

# Employee Handbook

Human Resources Department

# 2017



## ADLER UNIVERSITY

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**Chicago, IL 60602**  
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The employee handbook serves as a guidebook providing information on policies, procedures and benefits.

## Welcome Letter

Welcome!

Whether you have just joined our staff or have been at Adler University for a while, we are confident that you will find Adler to be a dynamic and rewarding place in which to work. We look forward to a productive and successful association. We consider the employees of Adler University to be one of our most valuable resources. This Employee Handbook has been written to serve as a guide for the employer/employee relationship.

There are several things to keep in mind as you read this handbook. Please note it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, policy or practice, please contact the Human Resources department. The handbook does not confer any contractual right, either express or implied, to remain in Adler's employ, nor does it guarantee conditions of your employment.

It is important to note that the procedures, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of changes as they occur.

Finally, please view this handbook and the information in it as proprietary as it pertains to Adler University.

We are pleased to be working with you and look forward to our work together.

Susan Yasecko  
Associate Vice President, Human Resources

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## **PURPOSE OF HANDBOOK**

This Employee Handbook has been prepared to serve as a guide for Adler University (hereinafter referred to as "Adler University", "Adler", or "University") employees on Adler's policies, procedures, and benefits. The Handbook is provided to employees for information purposes only and supersedes all former handbooks issued by Adler on personnel policies. In addition, Adler may use its discretion in handling a situation not directly dealt with by the policies and procedures stated herein. Please keep this handbook and use it as a reference. Faculty members are also subject to Adler's Faculty Handbook.

## **HANDBOOK DISCLAIMER**

This Employee Handbook is provided as a guide and summary of current personnel policies, procedures, work rules, and benefits of Adler and is not intended, nor should it be construed, as an employment contract—express or implied—between Adler and any employee. This Handbook is not intended as a guarantee of continued employment. Your employment with Adler is at will, meaning that you may terminate your employment at any time for any reason that you wish. Similarly, Adler may terminate your employment at any time for any reason (not contrary to law), or no reason at all. The policies, procedures, work rules and benefits described herein may, and likely will, be changed from time to time as Adler deems appropriate, with or without prior notice to employees.

No representative of Adler other than the President can make binding employment contracts. These contracts, if any, must be in writing and signed by the President and the employee and be solely for the purpose of employment.

## **REVISIONS**

Adler reserves the right to change, suspend, or cancel, with or without notice, all or any part of the rules, regulations, policies, procedures, and benefits discussed in this Handbook and to apply such changes to new and current employees alike.

## **ADLER UNIVERSITY: AN OVERVIEW**

Since its founding in 1952, Adler University has prepared professionals in the tradition of the first community psychologist Alfred Adler, MD. An Adlerian approach is one that values equality, respect for the individual, and social responsibility.

Adler University attracts students from all over the world who wish to study in a collaborative atmosphere with accomplished faculty. Today, this oldest accredited, independent University of psychology in the nation is providing cutting edge education, reaching out further to the global community and offering academic options that are increasingly relevant to the needs of today's society.

Please visit Adler's website ([www.adler.edu](http://www.adler.edu)) for additional information.

## **EMPLOYMENT AT WILL**

Unless the employee and Adler have an expressed employment contract signed by the President of the University, it is the policy of Adler University that employees are employed at the will of the University. We operate under the provision that employees may resign from Adler at any time, with or without notice, reason and/or cause and may be terminated by Adler at any time, with or without notice, reason and/or cause.

## **EMPLOYEE CATEGORY DEFINITIONS**

**Full-Time Regular** • A full-time regular employee is one who is regularly scheduled to work 37.5 hours or more per workweek (at least 1,950 hours per year). Full-time regular employees are usually scheduled to work five days per calendar week; some weekends may be required.

**Part-Time Regular** • An individual regularly scheduled to work less than full-time is classified as a part-time employee. A part-time regular employee is one who regularly works 30 hours per work week. Normally, a part-time regular employee will not be entitled to benefits other than those provided by law (FICA, Worker's Compensation Insurance, Disability Insurance, and Unemployment Tax). However, a part-time regular employee may be eligible, upon Presidential approval and on a prorated basis, for some benefits.

**Faculty/Administrator** • The provisions of this *Handbook* apply to employees regularly performing both faculty and administrative responsibilities. The *Faculty Handbook* provides additional information applicable to faculty employees.

In the event of a conflict between this *Handbook* and the *Faculty Handbook*, the language of this *Handbook* controls.

## **ANTI-NEPOTISM POLICY**

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a supervisor/subordinate relationship with a family member
- Have the potential for creating adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest

This policy must also be considered when assigning, transferring, or promoting an employee. For purposes of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within Adler to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, Adler will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, Adler will decide in its sole discretion who will remain employed.

## **EMPLOYMENT CRITERIA AND EQUAL EMPLOYMENT OPPORTUNITY POLICY**

***Equal Employment Opportunity Policy:*** The basic criteria for employment are based upon ability, education, experience, aptitude, and other special requirements of each specific position. The President or his/her designee must approve all new job positions and shall review and act on all recommendations for wage increases, promotion, termination, etc. All positions shall have a job description with written duties and qualifications on file. The job description shall be updated periodically by the appropriate supervisor, reviewed by HR, and approved by the President.

It is the policy of Adler University that all persons are entitled to Equal Employment Opportunity (EEO) protection. Adler does not discriminate against any individual for employment because of age, religion, race, color, gender, gender identity, sexual orientation, national origin, ancestry, marital status, physical or mental disability, military status (including unfavorable discharge from the military), or any other category protected by federal, state, or local law.

Any complaints or questions regarding this EEO policy should be brought to the EEO Officer, or, if necessary, the Office of the President. The designated EEO Officer is the Associate VP of Human Resources for Adler. All complaints will be promptly investigated and, where necessary, corrective action, including discipline of those found to be responsible for discrimination, up to and including termination, will be administered. Complaints will be handled confidentially to the fullest extent possible given the need for a fair and thorough investigation. No person will be retaliated against for bringing a complaint or asking a question under this policy. Adler does not condone or permit any retaliation.

Adler University declares and affirms a policy of equal education and employment opportunities, and nondiscrimination in providing its programs and services to the public.

Furthermore, Adler University shall comply with the provisions of the Americans with Disabilities Act. Adler will make reasonable accommodations whenever necessary for all employees or applicants with disabilities, provided that the accommodation will allow the employee to safely perform the essential duties of the position and that the accommodation will not cause an undue hardship on Adler.

***Anti-Harassment Policy:*** Adler University is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of Adler employees, students, or others on site by anyone, including any supervisor, co-worker, vendor, client, or student of Adler 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, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. Adler will not tolerate harassing conduct that affects tangible job or student benefits, that interferes unreasonably with an individual's work performance or studies, or that creates an intimidating, hostile, or offensive

working/educational environment. Such harassment includes, for example, jokes about another person's protected status, and kidding, teasing or practical jokes directed at a person based on his or her protected status.

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

In investigating complaints under this policy, Adler may impose discipline for inappropriate conduct even if the conduct does not rise to the level of violating this policy.

All Adler employees and students are responsible for helping ensure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you must notify either your supervisor or any member of Adler's Leadership Team immediately. Adler 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 a member of Adler's Leadership Team. If you believe you have witnessed sexual harassment or related retaliation, you are obligated to report it promptly to a member of Adler's Leadership Team. Any supervisor who experiences, witnesses, is aware of, or receives a complaint of sexual harassment or related retaliation is required to report it to a member of Adler's Leadership Team and/or Human Resources.

