

Unlawful Harassment ... 19

Workplace Violence ... 19

Progressive Corrective Action ... 20

Employee Complaint Resolution Procedure ... 21

Employee Access to Personnel Records ... 21

Payroll Deductions ... 22

Direct Deposit Program ... 22

Garnishments and Wage Assignments ... 22

Change in Personal Status ... 2

Personal Business ... 22

Solicitation ... 22

Phone Calls ... 22

Lunch and Breaks ... 23

Safety ... 23

Information Systems Security ... 23

Staff Employee Recognition ... 23

Inventions, Discoveries, and Software ... 24

FOR YOUR BENEFIT ... 24

Paid Absences ... 24

University Holidays ... 24

Personal Holidays ... 24

Vacation ... 5

Sick Leave ... 25

Bereavement Leave ... 25

Jury Duty ... 26

| | |
|--|----|
| Court Appearances ... | 26 |
| Voting ... | 26 |
| Personal Leave of Absence (LOA) ... | 27 |
| Family and Medical Leave Absence (FMLA) ... | 27 |
| Leave of Absence for Active Military Service ... | 28 |
| Military Reserve Training Leave ... | 28 |
| Payroll Savings Bonds ... | 28 |
| Training ... | 28 |
| Graham School of General Studies ... | 29 |
| Credit Union ... | 29 |
| Benefits ... | 29 |
| Medical and Dental Insurance ... | 30 |
| Dependent Coverage Policy ... | 30 |
| Group Term-Life Insurance ... | 31 |
| Personal Accident Insurance ... | 31 |
| Short-Term Disability ... | 31 |
| Long-Term Disability ... | 32 |
| Educational Assistance ... | 32 |
| Staff and Faculty Assistance Program (SFAP) ... | 33 |
| Child Care Referral Program ... | 33 |
| Elder Care Consultation/Referral ... | 33 |
| Flexible Spending Accounts ... | 33 |
| Long-Term Care Insurance ... | 34 |
| Retirement Benefits ... | 34 |
| Retirement Income Plan for Employees (ERIP) ... | 34 |

Contributory Retirement Plan (CRP) ... 35

Supplemental Retirement Program (SRP) ... 36

Workers' Compensation – Injury on the Job ... 36

Acknowledgement ... 37

ABOUT THE UNIVERSITY

The University of Chicago is a private, nondenominational, coeducational institution of higher learning with a worldwide reputation for excellence in teaching and research. It was founded by John D. Rockefeller; William Rainey Harper was its first President.

Classes at Chicago began on October 1, 1892, with an enrollment of 594 students and a faculty of 120, including eight former college presidents. Today, the University has an enrollment of more than 13,602 and a faculty of 2,160. Seventy-eight Nobel Prize-winners have been associated with the University as students, faculty or researchers.

The University includes the undergraduate College, four graduate Divisions (Biological Sciences, Humanities, Physical Sciences, and Social Sciences) and six graduate professional schools (Business, Law, Divinity, the Pritzker School of Medicine, Social Service Administration, and the Irving B. Harris Graduate School of Public Policy Studies), the Graham School of General Studies, the University Library, and the University of Chicago Press. The University also manages Argonne National Laboratory, located 30 miles southwest of Chicago, with another site in Idaho, for the U.S. Department of Energy.

The University of Chicago has had a major impact on American higher education, inventing the four-quarter system, developing extension courses and programs in the liberal arts for adults, establishing a coherent program of general education for undergraduates, and initiating a full-time medical school teaching facility. The University is the nation's most celebrated teacher of teachers and curricula throughout the country, reflecting its emphasis on broad humanistic undergraduate education. Currently, more than 70 Chicago graduates are presidents or chancellors of colleges and universities.

The College of the University of Chicago, with an enrollment of more than 4,515 students, is a four-year liberal arts college within a major research university. It offers 51 programs leading to the bachelor's degree. Joint degree programs are offered in conjunction with the University's professional schools of Law, Business, Social Service Administration, and Public Policy Studies. The College offers a liberal education that emphasizes critical thinking and discussion of original texts in small classes. Students now have expanded opportunities for foreign acquisition and international study.

Chicago is a founding member of the University Athletic Association (UAA), a national conference that also includes Brandeis, Carnegie-Mellon, Case Western Reserve, Emory, Johns Hopkins, New York University, Rochester, and Washington University (St. Louis). Ten men's and nine women's teams compete with Chicago in the NCAA Division III.

USING THIS BOOK

This revised version of the University of Chicago handbook supersedes all prior versions that have been issued by the University and is effective as of April 2006. The policies stated herein are subject to change at any time at the sole discretion of the University. The entire content of this handbook is available as a printable PDF.

This handbook is intended for use by staff employees of the University of Chicago. It is presented for information purposes only. The content of this handbook is not intended to create a contract or agreement between the University and you.

For an employee working in a position covered by a collective bargaining agreement, you should refer to the agreement which governs your terms and conditions of employment. All other employees are what the law terms "at will" employees. This means that your employment is a matter of continuing agreement between you and the University. Either you or the University may decide to end your employment here for any reason not prohibited by law, at any time. Nothing in this handbook changes either your "at will" employment or the collective bargaining arrangement.

Your unit may have additional specific procedures for many of the general policies stated in this handbook. You are expected to learn your unit's procedures and comply with them. You are also expected to conform to the professional standards of your occupation. Please direct any questions to your supervisor, department head, or to the University Human Resources Management (UHRM) - Employee/Labor Relations Office located in Ingleside Hall.

Certain University positions are covered by collective bargaining agreements. If you apply for such a position, an Employment Services Office representative, your supervisor, or your union steward can explain how this relates to the terms of your employment. If you are a member of a bargaining unit, there may be slight variations in benefits and policies from those mentioned in this book. The items that may vary in some collective bargaining agreements are designated with italics throughout this book. For more information about these variances, refer to a copy of the union contract covering your position. You may obtain a copy of the union contract from your union steward or University Human Resources Management (UHRM) - Employee/Labor Relations.

Using Your Supervisor as a Resource

Your supervisor is your key resource person concerning University of Chicago policies and procedures. If you have any questions about which policy applies to a particular situation, consult your supervisor for clarification. Your progress on the job is one of your supervisor's most important concerns. Never hesitate to ask questions or seek your supervisor's advice and guidance.

The following section of this handbook summarizes some of the procedures, policies, and payroll practices of the University. The University's Personnel Policies are available for viewing online by visiting the Personnel Policies Index. Check with your supervisor or UHRM - Employee/Labor Relations if you need more detailed information.

Equal Employment Opportunity (EEO)

The University of Chicago offers equal opportunities in employment to all employees and job seekers. No person shall be discriminated against regarding employment because of age, ancestry, color, disability, gender identity, marital status, national origin, parental status, race, religion, sex, gender, sexual orientation, source of income or veteran status. This policy includes the commitment to maintaining a work environment free from unlawful harassment.

If you report concerns that you have been discriminated against in violation of this policy, you will not be subject to reprisal or retaliation for making such a report. You should immediately bring to the attention of UHRM - Employee/Labor Relations or the Affirmative Action Officer any complaint of retaliation.

The Affirmative Action Officer interprets the EEO Policy and advises staff employees, supervisors, and managers about such policy. If you have a complaint of illegal harassment or discrimination, contact your supervisor, department chair, department head, dean, or director. You may also direct such complaints to UHRM - Employee/Labor Relations at 773-702-6010 or to the Affirmative Action Officer at 773-702-5671.

You should bring any work-related issues regarding this policy to your supervisor, as with other types of employee concerns. You may also take such concerns to UHRM - Employee/Labor Relations or to the Affirmative Action Officer. Every effort will be made to treat issues promptly, impartially, and confidentially with a view of arriving at fair resolutions.

In accordance with the Americans with Disabilities Act, the University shall provide, upon request, reasonable accommodations to a staff employee with a disability, in order to enable him/her to successfully perform the essential duties of his/her job. Disabled staff employees should contact UHRM - Employee/Labor Relations or the Affirmative Action Officer to initiate the disability accommodation process.

Please refer to the Equal Employment Opportunity policy in the Personnel Policy Index for more information.

STARTING YOUR JOB

Identification Card

You will receive a photo identification (I.D.) card which you can use to gain entrance to certain University buildings and to exercise your privileges at the Bursar's Office, the Library, and other services around campus. Your supervisor will arrange for you to have your I.D. photo taken shortly after you begin work.

If you lose your I.D. card, notify The Chicago Card Office immediately at 773-702-3344. You will be charged a fee to replace your lost card.

The I.D. card remains the property of the University. Upon your termination from the University, your I.D. card will be deactivated. You must return the Card and all other University property such as keys, uniforms, etc., when you leave the University's employ.

New Employee Orientation (NEO)

To help you become familiar with your new job surroundings, University Human Resources Management (UHRM) offers a New Employee Orientation (NEO) program designed to provide essential information about the University and its employee benefits, policies, and procedures. You will be notified of your orientation schedule shortly after you begin your employment. Additional information is available from your unit or from UHRM.

Probationary Period

The probationary period is a time you should use to learn about your job and become familiar with your new surroundings. During this time, your supervisor will explain your unit's procedures and your specific duties. Your performance will be closely evaluated by your immediate supervisor to ensure that you know and meet expected standards.

The probationary period differs for biweekly and monthly paid employees:

- if you are paid biweekly, your probationary period will last three months; and
- if you are paid monthly, your probationary period will last six months.

Probationary periods may be extended.

Benefits Eligibility

Depending on your employment category, you may be eligible for a variety of benefits as a staff employee at the University of Chicago. Details on benefits eligibility are available in the For Your Benefit section and are listed in the Employment Categories, below.

Base Pay Administration

The University of Chicago is committed to providing a fair and competitive compensation program that will attract, retain, develop, and reward staff. The University's goal is to provide a competitive total compensation package tied to the application of knowledge and skills, and the achievement of organizational goals. In addition, the compensation program will comply with all applicable laws.

The University's compensation department establishes and maintains pay scales based on appropriate market data from the areas in which the University competes for applicants. Each pay scale is defined by a set of pay ranges that have minimum and maximum values. No employee should be paid below the minimum or above the maximum of the range that is currently in effect for his/her position's classification.

Individual staff employee pay decisions (for starting rate, promotion, reclassification, transfer, demotion, etc.) are made by the unit and are based on several factors, including job classification; pay range; market pay information; unit budget; internal equity; the applicant or employee's directly related education, experience, and skills; performance; pay history; and the employee's pay rate in the pay range.

Please refer to the Base Pay Administration Policy in the Personnel Policy Index for more information.

Payroll Schedules

Depending upon your job classification, you may be paid on either a biweekly or monthly basis.

Biweekly: If you are paid on an hourly basis, you will be paid biweekly (every two weeks). The pay period lasts two weeks and begins on a Sunday and ends on a Saturday. You will receive your paycheck on the Friday following the close of a pay period.

Monthly: If you are paid as a salaried employee, you will be paid monthly (once per month). Your pay period begins on the first calendar day of the month and ends on the last calendar day of the month. You will receive your paycheck on the last working day of the month.

Employment Categories

Your employment category is determined by the number of hours you are scheduled to work and the duration of your position. The principal categories are:

- **Full-time regular.** If your position is one that the University anticipates will exist longer than one year and if you are scheduled to work at least 35 hours per week, you are eligible for full staff benefits.
- **Part-time regular.** If your position is one that the University anticipates will exist for one year or longer and if you are scheduled to work at least 20 hours per week but fewer than 35 hours per week, you are eligible for most benefits programs. You are not eligible for tuition remission (including tuition remission for children attending the University Laboratory Schools). If you are scheduled to work fewer than 20 hours per week, you will not be eligible for any benefits.
- **Temporary.** A job is considered temporary if the position is expected to continue for less than one (1) year. An employee in this position is a temporary employee and is not eligible for paid allowances (e.g., University holidays, personal holidays, vacation, or sick leave) and is not eligible for participation in the University's benefits plans.

Job Description

All positions will be documented through a job description which accurately and clearly describes the essential functions and job-related qualifications, and mental and physical demands of the job. Information from job descriptions will be utilized in job classification, recruitment and selection, wage and salary administration, training and development, and performance planning and feedback.

If you have questions about your job description, contact your supervisor or unit human resources staff.

Please refer to the Job Description Policy in the Personnel Policy Index for more information.

Job Classification

The University's philosophy regarding job classification and compensation is to maintain job classifications and pay levels that are internally consistent and externally competitive. All positions are classified based on the essential functions and job-related qualifications as documented in their job descriptions.

Please refer to the Job Classification Policy in the Personnel Policy Index for more information.

ON THE JOB

The University's personnel policies are reviewed regularly; as with all policies, they are subject to change without notice.

Whistleblower

The University relies on you and your fellow employees to perform your duties and responsibilities in accordance with the University's policies and procedures. The University provides various mechanisms to assist and encourage you to come forward in good faith with reports or concerns about suspected compliance issues. You may report suspected noncompliance issues without fear of reprisal or retaliation.

If you become aware of a potential or actual material violation of University policies or procedures, you should report such potential or actual conduct, regardless of whether you are personally involved in the matter.

Please refer to the Whistleblower Policy in the Personnel Policy Index for more information.

Temporary Employment

A job is considered temporary if the position is expected to continue for less than one (1) year. If your position is temporary, you are not eligible for paid allowances (e.g., holidays, personal holidays, vacation, or sick leave) and are not eligible for participation in the University's benefits plans.

Please refer to the Temporary Employment Policy in the Personnel Policy Index.

Re-employment of University Employees

Former staff employees of the University, except those whose employment were terminated for cause, may be considered for re-employment, in accordance with the guidelines indicated in the Re-employment of University Employees Policy.

Please refer to Re-employment of University Employees and Termination of Employment in the Personnel Policy Index.

Nepotism

Faculty and staff members should not be in the position of supervising, directing, setting the pay, or making final decisions regarding the terms and conditions of employment and/or compensation for their spouses, children, and other close relatives or University-registered, same-sex domestic partners. This applies to all University staff employees, regardless of classification or status.

In general, if one of the related parties is uniquely qualified to work for the other based on unique qualifications for a position and performs work in direct support of teaching or research, the related persons may continue to work together, provided the Dean, Director or Administrative Officer arranges for others to oversee all matters related to compensation, expense approval, and performance evaluations. In other circumstances, one of the related parties may be reassigned.

Please refer to the Nepotism Policy in the Personnel Policy Index for more information.

Layoff

Regular staff employees will be given advance notice, in writing, of an impending layoff. A unit may provide pay in lieu of having you work through a notice period. Notice periods are as follows:

- For staff employees paid monthly - at least one (1) month advance notice.
- For staff employees paid biweekly - at least two (2) weeks advance notice.

If you are scheduled for layoff, you will be given reasonable time off to seek another position and conduct scheduled interviews during your layoff notice periods. Please refer to the Layoff Policy in the Personnel Policy Index.

Termination of Employment

If you are an employee who is not working in a position covered by a collective bargaining agreement, you are considered what the law terms an "at will" employee, meaning that employment is a matter of continuing agreement between you and the University. Either you or the University may decide to end your employment here for any reason not prohibited by law, at any time. If you are an employee working in a position covered by a collective bargaining agreement, you should refer to the agreement which governs the terms and conditions of your employment.

If you are terminating your employment, you are required to turn in all University property, including I.D., keys, uniforms, tools, parking permits, library books, electronic equipment, and electronically stored data prior to the date your final pay check is issued. Also, you are expected to make arrangements for clearing up all of your University debts.

Your voluntary resignation is effective as soon as it is submitted.

You may be terminated due to resignation, violation of University policies, or may be involuntarily terminated. A list of such reasons can be found in the University's Termination Policy (Guideline #1). For some termination reasons, you will not be considered for future employment at the University of Chicago. Such reasons (including failure to report, theft, possession/use of intoxicants, etc.) can be found in the University's Termination Policy (Guideline #2).

Upon termination of employment, and if you are a benefits-eligible staff employee, you will be paid for your accrued vacation and personal holidays allowable under University policy. Accrued sick leave is not paid upon termination. You must be paid no later than the next regularly scheduled payday.

If you decide to leave your job, you should give enough notice to allow your department to obtain and train a replacement. This is usually at least two weeks if you are paid biweekly and one month if you are paid monthly. If you fail to give sufficient notice as part of your voluntary termination, you may not be eligible for re-employment.