Adler will investigate complaints of harassment thoroughly and promptly. Employees and students are required to participate and cooperate in any university investigation. To the fullest extent practicable, Adler will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, Adler will take corrective action, including discipline, up to and including immediate termination of employment or expulsion.

**Drug-Free Environment:** In compliance with The Drug-Free University's and Communities Act Amendments of 1989, Adler University as implemented the Drug-Free University Program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol. Except at Adler sponsored events, and in compliance with State and Federal laws according to Adler's policies, the use of alcoholic beverages on campus is prohibited.

**Romantic or Sexual Relationships:** Consenting "romantic" or sexual relationships between a supervisor/manager, employee, and/or student may at some point lead to unhappy complications and significant difficulties for all concerned—the employee, the supervisor/manager and Adler. Any such relationship may, therefore, be contrary to the best interests of Adler.

Accordingly, Adler expects that all employees will refrain from engaging in inappropriate relationships with individuals over whom they have current and impending evaluative and/or supervisory authority. Inappropriate relationships can be defined as conduct (such as dating between a supervisor/manager and student or employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, Adler does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part of extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

Adler recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

## COMPENSATION AND EVALUATION

The Adler University Compensation Philosophy supports the beliefs and principals of Alfred Adler. These include the concepts of individual challenge and accountability, as well as collective – and institutional – cooperation and collaboration. Thus, our compensation recognizes and rewards both individual excellence and collective achievement.

Our compensation practices strive to ensure both internal equity and external competitiveness. Adler’s policy is to maintain a program that attracts, motivates and retains superior employees who contribute to the success of Adler. The Compensation Program is designed to be simple, flexible, cost effective and in compliance with applicable state and federal laws and regulations.

Employees are evaluated by their immediate supervisor, typically annually. The exact date of the annual evaluation may vary in accordance with University practice. Newly hired or inexperienced workers may be evaluated more frequently. Employees who have completed at least six (6) months of service by August 31 of each year are eligible for salary increase consideration at that time. In rare circumstances, employees who have worked fewer than six (6) months by August 31 of a given year may also be eligible for a salary increase at that time.

Employees should bring any pay-related questions or concerns to the attention of their supervisor, who will try to answer questions or resolve problems quickly and fairly.

**Employee Performance:** No organization can function well unless all of its employees do their part to secure a productive, safe and cooperative environment. The manner in which an employee presents him/herself to students, clients, visitors, and fellow staff members is very important to the effective operation and harmony of Adler. Staff members are expected to carry out their job responsibilities in a positive way showing respect for the rights of others and carrying out assigned responsibilities and other duties as requested. Employees are invited to bring any concerns regarding their job to their immediate supervisor.

The following is a non-exhaustive sampling of some of the more common ideals that are necessary for the promotion of safety, efficiency and productivity. The following constitutes the Adler Code of Conduct. Each full-time and part-time regular employee will be evaluated against these and other performance criteria:

- Communication:
  - effectively expresses oneself in all oral and written communications
  - exhibits good listening and comprehension skills
  - keeps others informed in a timely manner
  - responds with tact, diplomacy, respect and composure when dealing with others
  - through both oral and written communication, promotes the spirit and essence of the Adler’s Vision, Mission, Values and Commitment
- Teamwork and Collaboration:
  - cooperates with others toward the achievement of common goals
  - actively contributes and fully participates in team initiatives
  - builds and maintains constructive work relationships
- Responsive to Change:
  - supports changes in the work environment
  - displays a proactive, problem-solving approach toward work
  - committed to life-long learning by continuously increasing skills, knowledge and effectiveness
  - exercises sound, accurate and informed independent judgment when needed
- Quality-Driven and Accountable:
  - results-oriented and committed to quality through continuous process improvement
  - service oriented
  - monitors own performance, accepts responsibility for actions and actively seeks feedback
  - meets deadlines and completes projects and activities in a professional, timely manner
  - seeks opportunities to reduce costs or increase productivity without reducing effectiveness
- Support of the Mission of Adler University:
  - supports and models Adler’s values of: social interest, compassion, justice, respect for the individual, honors diversity and difference, intellectual rigor, optimism and collaboration
  - respects his/her co-workers and others around him/her
  - articulates Adler’s Vision, Mission, Commitment in a way to educate others,

- demonstrates active commitment in advancing Adler’s Vision, Mission and Commitment
- exhibits personal integrity, honesty, zeal and compassion
- aligns work processes to advance Adler’s strategic plan and key strategies
- Responsibility toward Supervisor:
  - as an employee you should seek your supervisor’s guidance and support in matters relating to your assignments.

The following should not be considered as a complete list of all unacceptable behaviors, but rather examples of some common, and unacceptable, workplace behaviors:

- Insubordination: refusing or failing to follow instructions or to perform assigned work
- Dishonesty: falsifying or lying in connection with employment, paperwork, time cards, employment applications, etc.
- Excessive tardiness or absenteeism
- Disorderly conduct
- Willful or continued violation of safety practices
- Intoxication or illegal drug use on Adler property
- Harassment or other discriminatory conduct
- Theft of Adler property or that of other employees or students

Employees engaging in misconduct, including but not limited to the items listed above, are subject to discipline up to and including termination, at the discretion of Adler University.

**Transfers and Promotions:** Adler University encourages employees to assume higher-level positions or lateral transfers for which they qualify. Toward this end, Adler University has a job posting program that offers employees the opportunity to bid for certain positions within Adler. Not all openings are posted.

Generally, employees must be in their job for at least one year before applying for a change in position. In addition, employees must have a good performance, attendance, and punctuality record. Each employee requesting a transfer will be considered for the new position along with all other applicants. Each transfer is judged on an individual basis, depending on the needs of both departments involved. All final decisions regarding transfers will be made by the Human Resources Department.

Employees who wish to apply for a transfer should discuss it first with their supervisor/manager and the HR Department so that it may be determined if their skills fit the requirements of the desired job. Employees should also feel free to discuss their career aspirations with their supervisors/manager or the HR Department at any time.

**Employee Referral Policy:** Adler employees are encouraged to refer qualified candidates for employment here at Adler University. In recognition of this, employees who refer qualified candidates who are ultimately hired will receive a \$500.00 referral bonus following the employee’s first 90 days of employment. This referral bonus applies only to full time, regular positions.

**Internal Complaint:** To foster sound employee-employer relations through communication and reconciliation of work-related problems, Adler provides employees with an established procedure for expressing employment-related concerns.

In situations where employees feel a complaint is in order, the following steps should be taken:

- If an employee believes that he/she has a legitimate work-related complaint, the employee is encouraged to first attempt to resolve the issue(s) through discussion with his/her immediate supervisor.
- If the situation is not resolved within 5 working days from the time the complaint is discussed with the employee’s immediate supervisor, or if the immediate supervisor is the subject of the complaint, barring extenuating circumstances, it should be brought to the attention of the next level supervisor or a representative in the Human Resources Department with written documentation. Adler will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.

**Student Complaints:** In accordance with accreditation requirements, Adler University provides an established procedure for addressing student complaints. The Student Services Department directs the student complaint process, and tracks progress towards resolution. All employees are responsible for ensuring that all formal written student complaints in their possession are recorded and submitted to the Student Services Department.



## GENERAL POLICIES & PROCEDURES

### ADLER EMERGENCY PROCEDURES AND NOTIFICATION

In compliance with the Jeanne Clery Act and the Campus Security Statistics Act, Adler University is required to provide a report of all crimes occurring on campus as well as crime statistics reported to local law enforcement for the area surrounding the campus. This report can be obtained from the Registrar's office or on the Adler website.

While Adler strives to provide a safe and secure environment, safety is enhanced when students and employees take precautions such as:

- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.