Please refer to the following policies in the Personnel Policy Index for more information: Sick Leave, Vacation, Personal Holidays, and Termination of Employment.

Seniority

Seniority is the length of your continuous service at the University of Chicago. Seniority may be considered in determining choice of vacation and holiday scheduling, in staff reduction decisions, and in eligibility for certain benefits.

You lose your seniority if you:

- resign or are discharged;
- do not return to a University position within 30 days after the expiration of an approved leave of absence; or
- do not return to a University position within 30 days after the expiration of a layoff period.

You do not lose your seniority because of the following absences:

- illness or surgery;
- approved leave of absence;
- military service or training;
- jury duty;
- layoff, provided you obtain another position within the time provided for layoff status; or
- Family Medical Leave of Absence (FMLA).

Please refer to the following policies in the Personnel Policy Index for more information: Attendance (Absenteeism, Tardiness & Job Abandonment); Personal Leave of Absence; Layoff; Leave of Absence for Active Military Service; Military Reserve Training Leave; Jury Duty; Termination of Employment; Staff Employee Hires to the University of Chicago from the University of Chicago Hospitals; and Family and Medical Leave of Absence.

Staff Employee Hires to the University of Chicago from the University of Chicago Hospitals

This policy provides guidelines regarding how time off, seniority, benefits eligibility, health plan eligibility, and Family and Medical Leave Act (FMLA) eligibility will be administered by the University if you are a newly hired, benefits-eligible University staff employee who was employed by the University of Chicago Hospitals immediately prior to being hired by the University of Chicago.

If you are a University employee who may transfer to the Hospitals, consult the Hospitals' HR Policy #204 Employment Process. [University of Chicago Hospitals HR Policy # 204 Employment Process]. Please refer to Staff Employee Hires to the University of Chicago from the University of Chicago Hospitals in the Personnel Policy Index.

Compensable Time and Compliance with the Fair Labor Standards Act (Overtime)

The University's pay practices and procedures are governed by the Fair Labor Standards Act (FLSA), its amendments, and its regulations. The University is committed to paying its employees in accordance with the requirements of the FLSA, relevant state and local laws, and University policy. Under the FLSA, positions may be classified as either "non-exempt" or "exempt." Non-exempt staff positions are subject to the overtime provisions of the FLSA. Exempt staff positions are not subject to the overtime provisions, but may be covered by other provisions of the FLSA. A position's exempt/non-exempt status is based on its specific job duties and salary in accordance with FLSA exemption criteria.

The University complies with applicable federal and state regulations regarding employment and overtime pay. For questions regarding employment or overtime pay, please contact UHRM - Compensation at 773-702-2061, UHRM - Employment Services at 773-702-0865, or UHRM - Employee/Labor Relations Office at 773-702-6010.

Please refer to the Compensable Time and Compliance with the Fair Labor Standards Act (Overtime) and Employee Workweek policies in the Personnel Policy Index for more information.

Employee Workweek

The workweek for units begins on Sunday at 12:00:00 a.m. and ends Saturday at 11:59:59 p.m. Certain offices and units, because of the nature of their operations, may require different work schedules. Positions are categorized by the amount of hours worked, the regularity of the work schedule, and the duration of the position.

Please refer to the Employee Workweek and Flexible Work Options policies in the Personnel Policies Index for more information.

Incentive/Bonus Pay

The University provides every employee with base compensation. However, there are circumstances when additional payment is appropriate to provide a reward for exceptional performance or to recognize successful participation in an incentive program. Incentive/bonus pay consists of compensation that is contingent on discretion, performance, or results achieved.

Please refer to the Incentive/Bonus Pay Policy on the Personnel Policy Index for more information.

Compensation for Additional Duties

The University provides every exempt employee with a base salary. If you are an exempt employee, by nature of your position, you are considered to be available for work assignments without additional remuneration at times other than your regularly scheduled hours. However, there are circumstances when additional payment is appropriate to:

compensate an exempt employee for performing work outside his/her regular duties or work unit; or
compensate an exempt employee for performing work of a vacant position in addition to performing his/her regular job duties.

This policy applies primarily to exempt staff, as non-exempt staff receive compensation (either regular rate or overtime pay) for additional work performed.

Please refer to the Compensation for Additional Duties Policy on the Personnel Policy Index for more information.

Time Records

If you are paid on a biweekly basis, you will be provided with timecards to record the actual hours worked for each pay period. You are responsible for keeping an accurate and complete record of your time. No one else may enter your time on your card. Your signature on your timecard is your certification that the hours entered on the time card are accurate. This timecard must be signed and forwarded to your supervisor on a biweekly basis. After reviewing the timecard and resolving any discrepancies, your supervisor will sign the form and forward it to payroll for processing. Your supervisor will inform you of any special procedures within your department.

If you are paid on a monthly basis, you must submit a Monthly Absence Report to your supervisor on the last working day of each month. An exempt employee must record time off in whole days.

Please ensure that your actual time worked and leave time taken are recorded accurately. Falsification of a time record is a breach of University policy and is grounds for disciplinary action, including discharge.

Monthly paid employees may refer to the Monthly Absence Report in the University's Personnel Policy Index for more information.

Performance Planning and Feedback

The University of Chicago relies on and expects its leaders at the unit level to promote and create work environments where ongoing discussions about work occur between staff employees and those who supervise them. These discussions may include: identification of expectations; assessment of progress; and opportunities for training and career development. Although each University unit has the flexibility to develop a performance planning and feedback process that best fits its unique environment, all processes should reflect certain principles as outlined below.

A performance planning and feedback process is responsive to your need to know where you stand with respect to job requirements, and the need to know how and where to seek guidance on job skill and career development. The process can also serve as a basis for work group and unit planning.

Please refer to the Performance Planning and Feedback policy on the Personnel Policy Index.

Flexible Work Options

The University recognizes that there may be situations where flexible work arrangements are appropriate. Flexible work arrangements offer alternative approaches to getting work done through nontraditional work hours, locations, and/or job structures. They offer employees creative approaches for completing work, while promoting balance between work and personal commitments.

Typical flexible work options include flextime (i.e., flexible start, stop, and lunch times), flexplace (i.e., work away from the office, typically at home), compressed work schedules (i.e., condensing standard workweek hours into fewer days), and part-time and job-sharing assignments (i.e., less than full-time work, either for a reduced assignment or a shared one). These arrangements must support the unit's goals and must be approved by relevant unit leadership.

While on a flexible work arrangement, you remain obligated to comply with all University rules, policies, and procedures.

If you are working in a flexible work arrangement, you are employed at-will, meaning you or the University can terminate your employment at any time and for any reason, with or without advance notice. If, at any time a flexible work arrangement no longer serves your purposes or the needs of the University, the arrangement may be discontinued.

If, for any reason, the flexible work arrangement is terminated, and you decide not to return to your former traditional work schedule/arrangement and leave the position, you will be considered as having resigned and will be terminated.

Please refer to the Flexible Work Options Policy in the Personnel Policy Index for more information.

Promotions and Transfers

The University of Chicago makes every effort to fill vacant and new positions from within if qualified employees are available. Normally, you may apply for consideration for a vacant position after completing your initial probationary period. Requests for exceptions should be made to and reviewed by UHRM - Employment Services.

Available positions are posted electronically on the University's Web site each business day. If you are interested in applying for a posted position, you may apply online only. Your application will be considered based on your qualifications and your present ability to perform the job. For additional information please visit the Employment Services Web site.

Please refer to the application and other guidelines in the following personnel policies: Recruitment and Selection Process; Performance Planning and Feedback; Staff Employee Hires to the University of Chicago from the University of Chicago Hospitals; Layoff; and Re-employment of University Employees or refer to the Personnel Policy Index.

Attendance (Absenteeism, Tardiness & Job Abandonment)

You are expected to be at your place of work at the times established by your supervisor or a designee. You are responsible for providing notice of absences or late arrivals each day of the absence or lateness, in accordance with your unit's call-in procedure, which typically requires you to advise when you will report to work. Excessive absences or tardiness (whether excused or unexcused) may be cause for progressive corrective action and could result in termination.

The University also reserves the right to terminate you if you are absent for two (2) consecutive working days without giving appropriate notification. Such termination will be considered job abandonment.

Please refer to the following policies in the Personnel Policy Index for more information: Attendance (Absenteeism, Tardiness & Job Abandonment); Termination of Employment; Sick Leave; Personal Holidays; and Vacation.

School Visitation

The University encourages your involvement in your children's school-related activities. If you are a benefits-eligible employee, you may elect to use accrued vacation or personal holiday time for school visitation at any time following University policies U509 Vacation and U511 Personal Holidays. However, after six (6) months of employment, you can use an additional eight (8) hours of unpaid leave for school visitation after your accrued vacation and personal holiday leave time have been exhausted.

Additional unpaid time off will be given in increments of no more than four (4) hours; you are not required to make up lost time. Consult with your supervisor to schedule leave so as not to disrupt the operations of your unit.

Please refer to the School Visitation Policy in the Personnel Policy Index as well as the Illinois School Visitation Rights Act and the Fair Labor Standards Act for more information.

Unscheduled Closings

Certain conditions affect the safety and well-being of employees and may be reason to close an operation. Some emergency conditions may result in assigning alternative duties or work space to staff employees to avoid loss of work, pay, or accruals.

Please refer to the Unscheduled Closings Policy in the Personnel Policy Index for more information.

Conflict of Interest

As a staff employee, you are obligated to avoid involvement in activities which might conflict, or might appear to conflict, with your institutional responsibilities. Decision-making in matters in which a conflict of interest may exist, may not only create an appearance of impropriety, but may, particularly where government funds are involved, violate the law.

You have a duty to act in the best interest of the University. The University publishes basic guidelines to which you can refer, but the University is also mindful that the good judgment of its staff is essential and that no list of rules or guidelines can provide direction for all the varied circumstances which may arise.

Please refer to the Conflict of Interest Policy for staff employees in the Personnel Policy Index for more information.

Treatment of Confidential Information

It is your responsibility to protect against the unauthorized disclosure of confidential information. Confidential information, materials, and records include, but are not limited to the following:

- payroll records and information regarding salary;
- Social Security Numbers;

- personnel records;
- computer system passwords and security codes;
- research results not yet published, including manuscripts and correspondence;
- budgetary, departmental or University planning information;
- litigation or other formal charges pending or in process, and investigation of complaints;
- patient care records, including patient benefit plan enrollment, claims, billing matters, and data concerning research subjects;
- student records;
- donor and alumni information; and
- medical information and information designated as "Protected Health Information" under the Health Insurance Portability and Accountability Act (HIPAA).

Additionally, information regarding an employee's salary, length of service, performance, medical information, or other personnel information should be treated as confidential information.

Please refer to the following policies in the Personnel Policy Index: Treatment of Confidential Information and Employee Access to Personnel Records.

Smoking/Nonsmoking

Smoking is prohibited in all University buildings in accordance with the City of Chicago Clean Indoor Air Ordinance 7-32-010. Exceptions include the following: apartments in buildings managed by Real Estate Operations (REO) and dormitories. However, smoking is prohibited in public spaces of apartment buildings and dormitories.

Smoking is permitted outdoors at least 15 feet away from the entrance or enclosed area of any building including dormitories and residential properties. Any person who smokes within a University building or outdoors less than 15 feet away from an entrance or enclosure is subject to a fine of not less than \$100 and not more than \$500 as set forth in the City Ordinance.

Any employee who violates this policy will be subject to corrective action up to and including termination of employment.

Please refer to the Smoking/Nonsmoking Policy in the Personnel Policies Index for more information.

Substance Abuse

The University recognizes both alcohol and drug abuse as potential health, safety, and security problems, and expects you to assist in maintaining a work environment free from the effects of alcohol, drugs, and other intoxicating substances. Compliance with this policy is a condition of employment. Any employee who violates any aspect of this substance abuse policy, who intentionally abuses prescription drugs, who tampers with the drug testing process or who tests positive to a drug test will be seriously reprimanded, up to and including discharge.

The University prohibits all employees from the unlawful manufacture, possession, use, distribution, sale or purchase of non-prescribed controlled substances and intoxicants while on University premises or as part of any University activity, and from working under the influence of alcohol, drugs or other intoxicating substances. The only exception applies to moderate consumption of alcohol and/or possession of alcohol on University premises by legally aged employees at University approved functions (e.g., receptions, parties).

Please refer to the Substance Abuse Policy in the Personnel Policy Index for more information.

Unlawful Harassment

This policy is the basis for the University's commitment to conform with the law in regard to nondiscrimination and maintaining a workplace free from sexual harassment and other unlawful forms of harassment.

Discrimination based on factors irrelevant to admission, employment, or program participation violates the University's principles. In keeping with its long-standing traditions and policies, the University of Chicago considers students, employees, applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, veteran status, or other protected classes under the law. Such discrimination is unlawful.

Unlawful harassment includes same sex harassment and peer harassment among students, staff or faculty. Unlawful harassment by a faculty member, instructor, or teaching assistant of a student over whom he or she has authority, or by a supervisor of a subordinate, is particularly serious.

Please refer to the Unlawful Harassment Policy in the Personnel Policy Index for more information.

Workplace Violence

The University is committed to providing a safe work environment for all of its employees and students. To foster this environment, the University has a zero-tolerance policy for any acts of intimidation or threats of violence committed by any employee, student, customer or vendor at any University workplace or while conducting University business.

You must conduct yourself in a professional manner which excludes behaviors for which the University has zero-tolerance, including direct or indirect intimidation or threats of violence; acts of a violent or aggressive nature whether conducted in a verbal, physical or electronic mode; vandalism; destruction; attempted destruction or threats of such to the University or its property; physical or verbal harassment or intimidation; and possession of firearms or dangerous weapons at any University workplace or while conducting University business. For information about other such behaviors, please refer to the Workplace Violence Policy in the Personnel Policy Index.

If you commit acts of intimidation or threats of violence, whether intentional or unintentional, you will be subject to immediate disciplinary action up to and including termination of employment, arrest, criminal prosecution, and/or civil action.

If you feel you have been the subject of workplace violence or have identified a situation where workplace violence has or could occur, you must immediately bring it to the attention of your supervisor, manager, unit head, or Director of Employee/Labor Relations.

Please refer to the following policies in the Personnel Policy Index: Termination of Employment, Unlawful Harassment Policy, Progressive Corrective Action, and Workplace Violence.

Progressive Corrective Action

The progressive corrective action procedure is designed to identify and correct problems that may affect your work performance or the overall performance of your department. This process provides you and your supervisor with an opportunity to talk about specific problems, to determine when and how these problems can be corrected, and to agree to set goals and follow-up dates.

The Progressive Corrective Action Process refers to the following actions:

- counseling or verbal warning;
- written reprimand and warning;
- suspension;
- suspension pending investigation and final determination;
- specific warning of discharge;
- discharge.

Depending on the situation, any step may be repeated, omitted, or taken out of sequence. The University reserves the right to effect immediate termination should the situation be warranted. Each case is considered on an individual basis by the unit and UHRM - Employee/Labor Relations.

In the case of serious misconduct, you may be suspended and/or discharged on the first offense. Serious workplace misconduct includes, but is not limited to:

- theft (to include unauthorized removal and/or use of University property);
- sleeping on the job;
- fighting;
- behavior/language of a threatening, abusive or inappropriate nature;
- misuse, damage to or loss of University property;

- falsification, alteration or improper handling of University-related records;
- unsatisfactory customer service (mishandling of or unsatisfactory service to the public, students, patients, staff or faculty) as defined by the department;
- disclosure or misuse of confidential information, including government-mandated regulations that outline the treatment of confidential information (i.e., HIPAA, Medicare compliance, etc.);
- unauthorized possession or concealment of weapons;
- possession, use, sale, manufacture, purchase or working under the influence of nonprescribed or illegal drugs, alcohol, or other intoxicants; refusal to submit to a required drug screen; and tampering with the drug testing process in any manner;
- insubordination (e.g., refusal to carry out a direct assignment); and
- misuse of the University's electronic information systems.

Additional information regarding workplace misconduct can be found in the Progressive Correction Action Policy.

Please refer to the Progressive Corrective Action Policy in the Personnel Policy Index for more information.

Employee Complaint Resolution Procedure

The University recognizes the need for a process by which non-union staff employees may raise complaints or concerns related to their employment. Such complaints/concerns will be dealt with in accordance with the guidelines stated in the Employee Complaint Resolution Procedure.