Students, faculty, and staff are encouraged to report all crimes or suspicious persons immediately. Please report all non-emergency incidents to the Facilities Director at x4411 or the Adler Security Guard at x4455. ***In case of an emergency, the Chicago Police Department and Chicago Fire Department can be reached by dialing 911 from any phone.***

#### Emergency Contacts

Police	911
Fire Department	911
Paramedics	911
Bomb and Arson Hotline	773/533-FIRE
Office of the Building	312/781-2410
Security – 1 N. Dearborn	312/781-2557
Facilities Director	312/662-4411
Adler Security, 15 <sup>th</sup> floor	312/662-4455
Adler Security, 1 <sup>st</sup> floor entrance	x4643
Building Address	17 N. Dearborn, Chicago IL 60602

#### General Evacuation Information

If an emergency occurs that threatens the safety of the building occupants and an evacuation is ordered, the primary goal is to help the individuals in danger evacuate safely and quickly.

#### Evacuation Procedures

- Building Management will sound the alarm on our floors
- You will be instructed via the building emergency speaker system to proceed to an exit
- Adler's Life Safety Team will help coordinate the evacuation
- Walk down the stairwell in a single file line – KEEP TO THE RIGHT and do not bring food or drink in any stairwell
- Life Safety Team will check all offices/areas and place a Post-it note on the door once a room is empty
- Listen and follow all directions from Fire Department personnel
- Depending on the situation, Adler University's Mass Notification System will also be used to notify of an emergency and/or evacuation.

#### General Evacuation Guidelines and Best Practices

- DO NOT USE THE ELEVATORS.
- DO NOT BRING FOOD OR DRINK IN ANY STAIRWELL.
- DO NOT BREAK WINDOWS.
- DO NOT GO TO THE ROOF. Never go to the roof of any building during an emergency. The door will most likely be locked and emergency personnel cannot quickly get to the roof to rescue individuals.
- Stay to the right within the stairwell to allow emergency personnel to pass.
- Go down within the stairwell – DO NOT go up to higher floor (you would rarely deviate from this).

#### Fire Safety

If you smell smoke or see fire:

- **Call 911.** Calmly relate the nature of the emergency as you observe it. Answer all questions. Do not hang up until instructed to do so by 911 Operator.
- **If time permits, call One North Dearborn Security Desk** at 312-781-2557. Inform the security officer of the situation and that you have called 911.
- Notify Adler Security Guard at Extension 4455 who will then alert the Life Safety Team
- Close all doors leading to the fire as quickly as possible. This will help confine the fire until the fire department arrives.
- Life Safety Team will begin to lead everyone on your floor to the stairwells – **DO NOT USE THE ELEVATORS!** Members of the Life Safety Team might utilize whistles or other mobile communication devices to assist in alerting others of danger. However, if you do not have a whistle, do not be shy – shout as loudly as you can to alert others.
- Be familiar with the location of ALL stairwells so that if one is blocked, you know where the nearest alternative is located. **There are four stairwells in this building.**
- You will be instructed, via the building emergency speaker system, to proceed to a specific floor and to exit the stairwell onto that floor. The Chicago Fire Department recommends evacuating 2 floors above and 5 floors below the fire/emergency floor in all high rise office buildings. Exiting the stairwells is done to allow emergency personnel to use the stairs without interference.
- Remain in the designated area until further instructions are issued.

If your clothes are on fire, immediately:

- STOP wherever you are
- DROP to the floor that is unobstructed
- ROLL repeatedly to extinguish the flames

If you are in a smoke filled area:

- Kneel on the floor
- Take short breaths through the nose
- Stay low (air is clearer near the floor)
- Crawl to the nearest exit
- Feel all doors before opening
  - If the doors are hot **DO NOT OPEN**
  - If doors are cool, open door slowly and stay behind the door.
  - If heat or pressure comes through the door, close the door immediately and tightly.

## Threats of Violence and Crime

### Active Shooter Procedures

Response to an active shooter or violent person is one of the most dynamic situations that anyone will ever face. Prior to the arrival of police personnel, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one active shooter involved in the same situation. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival. Keep in mind, the entire area is still a crime scene.

#### If active shooter person comes into classroom or office:

- Flee or Shelter in Place - the decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- Try to remain calm; it will aid you in decision making.
- Call 911 if possible, and alert police to the active shooter's location.
  - If you can't speak, leave the line open so the dispatcher can hear what is taking place. Usually the location of a caller can be determined without speaking.
- After all options have been exhausted, you may be faced with the decision to overpower the active shooter with force by whatever means necessary.
- If sheltered, always wait for "All Clear" signal from recognized authority and follow directions of uniformed police.

#### If active shooter is inside the building:

- Shelter in Place - secure the room you are in by locking or barricading the door using available material.
- If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure; or if you can, safely exit the building.

- Call 911 if possible, and alert police to the active shooter's location.
- DO NOT PULL FIRE ALARM.
- If sheltered, always wait for "All Clear" signal from recognized authority and follow directions of uniformed police.

**If caught outside in the open:**

- Hide behind something and wait for emergency personnel.
- If not in immediate danger, flee the area but do not run in a straight line.
- Call 911 when safely away.
- If you cannot hide or flee, lie on the floor and be still, be quiet and wait for help.
- After all other options have been exhausted, you may be faced with the decision to overpower the active shooter with force by whatever means necessary.
- If sheltered or lying still, always wait for "All Clear" signal from recognized authority and follow directions of uniformed police.

**When Police Arrive:**

- Wait for "All Clear" signal from recognized authority and follow directions of uniformed police.
- Put your hands in the air to show you are not a threat.
- If you know where the active shooter is located, tell the officers.
- Do not try to move any injured people; leave them where they are and notify authorities of their location.
- Do as the officers tell you.

**Concerning Behavior**

On a college campus, sometimes behaviors of concern have gone unreported until a tragedy occurs, and then people come forward with bits of information that in retrospect may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. Adler University is committed to a proactive approach and needs your help. As a member of this community, if you observe any behavior that causes concern, report it as follows:

- Students should report information to the Director of Student Affairs.
- Employees should report information to the Director of Human Resources.

**Crime**

Security matters such as burglary, vandalism, graffiti, unwanted solicitors, suspicious or intoxicated persons and suspicious activities should be reported to the Security Desk at 312/781-2557, the Adler Security Guard at x4455 and the Facilities Director at x4411. **If the situation is an emergency, immediately call 911.**

**Crime Prevention Tips:**

- Be aware of your surroundings.
- If you see a suspicious person on your floor, immediately contact security at x4455.
- Lock up all personal valuables, even if you'll "be right back."
- Lock your desk drawers, file cabinets and other storage spaces at the end of the day and take your keys with you.
- After hours and on weekends, be sure to check in and out at the Security Desk.

**Severe Weather**

When a severe weather watch is issued by the weather service, the Office of the Building will monitor storm conditions in preparation for a potential emergency. If conditions escalate to a warning, the building staff will initiate emergency procedures.

**Preparation for severe weather:**

- Close all windows, blinds and curtains.
- Move loose items away from the windows to reduce flying debris if the window should break.

**Severe Weather Evacuation**

- Security or the Office of the Building will contact the suite leader to give instructions for evacuation.
- The suite leader will then mobilize the searchers and stairwell monitors and evacuate all employees into the corridors and stairwells. Evacuation into these areas will help prevent injuries from flying glass and debris.
- Doors between outer offices and inner spaces should be closed.

- Turn off and unplug all computers, telecommunications equipment, office equipment and appliances to protect them from power surges.
- Never use the elevators during a weather emergency. If the power goes out, you will be trapped.
- During the evacuation, building security will tour each floor to help supervise and check on tenant needs.
- Stay in your place of shelter until notified it is safe to leave.