To be eligible to initiate the complaint resolution procedure, you must be an active, non-union staff employee or a former non-union staff employee who has been terminated from the University no longer than thirty (30) calendar days. If you have been discharged for extreme misconduct (where the University's investigation revealed such misconduct occurred) you will not be eligible to invoke this complaint procedure.

Please refer to the Employee Complaint Resolution Procedure in the Personnel Policy Index for more information.

Employee Access to Personnel Records

Current or former employees or their representatives may review certain personnel records twice per calendar year at reasonable intervals, upon making a request to University Human Resources Management (UHRM). Former University of Chicago employees have access to their personnel records for one year after separation, according to Illinois state law. The University of Chicago complies with applicable Illinois state laws.

If you want to inspect your personnel records, you must make a written request to the Records Office, which will schedule an appointment for you to access your personnel records, generally within seven (7) working days of the request.

Please refer to the Employee Access to Personnel Records Policy in the Personnel Policy Index for more information.

Payroll Deductions

The University is required to deduct Social Security contributions and federal and state income taxes from each of your paychecks. Payroll deductions may also be made for your contribution to employment benefits which are required or for which you are eligible. An example of this would be the deduction for your contribution to your pension plan. Other deductions may include voluntary increased tax withholdings, medical and life insurance, flexible spending accounts, credit union, savings and loan payments, payroll savings bonds, union dues, parking fees, charitable organizations, and salary reduction agreements.

Direct Deposit Program

Employees are strongly encouraged to enroll in the Payroll Electronic Funds Transfer Program. In this program, you authorize the University through the Payroll Department to deposit your pay automatically to your checking or savings account. Your earnings are credited to your bank account. On payday, instead of a check, you receive a Pay Advice Statement which serves as your notice of deposit and your record of payment. Payroll Direct Deposit Authorization Forms are available online and can be obtained at your New Employee Orientation (NEO) program or by contacting the Payroll Department.

Garnishments and Wage Assignments

The University will deduct from your wages the amount demanded by court order under state law.

Change in Personal Status

If you change any personal information relating to your employment records, such as your name, address, phone or marital status, notify your supervisor. Inaccurate information often leads to problems such as delayed checks and benefit reimbursements, or delays in contacting you or your family in the event of an emergency.

Personal Business

All non-job-related business must be conducted outside of your working time. Friends, relatives, and others are asked not to visit the work area during working hours.

Solicitation

To avoid disruption of its activities, the University prohibits solicitation for any purposes during working hours. The University also prohibits the distribution of literature or other materials during working hours and in work areas.

Phone Calls

Pay phones are provided throughout the University campus for your convenience in making personal calls. The University requests that you limit the amount of personal calls placed during working hours. Also, please ask your family and friends not to call you at work, except for emergencies.

Use of your unit's long-distance telephone authorization code for personal calls is prohibited unless authorized by your supervisor. Telephone abuse can be a cause for corrective action, including discharge.

Please refer to the Progressive Corrective Action Policy in the Personnel Policy Index for more information.

Lunch and Breaks

You are entitled to an unpaid lunch break if you work at least six hours in a day. Your supervisor will schedule lunch based on the staffing requirements of your unit. Breaks or rest periods are normally provided; your supervisor will advise your unit's provisions as they apply to your position.

Safety

The Safety and Environmental Affairs Office is responsible for the safety programs at the University. However, all employees share the responsibility of ensuring the safety of all persons within the University. Whenever you note something that appears to be a hazard, let your supervisor know what the problem is so that he/she may work to remedy the situation or inform the Safety and Environmental Affairs Office.

Also, depending on the nature of your work and assigned duties, you may be required to attend various safety training programs and to comply with the safety procedures in these programs. You, your supervisor, and the Safety staff will work together to ensure that you understand and follow the procedures that apply to you. If you need further information about safety or emergency procedures, you can ask your supervisor, consult the Safety Manual kept by your unit or contact the Safety and Environmental Affairs Office.

Information Systems Security

The University's information technology systems and the information served by those systems are valuable and vital assets. The Information Systems Security Policy includes all computer systems (hardware and software), communication systems (networks, telecommunications, video, and audio broadcast systems), and information (data, text images, etc.) in any form, on any media. As a user of information resources, you are responsible for knowing about appropriate and ethical use of information in all environments you access, protecting the information you are using from corruption or unauthorized disclosure, working in such a manner as to consider the access rights of others, and following standard guidelines concerning the use and nondisclosure of passwords and other means of access control.

Please refer to the University Eligibility and Acceptable Use Policy for Information Technology for more information.

Staff Employee Recognition

In recognition of their contributions to the University, benefits-eligible (union and non-union) staff employees are eligible to receive awards for their longevity and performance at the University of Chicago beginning in their fifth year of employment.

Unless service has been bridged, an employee's years of benefits-eligible service must be continuous to receive a service award. If an employee has a break in service for any period of time, years worked prior to the break are invalid for award purposes.

Please refer to the Staff Employee Recognition Policy in the Personnel Policy Index for more information.

Inventions, Discoveries, and Software

Any invention, discovery, or device-like software which results from activities carried out at the University or with substantial aid of its facilities or funds must be disclosed to the University, will become the property of the University, and will be assigned to the University or a University-designated organization.

For the University's full policy regarding inventions, discoveries, and software, see Statute 18 of the University Statutes. Additional information can be found at the UCTech Web site.

FOR YOUR BENEFIT

Paid Absences

If you are a regular full-time employee or a part-time employee working at least 20 hours per week, you will be eligible for paid leave days. When you need time off, make arrangements with your supervisor in accordance with your unit's procedures. The following sections give details regarding paid time off.

Please refer to the following policies on the Personnel Policy Index: Vacation; Sick Leave; Personal Holidays; University Holidays; Bereavement Leave; Jury Duty; and Voting.

University Holidays

The University recognizes eight (8) days during the year as paid holidays for its regular, benefits-eligible staff employees. Those holidays include New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas day. You are eligible for University holiday pay if you are scheduled to work twenty (20) or more hours per week.

University holiday pay is at the regular, straight-time rate for the number of hours in an average workday. If a staff employee's schedule is irregular or part-time, holiday pay will be equal to one-fifth (1/5) the number of regularly scheduled hours in the workweek.

Please refer to the University Holidays and the Compensable Time and Compliance with the Fair Labor Standards Act (Overtime) policies in the Personnel Policy Index for more information.

Personal Holidays

As a benefits-eligible staff employee, you begin accruing personal holidays at your most recent date of benefits eligibility and may use personal holidays after three (3) months of employment. It is intended that you take the annual personal holidays to which you are entitled each year. All paid time off (personal holidays) is subject to supervisory approval.

You receive five (5) personal holidays per calendar year. You accrue two (2) personal holidays on January 1, and one each April 1, July 1, and September 1. If you are in an out-of-pay status (e.g., on leave of absence, laid-off, etc.) on Workers' Compensation or on Short-Term/Long-Term Disability, you will not accrue the personal holiday for that date.

Your accrued personal holiday balance expires each calendar year. Upon termination of employment, you will be paid for any unused personal holidays accrued within the calendar year.

Please refer to the Personal Holidays Policy in the Personnel Policy Index for more information.

Vacation

Benefits-eligible staff employees begin accruing vacation time at their most recent date of benefits eligibility and may use vacation time after twelve (12) months of benefits eligible employment. Employees who request vacation time during their first year of employment must have the request approved by their department. Exceptions to this vacation policy may apply if you are covered under collective bargaining agreements.

A benefits-eligible employee accrues three (3) standard workweeks of vacation per year for the first eight (8) years of continuous service. Upon completion of eight (8) years of continuous service, an additional standard workweek of vacation will be added to the employee's vacation balance and vacation is accrued, thereafter, at the rate of four (4) standard workweeks per year through the twentieth (20th) year of continuous service. Upon completion of twenty (20) years of continuous service, an additional standard workweek of vacation will be added to the employee's vacation balance and vacation is accrued, thereafter, at the rate of five (5) standard workweeks per year.

A benefits-eligible employee cannot maintain an accrual balance of more than one and one-half (1.5) times his/her annual vacation accrual. Pay for vacation time will be at your regular rate of pay. The inclusion of shift bonuses in the calculation of vacation pay is not permitted.

Please refer to the Vacation Policy in the Personnel Policy Index for more information.

Sick Leave

If you are a benefits-eligible staff employee, you begin accruing sick leave at your most recent date of benefits eligibility and can use sick leave after three (3) months of employment for absences due to the your own illness. You accrue two (2) standard workweeks of sick leave per year.

Pay for sick leave will be at your regular base rate of pay when sick leave is used. Bonuses and other variable compensation are not included in calculating sick leave pay. Sick leave hours are not considered "hours worked" in calculating overtime.

You may use accrued sick leave for purposes of routine physician appointments if the time has been approved in advance by your supervisor.

Please refer to the Sick Leave Policy and Attendance: Absenteeism, Tardiness & Job Abandonment for more information.

Bereavement Leave

In the event of the death of certain members of your family, and upon request, it is the University's policy to grant paid time off and/or unpaid leave; this paid time off is not to be deducted from your allotment of vacation days or personal holidays.

In the event of the death of your parent or foster parent, sister, brother, spouse, University-approved domestic partner, child, step-child, father-in-law, mother-in-law, step-parent, grandparent, grandchild, father or mother of your University-approved domestic partner:

- you are allowed three (3) consecutive days of leave immediately following the death, if requested. You will be paid only for those days that fall on your regularly scheduled work days; and
- you are allowed one (1) additional day of paid leave (for a total of four (4) days paid leave) if travel more than 500 miles each way is involved.

You may request approval for additional time off to be charged against your accrued vacation or personal time. If no accrued vacation or personal time is available for requested additional time off, your supervisor may grant leave without pay.

Please refer to the Bereavement Leave Policy in the Personnel Policy Index for more information.

Jury Duty

The University will grant time off to staff employees who are called for jury duty. You are responsible for notifying your supervisor immediately after receiving a summons to appear for jury duty. A copy of the notice should be given to your supervisor for the unit's files.

If the jury does not convene on your regularly scheduled workday, you are expected to report to work. You may keep the court's compensation and reimbursements for travel expenses.

Please refer to the Jury Duty Policy in the Personnel Policy Index for more information.

Court Appearances

The University will grant time off if you are obligated to make court appearances. You may use vacation and/or personal holidays to receive pay for time lost from work or may use unpaid time to appear in court.

- If you are subpoenaed to make a court appearance for a matter unrelated to your University employment, you are expected to use your own vacation and/or personal holiday time or unpaid time off.
- If you are subpoenaed to make a court appearance on behalf of the University, you will be paid your regular pay.
- If you are subpoenaed to make a court appearance on behalf of another University employee, you are expected to use your own vacation and/or personal holiday time or unpaid time off.

Please refer to the following policies in the Personnel Policy Index for more information: Court Appearances, Vacation, and Personal Holidays.

Voting

You are expected to vote during nonworking hours. In those situations when you are unable to vote during nonworking hours and also work the regular scheduled hours, up to two (2) hours off with pay may be allowed for you to vote.

You may be required to show evidence of eligibility to vote (i.e., a current voter registration card) when requesting time off for this purpose.

Please refer to the Voting Policy in the Personnel Policy Index for more information.

Personal Leave of Absence (LOA)

The University will consider requests for unpaid leaves of absences for one to twelve months from regular employees who have at least one year of continuous service with the University. You must submit a request for leave to your unit supervisor in writing on a Leave of Absence Request Form, specifying the reason for the request and duration, at least three months in advance.

Personal leaves begin when accrued vacation and personal holidays have been exhausted.

Reinstatement after a leave is at the discretion of the University. Approval of the leave request does not guarantee job reinstatement; however, the University will make an effort to reinstate you to the same or a comparable job, if available. If you are reinstated, your service will be bridged. If no job is available, you will be placed on a preferential hiring list for a period not to exceed three months. If you are not placed at the end of the three month extension, you will be terminated.

If you have been assured reinstatement to a position and fail to return to work at the expiration of the leave, you will be terminated as of the last day of the leave of absence. Extension of leaves may be requested.

Please refer to the following policies in the Personnel Policy Index: Personal Leave of Absence, Termination of Employment, and Sick Leave.

Family and Medical Leave of Absence (FMLA)

Upon formal request, the University will grant a leave under the Family and Medical Leave Act (FMLA) for up to 12 workweeks for any given twelve (12) month period. If you have been employed at the University for at least twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) month period, you are eligible for FMLA leave.

You may request a FMLA leave for any of the following reasons:

- birth of your child and to care for the child within one year of birth;
- a child's placement with you for adoption or foster care within one year of placement or adoption;
- to care for your spouse, child or parent (but not parent-in-law), or University-registered domestic partner who has a serious health condition; or
- your own serious health condition which makes you unable to perform your job function.

Employees who have been granted FMLA leave for disability must use sick leave, if available. However, sick leave should only be used during the disability period designated by the health care provider. An employee may, but need not, use any accrued vacation time as part of FMLA leave.

Please refer to the following policies in the Personnel Policy Index: Family and Medical Leave of Absence; Staff Employee Hires to the University of Chicago from the University of Chicago Hospitals; and the University of Chicago Hospitals HR Policy # 204 Employment Process.

Leave of Absence for Active Military Service

If you are in the military reserve and are called for active duty, you will continue to receive your regular pay from the University for the first month on such military leave. In addition, you will not have the amount of your military pay deducted from the amount paid to you by the University during this time period. After this one-month period ends, all University compensation will cease. However, you may utilize accrued vacation and personal days to maintain full salary for a period beyond one month.

Provided you continue on active military duty beyond a one-month timeframe, you then will go on unpaid leave of absence status.

Federal law provides that employees returning from active military leave be reinstated to the job they left, as if they had been continuously employed, as long as the employee applies within 90 days after release from active duty.

Please refer to the Leave of Absence for Active Military Service Policy in the Personnel Policy Index for more information.

Military Reserve Training Leave

If you are a regular full-time or part-time staff employee who is in military reserve training, you are eligible to receive up to fifteen (15) days of University base pay as Paid Military Leave for participating in required military service training, provided that you turn in your military pay, excluding allowances.

If your training period extends beyond three (3) consecutive workweeks, you will be placed on unpaid Leave of Absence for any time not covered by vacation, personal holiday time or Paid Military Leave. If you are eligible to use vacation or personal holiday time, you may elect to use accrued vacation to cover military leave time and retain your military pay.

Your particular job must be held for your return from military training.

Please refer to the Military Reserve Training Leave Policy in the Personnel Policy Index.

Payroll Savings Bonds

You can purchase U.S. Savings Bonds through payroll deduction. Enrollment cards are available from the Payroll Department.

Training

University Human Resources Management (UHRM) offers various training opportunities to University staff employees both for skills relating to your position and for personal development. You may need to receive permission from your supervisor before attending certain workshops, and fees (to be paid by your department) are sometimes required.

Classes address a wide range of training issues, including management and supervisory skills, computer skills, basic communication skills, diversity, writing, and literacy skills. Consult with UHRM - Training and Development for information on workshop courses, dates, and fees or visit the Training Web site.

Graham School of General Studies

The University, through the Graham School of General Studies, offers continuing education programs. Whether for personal enrichment or career advancement, the Graham School offers more than 350 opportunities to explore new ideas, advance your career, or engage in exciting conversation on topics such as art and marketing. Courses are available at the Gleacher Center (downtown) and in Hyde Park. Graham School classes are taught by members of the University community.

If you are a regular, full-time staff employee, you are eligible for the 50 percent tuition remission benefit on these courses. For a Graham School catalog and to be added to our mailing list, call 773-702-1722.

During the Summer Quarter, regular University courses are made available to employees through the Summer Studies office. You do not have to be a degree candidate or meet normal admissions requirements to be able to take these courses. To request the Summer Studies catalog, call 773-702-6033.

The Graduate Student-at-Large and Returning Scholar Programs are excellent opportunities for full-time University staff employees to take undergraduate and graduate courses for credit without earning a degree. Many University courses offered are open to you at reduced tuition rates. To qualify, you must have an undergraduate degree and complete the application process. For further information, call 773-702-1726.