### **University Closing Notifications – WGN Emergency Closing Center**

Adler University is registered with the Emergency Closing Center, a service provided by Tribune Industries. Through this service, Adler University campus closings or late starts will be broadcasted on the WGN television and radio listings of school closings within the Chicagoland area. This service is available 24/7 and accessible online.

### **Medical Emergencies**

In the event of an injury or accident in the building:

- Evaluate the situation as quickly as possible using all available information. Ask yourself:
  - Is the situation serious?
  - What kind of accident/illness is it?
  - Is the person coherent?
  - Is the person intoxicated?
  - Is the person complaining of chest pains?
  - How many people are injured?
- If the patient is seriously hurt or too sick to assume responsibility for himself:
  - Call 911 for assistance.
  - Try to ensure that someone stays with the patient while you telephone for help.
  - Do not hang up until the dispatcher has all the information he/she needs.
  - Arrange to have someone meet the paramedics at the assigned entrance and direct them to the patient.
  - Calmly reassure the ill or injured person that help is on the way.
  - Notify Security immediately at x4455.
  - Do not attempt to move the ill or injured person or assist them without proper training.
- If the patient is coherent, let him decide what to do:
  - Rest for a short period
  - Call a taxi cab and go home

### **RESPECTFUL WORKPLACE POLICY**

Adler University is committed to ensuring the workplace is free from negative, aggressive, and inappropriate behaviors, and ensure the environment is in keeping with the University's Adlerian driven mission and values centered around an atmosphere of respect, collaboration, openness, safety, and equality. All University employees and students have the right to be treated with dignity and respect.

Protection from negative, aggressive, and inappropriate behaviors extends to all employees, students, vendors, independent contractors, clients, and visitors and expands beyond the place of work to off-site and work-related social events. It is the responsibility of all University employees to provide a healthy workplace environment for their direct reports, peers, co-workers, and students where all communication and interactions are marked by dignity and respect.

Employees and students are encouraged to attempt informal resolution among themselves, whenever possible, without intervention from their supervisor, Student Affairs, or Human Resources. If informal resolution proves unsuccessful and a student or employee wishes to move forward with a formal complaint, any complaints of negative, aggressive, and inappropriate workplace behaviors will then be filed with the employee's supervisor or, in the case of a student, with the Associate Vice President of Student Affairs. In the event the complaint is with the employee's supervisor or the Associate Vice President of Student Affairs, the complaint will be filed with the area Leadership Team member or, for students, with the Vice President of Administration.

All filed complaints will be taken seriously and followed through to resolution by the University. Employees and students found to have engaged in such conduct will be subject to disciplinary action. Similarly, employees and/or students who file false complaints or exaggerated complaints will also be subject to disciplinary action. Employees and students who file complaints will not be victimized or retaliated against for reporting inappropriate behavior.

**Employee Conduct - Absenteeism & Tardiness:** Regular and predictable work attendance is considered essential for Adler to plan its activities and operations properly. Thus, it is necessary for each employee to be present and on time for work each day. Nonexempt employees will be considered tardy and may be charged with a partial absence occurrence when they arrive for work past their scheduled starting time. Similarly, nonexempt employees who leave early or extend authorized breaks past their official limits may be charged with a partial absence occurrence. In such cases, an employee's wages may be decreased accordingly.

Each employee is expected to be at his/her work station and ready to begin at the assigned time, typically no later than 9:00 a.m. Being prompt and available to carry out job duties is important in providing quality services. In the event that an employee is going to be tardy, he/she should make a reasonable attempt to notify the immediate supervisor or the President's office. Excessive tardiness may result in suspension without pay, or discharge.

If illness or injury does occur, or if an emergency exists, the employee must notify his/her immediate supervisor or his/her supervisor designate before the start of the assigned work day. Any employee who does not call in will not be able to utilize sick leave benefits and will be counted as unexcused. An employee who is absent for three consecutive days without notifying Adler may be terminated.

**Employee Conduct - Equipment: Personal Use:** No employee shall use or permit the use of Adler equipment, material, services, or other property for non-University use without prior permission from the proper authority.

**Employee Conduct - Copyright Compliance:** All employees are expected to maintain the institution's compliance with copyright compliance laws. Copyright, a form of intellectual property law provided for in the U.S. Constitution, protects original works of authorship fixed in a tangible medium of expression, including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture.

Copyright does not protect facts, ideas, inventions, discoveries, systems, methods of operation, titles, slogans, or short phrases, although it may protect the way these things are expressed. Copyright covers both published and unpublished works.

Copyright applies automatically when a work is created and does not require any formal registration or publication.

Any questions regarding the appropriate use of copyright material can be directed to the Library Services Department.

**Employee Conduct - Personal Appearance:** Professionalism as an educational institution is in part reflected by the appearance and manner of our faculty, staff, and employees. Consequently, it is helpful to establish guidelines for maintaining and enhancing Adler's image.

The following Adler University dress code is intended to allow greater flexibility and comfort for the employees of Adler. It provides examples and boundaries of attire considered acceptable, and unacceptable. The following lists various "standards" of dresses that may be required and/or adopted at various times throughout the year. Because Adler University is extremely diverse in its operations, different standards are deemed acceptable to different operations. The following dress code standards include a list of minimum standards acceptable for "regular" business, special events, and seasonal attire applicable to the various operations of Adler. Questions should be directed first to your immediate supervisor, then to the Human Resources department if your supervisor is unable to answer the question.

**Standard Business Attire**

<b><i>Female Employees</i></b>	<b><i>Male Employees</i></b>
Dress slacks, skirts	Suits
Suits, Dresses	Sports Coat
Short & long sleeved blouses	Dress Slacks
Sweaters/Blazers	Long Sleeved dress shirts
Flat shoes ("flats"), pumps	Necktie

### **Business Casual Attire**

<b><i>Female Employees</i></b>	<b><i>Male Employees</i></b>
Dress slacks	Dress Slacks
Casual pants (ex. Khakis, "Dockers", corduroys)	Causal pants
Tailored Capri pants	Sport coats or blazers
Casual skirts	Long or short Sleeved dress shirts
Polo or golf style shirts	Sweaters/cardigans
Culottes or split skirts	Polo or golf style shirts
Sleeved or sleeveless blouses	Dress boots, dress shoes, loafers, or deck shoes
Flat shoes ("flats"), open-toed dress shoes, dress boots, loafers, or sandals	Neckties not required

### **Relaxed Casual Attire (Fridays)**

#### **Relaxed casual attire for both male and female employees may include the following:**

All clothing acceptable for wear as business casual  
Jeans and "Levi" type pants  
Casual Capri pants  
Sweatshirts without written slogans, expressions or depictions  
Sleeved or sleeveless blouses  
Ripped or workout attire is not acceptable

Any employee dressed inappropriately for work will be sent home to change into more suitable clothing; non-exempt employees facing this scenario may not be paid for the time away from Adler. Also, grooming that provides a good example for students and clients are expected. Language and personal conduct of staff shall be exemplary at all times. Please exercise good judgment of proper attire on casual days; no t-shirts, jeans with holes, short shorts or midriff-baring shirts are permitted.

**Employee Conduct - Personal Property:** Adler is not responsible for the loss, damage, or theft of employees', students', or faculty property. Each employee, student, and faculty member is responsible for his/her own property. Any employee found to have engaged in theft or malicious damage of property of Adler, staff, student, or faculty may be discharged immediately. Adler highly recommends that all employees lock their personal items in a desk drawer or filing cabinet during the work day to prevent theft. Although security measures are in place, Adler cannot always control visitors on campus. Should a theft occur, please report the incident immediately to the Human Resources office.

**Employee Conduct - Telephone Usage:** Employees should utilize a personal phone for extended personal conversations and for any long-distance personal calls. Excessive use of any telephone for personal business is discouraged during working hours. Cooperation and understanding from all employees is expected in this regard.

**Keys & Security:** Normally, employees have access to the Chicago campus building at all times, and there is 24-hour security, 7 days a week. Access to most areas is by coded lock which does not require the use of a key; however, keys will be issued to all employees who need them in order to perform their duties and to safeguard their files and other materials. All full time employees will be issued a picture ID, which grants access. Employees should report to the Human Resources office to obtain an ID.

All employees who are issued badges will assume responsibility for their safekeeping and must, upon termination or resignation, turn in all keys before a final pay check will be issued. All requests for keys should be made to the Human Resources office. Employees are not permitted to make, or to have made, copies of office and filing cabinet keys.

**Children on Campus:** Children on Campus: In our continuing efforts to provide a safe environment in which to work, Adler University wants to help ensure the safety of your children on those occasions when you might bring children to the office. Please note that we ask that you register all guests including children with the front desk upon arriving so that we know who is on campus. We also ask that the parent, guardian or grandparent be responsible at all times for supervising

the child during the entire visit. We would prefer that children not be in the classrooms, library or computer lab in order not to disturb or disrupt others. We appreciate the opportunity to work with you in creating a hospitable environment.

On the occasion where it is necessary to bring a child to the campus, please observe that they must be registered at the front desk, and the parent, guardian, or grandparent must be responsible for supervising that child the entire visit.

**Length of Service:** The length of service of regular full-time or part-time employment with Adler is calculated from the original date of hire or the most recent beginning date of uninterrupted employment with Adler. An interruption of six (6) months or more will result in the previous employment not being considered as part of the length of service. When calculating length of service, military leaves and medical leaves of absence are not considered to be interruptions of service.

**Non-Retaliation Policy:** Adler will not retaliate against any employee who, in good faith, presents Adler or any governmental or law enforcement agency with information that demonstrates a violation of federal, state, or local law.

**Pay Checks:** Pay checks are issued semi-monthly on the 15<sup>th</sup> and the last day of the month. If the 15<sup>th</sup> or the last day falls on a weekend or holiday, eligible employees will be paid on the preceding Friday of the weekend or the day before the holiday occurs, subject to our payroll company's availability. There are twenty-four pay days in a calendar year. Checks and/or paystubs will be available for distribution in the afternoon on pay day. Lost or missing checks and questions regarding general payroll should be reported to the Human Resources office. Unless an employee instructs otherwise, Adler requires all employees to use our payroll company's Direct Deposit service to have pay electronically transmitted directly into the employee's bank account of choice. To sign up for Direct Deposit, please see Adler's HR office.

**Deductions from Exempt Employee Salaries:** Exempt employees are not answerable merely for the number of hours they work. They work as few or as many hours as are necessary to accomplish the tasks expected of them. For this reason, and subject to the exceptions below, Adler University policy provides the compensation of exempt employees should not be reduced for any partial-day absence (other than intermittent or reduced-schedule FMLA leave); any partial-week absence occasioned by Adler or its operating requirements, including holidays and partial-week shutdowns; or because of variations in the quality or quantity of work performed.

Deductions from the compensation of exempt employees are proper under the following circumstances:

1. Partial day absences for intermittent or partial-day FMLA leave;
2. Full-day absences for personal reasons, other than sickness or disability;
3. Full-day absences due to the employee's own sickness or injury (including work-related injuries and FMLA-related absences). Such deductions will be made in accordance with the Adler's paid time off plans and state worker's compensation laws and regulations;
4. Deductions from pay for penalties imposed in good faith for infractions of safety rules of major significance;
5. Any portion of a workweek that the exempt employee does not work at the commencement and termination of employment; and
6. Full workweeks in which no work is performed.

Adler reserves the right to require an employee to utilize paid time off benefits for partial-day absences occasioned by personal reasons or by the employee's own illness or injury. Adler also reserves the right to offset from an exempt employee's compensation any amount received in a particular workweek in jury duty fees, witness fees or military pay.

Improper deductions from the salary of exempt employees are a serious violation of Adler University policy. Adler encourages any exempt employee who believes his or her salary has been improperly reduced to report the problem immediately to his/her immediate supervisor or HR. Adler will review the deduction to determine if it was proper. The review process may require the employee to provide information or present documents to the Adler. The employee will be notified of the results of Adler's review. Should Adler determine that the deduction was improper, the employee will be reimbursed for the improper deduction as soon as practicable. Employees are assured that Adler is committed to comply, and expects all supervisors and managers to comply, with this policy and to carefully avoid making improper deductions from the salary of exempt employees. Employees also are assured that no retaliatory action will be taken for reporting improper deductions. Employees who suspect retaliation should report their concerns immediately to his/her immediate supervisor, HR or Adler's President.

Note: Adler's attendance and disciplinary action policies are applicable to exempt employees even though an absence may not be one for which a deduction from salary may be taken.

### **Securing Confidential Records**

Employees have a responsibility to protect from disclosure, at all times, confidential or sensitive information pertaining to Adler, employees, or students. This responsibility includes assuring confidentiality when communicating sensitive information through either written or verbal means. In addition, employees should be conscientious of protecting confidential information when in the presence of others such as, when talking in the hallways or leaving information in view on one's desk or computer screen.

**Personnel Records:** Certain personal information, forms, and other documents are maintained by Adler for each employee. All personnel records of employees are retained in the Human Resources office. The personnel file represents the employment record of the employee. These files are Adler property. The files are confidential and access is limited. Each employee has the right to physically inspect and review the information contained in his/her record. This review must be done in the presence of a University administrator. A written request to review your personnel file must be submitted to the Human Resources Director at least 2 workdays prior to the requested review time. Employees will be able to review and copy their personnel file in accordance with Illinois law. Employees normally may not review confidential letters of recommendation associated with employment unless the person writing the recommendation has waived the right of confidentiality.

An employee has the right to challenge his/her personnel record on the grounds that its contents are inaccurate, misleading, or otherwise in violation of his/her privacy or other rights.

Employees are to notify the Human Resources office promptly about changes of address, phone number, marital status, dependents, whom to notify in the event of any emergency, change in insurance beneficiary, and legal name, whether changed by marriage or for other reasons.

**Personnel Records - Licenses and Certifications:** Employees who have licenses or certifications which are required by Adler must provide the Human Resources office with a copy of their current dated license, to be kept in the employee's personnel file.

**Pre-Employment Verifications and Background Checks:** Adler reserves the right to conduct reference checks with both personal references and previous employers and to verify criminal conviction records information prior to employment, for all new employees. Adler also reserves the right to verify educational degrees for all new employees. All background checks will comply with the Fair Credit Reporting Act.

Adler does not generally require pre-employment physical examinations as a condition of employment except for certain positions as required by law or regulation. Adler will conform to the Americans with Disabilities Act in its use of any pre-employment physical examinations.

**Time Off – Flexible Schedule:** Employees may be called upon to work on a holiday that Adler is normally closed or assist with University events or meetings which may not be held during regular working hours. These events include, but are not limited to, open houses, graduation, fund-raising events, and other such activities. Employees who assist with these important functions in addition to their usual responsibilities may arrange, with the approval of their immediate supervisor, to employ a flexible schedule during that pay period. For instance, if a non-exempt employee works at an Adler event on a Monday night, she may elect, with the approval of her supervisor, to work a reduced schedule that pay period commensurate with the amount of time spent at the additional off-hours event(s). For non-exempt employees who choose not to employ a flexible work schedule in this circumstance, all worked time over forty hours per week is compensable as overtime. If the employee does not work over 40 hours during that week, then the employee will be paid at a normal rate for all work performed. Exempt employees may be eligible for flexible scheduling under similar circumstances, with approval from their supervisor.