Credit Union

All full-time and part-time employees of the University of Chicago are eligible to join and take advantage of the Credit Union at the University of Chicago. Membership is also available to employees of the University of Chicago affiliates and subsidiaries, as well as employees of the University of Chicago Hospitals & Clinics and their affiliates and subsidiaries.

The Credit Union at the University of Chicago has a broad range of products, services, and loans, including regular savings accounts, checking accounts, a Visa ATM/Debit Card, small personal loans, auto and boat loans, and mortgage and home equity loans. The Credit Union is located at 5801 S. Ellis Avenue in the University's Administration Building, lower level.

For further information, please contact the Credit Union at 773-702-7179 or visit the Credit Union Web site.

Benefits

For benefits-eligible staff employees, the University supplements your wages with an extensive benefits package. When you attend New Employee Orientation (NEO), you will receive information regarding the various benefit programs. You will also receive Summary Plan Descriptions (SPDs) that describe each program.

The following section is meant to highlight some features of our benefit programs. The University reserves the right to amend or terminate any of these programs or to alter employee premium contributions, regarding any benefits, at its discretion at any time.

Benefits Counselors are available to answer any questions or concerns about your benefits. Benefits counseling is available between 8:30 a.m. and 4:30 p.m. in the Benefits Counseling Office at Ingleside Hall (956 E. 58th Street).

Open enrollment normally occurs once each year in November. During open enrollment, you may change, add or drop some of the benefits listed below. For further information, refer to the Summary Plan Descriptions or view the Benefits Web site.

Medical & Dental Insurance

If you are a benefits-eligible employee, you may choose to participate in any one of several medical and dental insurance options. You may select coverage for yourself, your spouse or University-approved same-gender domestic partner, and your eligible dependents. For a description of coverage and premiums, please refer to the Summary Plan Description (SPD) for each plan on the Benefits Web site or consult the Benefits Office.

If you do not enroll in a medical or dental plan within 31 days of benefits-eligible employment, you ordinarily may not enroll until the next open enrollment period.

Under the federal COBRA law, when you leave the University and your medical or dental insurance terminates, you and your covered dependents may be allowed to continue your individual or family coverage for a specific period of time by paying the full cost of the plan, plus an administrative fee. Eligibility requirements and terms for continuation of coverage under the federal COBRA law are outlined in your medical plan Summary Plan Description (SPD). If you are eligible for continuation of medical and/or dental coverage as mandated by COBRA law, and you wish to enroll, you must notify our COBRA Administrator, WageWorks, within 60 days from the time you are notified of your eligibility. For further information regarding continuous health coverage under COBRA, please call the WageWorks at 877-502-6272.

Please refer to the Medical and Dental Insurance Plan pages on the Benefits Web site for more information.

Dependent Coverage

Your dependents may be eligible for medical and dental benefits, educational assistance, and other University benefits and privileges. You have a responsibility to inform the Benefits Office within thirty-one (31) days of any change in the status of your dependents which may affect their eligibility.

For the purpose of determining eligibility for all University benefits, a “dependent” is defined as follows:

- spouse;
- domestic partner, when a Statement of Domestic Partnership has been filed with and approved by the Benefits Office; and
- child/children.

For medical and dental benefits only, the term “child” is defined as:

- unmarried natural or adopted dependent son or daughter under age 23 of a staff employee, spouse of a staff employee, or domestic partner of a staff employee; and
- son or daughter over the age 23 who is dependent on a staff employee, spouse or domestic partner of a staff employee for support due to mental/physical disability (provided he/she was covered before age 23).

For the purposes of educational assistance and all other University benefits, the term "child" is defined as:

- unmarried natural or adopted son or daughter, stepson or stepdaughter, or the unmarried natural or adopted son or daughter of the domestic partner of a staff employee, or child for whom a staff employee is a legal guardian. In all cases, the child must be claimed as a dependent of the employee for federal income tax purposes.

Parents, foster children, grandchildren, ex-spouses and ex-domestic partners are not dependents under this policy.

Please refer to the Dependent Coverage Policy in the Personnel Policy Index for more information.

Group Term-Life Insurance (GLI)

You may elect to participate in and select an amount of Group Term-Life Insurance from several available options. The University provides basic coverage at \$12,000 for full-time staff employees and \$6,000 for part-time staff employees. You may purchase additional coverage to provide total coverage equal to one, two, three, or four times your annual benefits-eligible salary. Your premium depends on your age and the amount of coverage that you select. You may begin coverage within your first month of work. You may reduce or cancel coverage at any time. If, after 31 days of employment, you wish to increase your coverage, you may be required to provide proof of insurability. If you do not elect coverage at the time of benefits-eligible employment, you will be required to furnish proof of insurability and seek approval for coverage.

Please refer to the Group Life Insurance page on the Benefits Web site for more information.

Personal Accident Insurance (PAI)

You may elect to insure yourself and your family for covered accidents that result in dismemberment, loss of sight or loss of life. Your Personal Accident Insurance premium depends on the amount and level of coverage you select. You may change your coverage at any time.

Please refer to the Personal Accident Insurance page on the Benefits Web site for more information.

Short-Term Disability (STD)

If you are a benefits-eligible employee and have completed your probationary period, and you become unable to perform the duties of your position, you are eligible to apply for short-term disability payments. There is a waiting period of 14 calendar days following the first day of absence before short-term disability benefits begin. Payments begin after sick leave accrual has been exhausted or after the waiting period, whichever is longer. Contact the Disability Administrator in Wage and Salary Administration (Records) section for further information.

The amount of your benefit and the time period you can receive STD vary, depending on your job classification:

- non-union employees receive 60% of their salary per week, minus deductions for taxes, benefits, etc. If you are a non-union employee, you may receive up to 13 weeks of STD benefits, minus accrued sick time.

- union employees receive 60% of regular straight-time hourly earnings, minus deductions for union dues, taxes, and benefits. If you are a union employee, you should contact the Office of Wage and Salary Administration for details on your "annual allotment" of STD days.

Please refer to the Short-Term Disability page on the Benefits Web site for more information.

Long-Term Disability (LTD)

The University offers two long-term disability (LTD) insurance plans: a base plan and an optional plan. Both plans will pay you up to 60 percent of your monthly pre-disability salary if you become disabled and are unable to work for more than three (3) months. The Benefits Office has detailed information regarding the differences in coverage between the two plans.

Any benefits-eligible employee may participate in either plan after three (3) months of employment. You must enroll in one of the LTD plans when you participate in the Retirement Income Plan for Employees (ERIP) or the Contributory Retirement Plan (CRP). Participation is mandatory for some employees covered by union contracts. If you are in a collective bargaining unit, check your union agreement. For more information, contact the Benefits Counseling Office.

Please refer to the Long-Term Disability page and the ERIP and CRP plans on the Benefits Web site for more information.

Educational Assistance

If you are a regular full-time, non-academic employee, you can receive 50 percent tuition remission on regular University of Chicago courses, for up to two courses per quarter. You must meet the established admission requirements and prerequisites for registration in each course. Your supervisor must approve your enrollment in advance for any class that meets during regularly scheduled work hours. You and your supervisor should decide whether you will make up the work hours that you missed or whether your scheduled hours and pay will be reduced.

Regular full-time, non-academic employees receive 75 percent educational assistance for passing courses taken toward a two-year or a four-year undergraduate degree at accredited colleges or universities other than the University of Chicago. Employees already possessing a four-year undergraduate degree, a graduate degree, or either of their equivalents from a domestic or foreign educational institution will not be eligible for this benefit. Employees may be reimbursed up to \$2,000 per calendar year. The calendar year toward which the \$2,000 applies is the calendar year in which your class ends. The lifetime cap is \$26,000 per employee. This is a non-taxable benefit.

The University provides 50 percent tuition remission for children of full-time employees who are admitted to the University of Chicago Laboratory Schools (nursery school through 12th grade). Children of full-time staff employees are also entitled to 50 percent tuition remission when attending the College of the University of Chicago. Your children must meet the established requirements for admission to the University Laboratory Schools and the College of the University of Chicago.

Please refer to the Educational Assistance Program page on the Benefits Web site for more information.

Staff & Faculty Assistance Program (SFAP)

The University offers a Staff & Faculty Assistance Program (SFAP) to provide a resource to employees and their family members who may need assistance in addressing problems that affect their work performance. Concerns for which the SFAP is prepared to respond include financial counseling, personal or marital difficulties, grief counseling, and alcohol or substance abuse by an employee or family member. Use of the SFAP is free. Your discussions with SFAP staff are confidential and will not be shared, except as may be required by federal and state laws. For more information, contact the Perspectives or the Benefits Counseling Office.