**Work Schedule - Overtime:** Depending on the nature and the amount of work, employees may occasionally be required to work overtime only with the prior approval of the supervisor. No employee shall work overtime without prior supervisory approval. (Adler University's regular workweek is scheduled at 37.5 hours.) Employees classified by Adler as non-exempt



will be paid time-and-one-half the regular rate for all hours worked over 40 in a workweek. For non-exempt employees, all hours fewer than 40 will be considered regular pay.

There may be times when exempt employees are required to work extra hours. Normally, no additional payment will be given; however, under very unusual circumstances and at the discretion of Adler, Adler may pay exempt employees a bonus calculated at roughly 1/40 of their weekly salary for every hour worked, or in the form of compensatory time off. Justification for the extra hours which clearly exceed what is reasonably expected must be provided and prior approval obtained from the supervisor. No commitment to the employee shall be made until approval has been confirmed with the supervisor.

**Time Off - Holidays and Holiday Pay:** All full-time regular employees of Adler, part-time regular employees working at least 30 hours per week, and interns are entitled to a maximum of twelve (12) paid holidays each calendar year. Each eligible employee is entitled to time off with pay for each holiday whether on the day of the holiday or another day during either the holiday week or following week. The specific holiday designation will depend upon the demands of the job responsibility. An employee who works a holiday may, with prior approval, elect to receive regular pay in lieu of compensatory time off.

The following days are designated as Adler University holidays. When a legal holiday falls on a Saturday, it shall be observed on the preceding Friday. When a legal holiday falls on a Sunday, it shall be observed on the following Monday.

**US Holidays**

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Presidents' Day
4. Good Friday
5. Memorial Day
6. Independence Day (4th of July)
7. Labor Day
8. Indigenous People's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day

**Vancouver Holidays**

1. New Year's Day
2. Good Friday
3. Easter Monday
4. Victoria Day
5. Canada Day
6. Civic Holiday (B.C. Day)
7. Labor Day
8. Thanksgiving Day
9. Remembrance Day
10. Christmas Eve
11. Christmas Day
12. Boxing Day

For the observance of holidays not on this list, an employee may use a vacation day, if available and approved by the employee's supervisor in advance.

Part-time regular employees, who have worked their regular schedule during the week prior to the observed holiday or have made prior arrangements for approved time off, are eligible for holiday pay.

Employees on unpaid sick leave or leave of absence are not eligible for holiday pay.

**Time Off - Jury Duty:** Employees summoned to jury duty will be granted time off to serve and will not be discharged, intimidated, or coerced because of such absences. Adler recognizes that jury duty is a part of good citizenship and encourages its employees to fulfill this obligation. A full-time regular employee serving on jury duty shall receive his/her normal rate of pay for a period not to exceed five days per calendar year, less pay received for the jury service. An employee is expected to work at Adler whenever he/she has been excused from jury duty during normal working hours. Failure to do so will result in a non-excused absence and a non-payment of wages for a non-exempt employee and a charged vacation day for an exempt employee.

**Time Off - Religious Holidays:** Adler will make a reasonable accommodation for employees who wish time off to observe a religious holiday other than a designated University holiday, with prior notification and approval. Such days will be charged to accrued vacation time or observed without pay.

**Time Off - Sick Leave:** See the "Leaves of Absence" section of this Employee Handbook.

**Time Off - Staff Vacation:** Vacation is paid time off work. Unless otherwise stated in an individual employment contract, all full-time regular employees of Adler and part-time regular employees working at least 30 hours per week will have

available an allotment of vacation days based on the schedule below. Any employee terminating employment will be paid for vacation which has been accrued on a pro-rated basis but not used. For example, if an employee begins work on September 1 and ends employment December 1, the employee has accrued 3 paid vacation days or 25% of the total 12 days. Faculty vacation policies are addressed in the *Faculty Handbook*.

At the beginning of each fiscal year (September 1), each eligible employee will begin accruing vacation time for the forthcoming year according to length of service. Employees accrue vacation time on a pro rata basis. Employees will earn vacation time over the course of the fiscal year at the following rates, depending on length of service, as follows:

1. Predoctoral and post-doctoral interns--10 vacation days per year, which may be taken at the discretion of their supervisors.
2. Zero to 12 months of service--twelve (12) paid working days of vacation.
3. From 13 to 24 months of service--fifteen (15) paid working days of vacation.
4. From two years to 10 years of service--eighteen (18) paid working days of vacation.
5. More than 10 full years of service--twenty-two (22) paid working days of vacation.

Employees who begin employment after September 1st will be eligible for vacation time on a pro-rated basis, based on when employment with Adler commences. For example, an employee beginning work on February 1 of a particular year will earn 7/12 of the allotted twelve (12) days of vacation time over the course of the remainder of that fiscal year. Vacation time earned in a particular fiscal year must be used prior to August 31 of that same fiscal year. Employees are not eligible to use vacation days during their first sixty (60) calendar days of employment, except by special approval of their supervisor.

Unused vacation time does not rollover into the new fiscal year except by approval by the CFO. If approved, rolled over vacation must be used by close of the first quarter. Vacation time will not accrue during a lengthy leave of absence (30 working days or longer).

Employees will be permitted to "borrow" vacation time not yet accrued, provided they sign a form if requested, authorizing Adler to deduct from the employee's paycheck any vacation time taken but which has not accrued if the employee's employment ends.

Payment will not be given in lieu of accrued vacation time which is not taken (except in the context of a final paycheck). Any payment of unused vacation time in the final paycheck will be calculated on an accrued pro-rated basis. Vacation time must be taken in a minimum of one-half day increments; Adler encourages employees to take vacation time in full day increments.

Employees are expected to request vacation time as far in advance as possible, with at least one week's notice. All vacation requests must be approved by the immediate supervisor. Vacations of more than two (2) consecutive weeks or situations where multiple employees' requests for coinciding vacations creates a conflict, are subject to the approval of the appropriate Leadership Team Member. Seniority will be taken into consideration when it is apparent that two or more employees cannot be on vacation at the same time. A vacation may be extended by reason of a holiday occurring during the authorized vacation period.

Where an employee is eligible for vacation pay, it will be issued at the regular pay rate.

**Transportation:** Several automobile parking facilities are available in the area of the Chicago campus. Adler strongly encourages its employees in Chicago and Vancouver to use public transportation whenever possible. Please see information about the public transportation benefit available to Chicago campus employees, provided below under "Transportation Benefit."

**Travel & Reimbursement:** Any employee who has received prior authorization from his/her immediate supervisor will be reimbursed for actual and necessary expenses reasonably incurred while traveling outside the office to perform assigned responsibilities for Adler. Each employee must be prepared to personally pay for these expenses and then secure reimbursement. Under certain circumstances, an advance can be obtained for anticipated expenses. Please contact the Human Resources office to inquire about a travel advance, if you believe one is necessary. The CFO will make all decisions regarding the granting of a travel advance.

Any U.S. employee who has been authorized by his/her immediate supervisor to use his/her personal automobile for any

Adler University purpose will be reimbursed at the then-current U.S. Federal Government's mileage reimbursement rate. The cost of travel by automobile shall not exceed that of travel by coach air.

Parking fees will be fully reimbursed as well as tolls when the necessity of using a personal automobile exists. Parking fines and traffic violations are not reimbursable expenses.

Employees wishing to rent a car or incur other discretionary expenses associated with business travel should request supervisor approval for those expenses prior to traveling.

Breakfast, lunch and dinner are reimbursed in full, not to exceed a total of \$50 per day, if incurred in connection with overnight travel or travel away from campus. Employees are expected to exercise reasonable discretion with meal expenditures. Receipts are required for all expenditures greater than \$10. For items under \$10, please submit receipts if you have them. Receipts demonstrating payment ("zero-balance receipts") are required for all meal expenses greater than \$25, and all airfare, hotel, car rental and entertainment expenses.

**Travel & Reimbursement – Process:** Fill out an expense reimbursement template and have your supervisor sign. Behind your signed expense reimbursement form, attach by staple your receipts. Submit the complete package to the supervisor for approval. Approved check requests for expense reimbursements are typically paid out weekly.

**Weapons Policy:** It is the policy of Adler that guns and/or weapons of any kind are not allowed on Adler y premises or at any Adler sponsored event. Absent law enforcement status, no concealed weapons are permitted on campus pursuant to 430ILCS, effective January 1, 2014.

**Worker's Compensation:** Please inform your supervisor immediately to report any injuries. All injuries should also be reported to the Human Resources office. In all cases of on-the-job injury, an Employer's First Notice of Injury form must be completed and filed. The failure to complete the form may jeopardize a claim for worker's compensation. Please see the Human Resources office for Adler's current Worker's Compensation Insurance carrier, or for any questions.

**Workplace Safety:** Adler's responsibilities for workplace safety are regulated by the Occupational Safety and Health Act (OSHA). OSHA falls within three categories: workplace conditions; employee management; and record keeping, reporting and posting requirements. All employees are expected to respect rules of safety and exercise good judgment in the prevention of accidents that could cause physical injury or death. Each person is required to report an occupational accident or illness immediately to his/her supervisor and complete all required reports.

**No Smoking Policy:** All persons, whether they are Adler employees, visitors, or members of the public, are prohibited from smoking in all Adler buildings, vehicle and premises.

**Work Schedule:** The normal work week is Monday through Friday; however, individual schedules may vary in order to accommodate the needs of Adler. As far as may be practical, every employee will be assigned to a regular working schedule; however, in some cases employees may have a compressed work week schedule consisting of longer hours each day but fewer days each week.

Illness, absence, vacation, or other circumstances may make it necessary at times to change an employee's job schedule or responsibilities. In certain situations as directed, employees are not to leave their responsibilities until they are relieved by another staff member or receive permission from the immediate supervisor or designee.

The supervisor will establish and notify each employee of his/her work schedule and will provide reasonable advance notice of any changes.

## **Whistle-Blower Policy**

Adler University has an ongoing obligation to members of the University community, to those with whom the University does business or otherwise interacts, and to the public-at-large to maintain the highest ethical standards. The University requires all members of the Adler community to comply with the law and with all University policies.

The University encourages members of the community to come forward in a timely manner with good-faith reports or concerns about suspected compliance issues. Compliance issues are defined as credible information on illegal practices or violations of substantial adopted policies of the organization. Individuals are encouraged to submit such reports to their immediate supervisor or the appropriate Leadership Team member.

Although the University encourages individuals to report concerns to their immediate supervisor or appropriate Leadership Team member, there are times when an individual may feel it is necessary to report a concern of wrongdoing outside of the traditional reporting mechanism. To confidentially report activities that may involve improper conduct or violations of University policies, you may file a report at 1-312-662-4415 (AVP, Human Resources) or at 1-312-662-4401 (Vice President, Finance and IT). Any allegations of wrongdoing on the part of the Vice President of Finance and IT and/or the Associate Vice President, Human Resources are to be reported to the University Counsel at 1-312-662-4304.

Upon submission of a report, the Vice President of Finance and IT and the Associate Vice President of Human Resources will confer, as appropriate, to determine a process for review and investigation which may include the Board of Trustees Finance Committee Chairperson. All reports will be investigated promptly and discreetly, receiving careful consideration with the objective of addressing any improper conduct or violation of law and/or University policy.

All individuals are required to cooperate and provide requested information to University personnel authorized under this policy to investigate and determine the merits of reports of violation and/or complaints of retaliation. Any individual in violation of this policy is subject to action deemed appropriate by the University, which may include discipline up to and including termination from the University.

No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential violations of the law, University policies, or for seeking guidance with respect to suspected violations. Any such retaliatory action taken shall be considered a violation of this policy and grounds for independent disciplinary action up to and including termination.

An employee shall not intentionally misuse the University's Whistle-Blower Policy. Intentional misuse includes, but is not limited to, frivolous claims, attempts to treat a personal grievance or personnel dispute as an allegation of wrongdoing, lack of good faith in invoking the policy, or any known false, malicious, or misleading statements made at any time under the procedures of this Policy. Any employee who is found to have intentionally misused the Whistle-Blower Policy is subject to disciplinary action up to and including termination.

Grant programs, federal, and state contracts may have specified lines of reporting for issues of misconduct or other violations of applicable policy. Information on specific reporting procedures for the above may be obtained by contacting Human Resources at (1-312-6624415).

## **BENEFITS**

Full-time regular employees, and part-time regular employees who work at least thirty (30) hours per workweek, are eligible for benefits currently in existence as follows. (Note: benefits details for Vancouver campus employees are available from Vancouver office staff.)

**Dental Insurance:** Adler University provides voluntary dental coverage for all eligible full-time regular employees of Adler and part-time regular employees working at least 30 hours per week. PPO and HMO plans are available; each employee who elects to join the plan is responsible for his/her portion of the premium. Additionally, employees may elect, under this plan, to procure dental insurance for eligible family members. Dental insurance is provided through Delta Dental of Illinois. The terms of the Dental Insurance Plan control all questions regarding eligibility, coverage, compensability, and other similar matters. Visit [www.deltadental.com](http://www.deltadental.com) For further details, please see the Human Resources office.

**Disability Insurance:** All eligible full-time regular employees of Adler and part-time regular employees working at least 30 hours per week are provided with a long-term disability (LTD) income plan and a short-term disability (STD) income plan. Adler's carrier for the plan is Mutual of Omaha. LTD and STD is an employment benefit provided by Adler at no cost to the employee. The benefit amount is 60% of your Total Monthly Earnings, not to exceed the Maximum Monthly Benefit, less Other Income Benefits. The Maximum Monthly Benefit is \$5,000. The Minimum Monthly Benefit is \$100. The terms of

the Disability Insurance Plan control all questions regarding eligibility, coverage, compensability, and all similar matters. Please see the Human Resources office for details.

**Health Insurance:** Adler University's health insurance is provided by Blue Cross Blue Shield of Illinois. All eligible full-time regular employees of Adler and part-time regular employees working at least 30 hours per week may choose the High Deductible Health Plan (HDHP)/Health Savings Account, PPO insurance plan or the HMO insurance plan. For the PPO plan, the employee is responsible for paying 19% of the total employee-only premium. For the HMO plan, the employee is responsible for paying 6% of the total employee premium. For the High Deductible Health Plan (HDHP/HSA the employee is responsible for paying 2% of the total employee-only premium. Employees may purchase, at an additional expense, health insurance for their spouse and/or dependent children. For additional details on Blue Cross Blue Shield Insurance, please visit [www.bcbsil.com](http://www.bcbsil.com), or see the Human Resources office.