Please refer to the SFAP page on the Benefits Web site for additional details.

Child Care Referral Program

The University operates a child care referral service for all benefits-eligible University employees and graduate students. Parents can receive help in locating and evaluating daycare for infants and pre-school children, as well as after-school care and summer programs for school-age children. There is no charge for this service; however, you are responsible for paying for any day care services you use. For more information, contact the Child Care Coordinator in the Benefits Counseling Office.

Please refer to the Child Care Referral Program page on the Benefits Web site for additional details.

Elder Care Consultation/Referral

The University provides an elder care referral service designed to assist you in making elder care arrangements. The University provides the referral service at no charge to you, but you are responsible for the elder care services you decided to use. For more information, contact the Benefits Counseling Office.

Please refer to the Elder Care Consultation/Referral page on the Benefits Web site for additional details.

Flexible Spending Accounts (FSA)

A Flexible Spending Account (FSA) enables you to pay certain health care and dependent care expenses with tax-free dollars in compliance with Internal Revenue Service (IRS) regulations. You may use a Dependent Care Account to pay for eligible day care services for a dependent child or adult relative so that you (and your spouse, if you are married) may work. There is a maximum annual contribution per year. You may use a Health Care Account to pay for most out-of-pocket medical, vision, and dental care expenses for yourself and your dependents as long as these expenses are not covered by your medical or dental plan.

You contribute to your Dependent Care and Health Care Accounts through payroll deductions. By IRS regulations, any amount contributed to a Flexible Spending Account but not used by the end of a plan year must be forfeited. To contribute to a Flexible Spending Account, you must enroll within 31 days of your benefits-eligible employment or during the annual open enrollment period. For more information, contact the Benefits Counseling Office.

Please refer to the Flexible Spending Account (FSA) page on the Benefits Web site for additional details.

Long-Term Care Insurance

The University offers employees, spouses, parents, and parents-in-law the opportunity to purchase long-term care insurance. This coverage provides for benefits which can offset the cost of nursing home care, home health care, and adult daycare. For more information, please call the Benefits Counseling Office.

Please refer to the Long-Term Care Insurance page on the Benefits Web site for additional details.

Retirement Benefits

The University offers employees an opportunity to participate in the following retirement plans:

- the Retirement Income Plan for Employees (ERIP) or the Contributory Retirement Plan (CRP); and
- the Supplemental Retirement Program (SRP).

While participation in ERIP and CRP is mandatory for all employees who meet the plan's eligibility requirements, the SRP is a voluntary program that provides an opportunity to save additional money for retirement through tax-deferred savings. You cannot participate in ERIP and CRP at the same time - participation in these plans is mutually exclusive based on their eligibility criteria. However, SRP participation is available to ERIP and CRP participants alike. In addition, employees who retire from the University are eligible for University-sponsored retiree medical benefits.

Please refer to the Retirement Income Plan for Employees (ERIP), the Contributory Retirement Plan (CRP), and/or the Supplemental Retirement Program (SRP) pages on the Benefits Web site for additional details.

Retirement Income Plan for Employees (ERIP)

The special type of retirement program is offered under Section 403(b) of the Internal Revenue Code. The Retirement Income Plan for Employees (ERIP) is one plan combining all of the feature of two smaller plans:

- a defined-benefit plan; and
- a defined-contribution plan.

You are eligible to participate in ERIP if you are a regular, non-academic employee of the University and are classified as "ERIP-eligible" as determined by the personnel records maintained by the University. If you are an ERIP-eligible employee, ERIP participation is a condition of employment and you will be automatically enrolled in ERIP once you satisfy the mandatory participation requirements.

Your defined benefit is determined by the following formula:

$$\begin{aligned} & 1\% \text{ of Final Average Pay} \\ & \text{plus} \\ & 0.5\% \text{ of Final Average Pay in excess of Social Security-Covered Compensation,} \\ & \text{the sum multiplied by} \\ & \text{Years of Participation in ERIP (up to 35 years).} \end{aligned}$$

The University funds your defined benefit. All defined-benefit plan assets are invested at the direction of the University.

Your defined-contribution benefit is based on your account balance at the time you elect to receive it and the form of payment you select. You contribute three (3) percent of your compensation each pay period and the University contributes an additional two and one-half (2.5) percent to the defined-contribution plan. Your defined-contribution account is invested at your direction with Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA-CREF) and/or Vanguard.

Participation in ERIP is a condition of employment for all non-academic, benefits-eligible University staff employees who have both:

- attained age 21; and
- completed one year of employment in a benefits-eligible position.

Your mandatory participation will begin on the first day of the payroll period nearest the date on which you satisfy these two criteria, even if you have not submitted your enrollment forms to the Benefits Counseling Office.

Your decision to enroll in ERIP is irrevocable - once enrolled, you cannot decide later that you no longer wish to participate.

There is much you should know about the ERIP; please refer to the ERIP page on the Benefits Web site for additional details.

Contributory Retirement Plan (CRP)

CRP is a defined-contribution plan governed by Section 403(b) of the Internal Revenue Code. Unlike ERIP, CRP does not include any defined-benefit component.

You are eligible to participate in CRP as of the first day of your appointment with the University if you are classified as a “benefits-eligible” employee and you are:

- a member of the faculty or an academic employee appointed to full-time service;
- an officer of the University appointed to full-time service, or
- a librarian appointed to full-time service.

You are eligible to participate in CRP after you complete a year of service if you are classified as a “benefits-eligible” employee and you are:

- a member of the faculty, an academic employee, an officer, or a librarian appointed to half-time service (or more) but less than full-time service, or
- a Laboratory School teacher appointed to full-time service.

There is much you should know about the CRP; please refer to the CRP page on the Benefits Web site for additional details.

Supplemental Retirement Program (SRP)

The Supplemental Retirement Program (SRP) is a voluntary defined-contribution program that provides an opportunity to save additional money for retirement through tax-deferred savings. Under the SRP, you may elect to contribute a specific dollar amount from each paycheck to a TIAA-CREF retirement annuity or Vanguard custodial account. The amount that you contribute is subject to limitations imposed by the Internal Revenue Code. The University does not contribute to the SRP. You are eligible to participate in the SRP if you are a University employee who is normally scheduled to work at least 20 hours per week.

Please refer to the SRP page on the Benefits Web site for additional details.

Workers' Compensation -- Injury on the Job

You are covered by the Illinois Workers' Compensation Act should you incur an injury/illness on the job while performing your duties. You may seek medical assistance at the University of Chicago Occupational Medicine Clinic in Room L156 or your personal physician. While you are not obligated to receive medical treatment at the University, benefits may be delayed if your physician does not furnish medical records on a timely basis. If you need medical assistance and the University of Chicago Occupational Medicine Clinic is not open, please seek assistance at the Bernard Mitchell Hospital Emergency Room.

You must report your injury/illness to your supervisor immediately. If you seek medical treatment at the University of Chicago Occupational Medicine Clinic or Bernard Mitchell Hospital Emergency Room, your supervisor will provide you with a Request for Treatment of Employee Injured in Connection with His/Her Job Form (Form 100). This form must accompany you to guarantee that you are not charged for services rendered. Do not present your group medical card at the time of treatment. Advise the medical provider that you have a Workers' Compensation claim.

Your supervisor, in accordance with state law, must complete the Employer's First Report of Injury or Illness form (Form 45) after you report the injury/illness. Failure to follow this procedure may significantly delay benefits that you are due under state law.

Please refer to the Workers' Compensation Insurance page on the Benefits Web site for additional details.

ACKNOWLEDGEMENT

This is to certify that I have received my personal copy of the University of Chicago Employee Handbook. I understand that it is my responsibility to become familiar with the policies, practices, and information contained within this handbook. I also understand that this version supersedes all prior versions and that the University reserves the right to revise, eliminate, or otherwise change provisions of the Handbook at any time at its discretion.

Name (please print) _____

Department Name _____

Social Security Number _____

Signature _____

Date _____

Please sign, date, and return this page to University Human Resources Management -- Records Room, Ingleside 201.

(01/07)