**Health Insurance - Domestic Partner:** Adler's Group Health Plan also allows for medical insurance coverage of qualifying domestic partners of Adler employees. The terms of the Health Insurance Plan control all questions regarding eligibility, coverage, compensability, and all similar matters. Employees wishing to take advantage of Adler's Domestic Partner health coverage should see the Human Resources office for more details.

**Health Insurance - Tax-Free Premiums:** Health Insurance premiums are tax free as designated by section 125 of the IRS code. This allows monthly contributions for health insurance to be deducted from gross income on a pre-tax basis. Employees who participate in the health insurance plans can choose to have any health insurance premiums (the amounts deducted from each pay check for health coverage) deducted before tax.

A Salary Reduction form must be signed by you either authorizing or declining this benefit. Please see the Human Resources office for this form.

**Health Insurance - COBRA:** The Consolidated Omnibus Budget Reconciliation Act of 1986 is a federal law requiring employers sponsoring group health plans to offer employees (as well as covered spouses, domestic partners and dependent children) the opportunity to temporarily continue (at their own expense) group health coverage under Adler's plan if coverage otherwise would cease due to termination, layoff, or other change in employment status.

**Life Insurance; Accidental Death & Dismemberment Insurance:** All full-time regular employees of Adler and part-time regular employees working at least 30 hours per week who are 69 years of age or younger are provided with life insurance that is equivalent to 1.5 times their annual salary. In the case of accidental death and dismemberment, those employees who are 69 years of age or younger are provided with an additional \$50,000 of benefits. Employees who are 70 to 74 years of age are provided with 65% of the above life insurance and accidental death and dismemberment benefits. Employees 75 years of age or older are provided with 50% of the above life insurance and accidental death and dismemberment benefits. Monthly premiums for Group Life and ADD are paid entirely by Adler, on behalf of each eligible employee.

**VSP (Vision Service Provider):** A voluntary vision insurance plan is available. Each employee who elects to join the plan is responsible for 100% of his/her premium. Additionally, employees may elect, under this plan, to procure vision insurance for eligible family members. For additional information or to find a provider in your area, please visit [www.vsp.com](http://www.vsp.com). See *Human Resources office for further information, including pricing.*

**Employee Assistance Program (EAP):** Adler offers a voluntary and professional service that provides information, counseling, and referral services to all full-time and part-time employees and their dependents who may be experiencing personal stress in their lives. Additional information can be provided by Human Resources.

**Mother's Room:** Adler seeks to provide a safe and accommodating place to work where feasible. Nursing employees who need the privacy of a lactation room should check with the facilities manager for scheduling and the key.

**Relocation Policy:** Adler University does not provide moving or relocation benefits for new hires. Such issues may be handled on a case by case basis. In some instances, a modest one-time payment may be made subject to approval by the chief financial officer. If approval is granted, the payment is not to be made until after the new hire has begun employment at Adler University. In the event that a new hire leaves employment prior to six months, the one-time payment must be repaid to Adler University.

**Professional Development Fund Requests:**

All full-time regular employees are eligible for up to \$1,500 per fiscal year in professional development funds. This allowance is offered to encourage employees to continue their professional development and may be used for activities which include: continuing education, accredited course work, training workshops, seminars, professional licenses, books, training webinars/online courses, or expenses (i.e. attendance fees, travel, lodging etc.) related to attendance of professional conferences. *Note: travel expenses for attending professional development activities are drawn from the employee's professional development funds, not institutional travel).*

All activities for which an employee intends to use professional development funds should be directly related to the employee's growth in their job function at Adler University. These funds should also act as resources to enhance Performance Management Development Planning. To access these funds, employees should meet with their supervisors to discuss any plans for the application of professional development funds. Once an employee obtains their supervisor's approval, professional development funds can be accessed to two ways:

1. The employee pays for the cost of the activity, and then submits a employee request form citing "professional development" and all receipts to the Accounting Department.
2. The vendor submits billing for the activity to Adler University directly.

Employees should code expense reports and check requests to account 6105 for the Professional Development activities described above. Other accounting codes for Seminars and Workshops are intended for departmental activities and should not be used for individual situations without supervisor approval.

It is the employee's responsibility to ensure he/she does not exceed the professional spending allowance. Unless a special approval has been granted by the supervisor and the CFO, the employee is required to reimburse Adler for the amount that exceeds his/her annual allowance. The reimbursement must be submitted as a check to Accounting & Finance by the end of the fiscal year in which the employee exceeded the amount.

**Professional Development–Presentations:**

Staff and faculty members who attend conferences or present on behalf of Adler University are also eligible for an additional \$1,500 of Special Presentation Funds. To qualify for this additional benefit, employees must receive approval from his or her supervisor, list Adler University affiliation as primary on the paper or presentation, and submit the presented paper with an expense report to the Human Resources Department.

Employees are not allowed to exceed the annual budgets of \$1,500 for Professional Development and \$1,500 for Professional Development-Presentations. Any unspent budget may not be carried from one year to the next.

Employees should code expense reports and check requests to account 6104 for Professional Development-Presentations.

*Guidelines for Hourly Non-Exempt Employees:*

Adler encourages all employees to continue their professional development through accredited course work, training workshops, seminars, or other continuing/professional educational activities. As such these activities are interpreted as part of an employee's regular job function.

Hourly non-exempt employees may receive additional compensation for time spent in professional development activities which extends their hours beyond the normal 37.5 hour work week. Compensation for hours in excess of 37.5 in a given week, will generally take the form of compensatory time off, in addition to any Professional Development Funds they may be eligible for as noted above.

*Guidelines for Salaried Exempt Employees:*

Salaried exempt employees are not eligible for compensated over-time or compensatory time off which may result from engagement in professional development activities occurring outside of the standard 9:00 a.m. - 5:00 p.m. workday. Salaried, exempt employees participating in professional development activities will not experience any reduction in workload in conjunction with professional development activities.

**Retirement Savings Program:** All full-time regular employees of Adler and part-time regular employees working at least 30 hours per week are invited to invest in the Mass Mutual Retirement System program. Information regarding this benefit is available from the Human Resources office. The terms of the Mass Mutual Plan control all matters related to the Plan.

Employees who participate in the Mass Mutual Retirement System may have a portion of their salary withheld and tax deferred from their gross salary. Adler will contribute up to a maximum of 10% in additional funds to the retirement program based on the number of years of participation commencing with 5% the first two (2) years of plan participation and increasing one (1) percentage point every year thereafter in accordance with the plan year.

**Social Security:** All employees are covered by the Federal Social Security Law. Its purpose is to provide an income for you and your family in case earnings are curtailed by age, disability, or death. The percentage of contribution is established by the Federal government.

Social Security taxes are deducted from your wages each pay date and sent with an equal amount paid by Adler to the Director of Internal affairs. You may obtain further information about your Social Security Benefits from an officer of the Social Security Administration.

**Transportation Benefit:** Adler offers its Chicago campus employees a pre-tax benefit program for transportation with the Chicago Transit Authority (CTA). Any authorized dollar amount dedicated to this program will not be taxed. This program is available for the "L" Train, CTA buses and/or the Metra. Amounts are deducted automatically from your paycheck, prior to tax calculations. Please see the Human Resources office for more details, and to sign up for the plan.

**Tuition Benefit – Adler University Coursework:**

Fulltime, regular employees of the university may enroll at Adler for up to six (6) credit hours each term, tuition free. Employees are responsible for all other related expenses such as standard fees, books, supplies, and any tax liability that may apply. Adler University interns may audit university courses at no cost. Requirements for this benefit include:

1. Minimum employment for at least one year.
2. Employee must receive written approval from their immediate supervisor and AVP of HR
3. The coursework must be relevant to the employee's position.
4. There must be space available in the class. Specifically, if class has already reached maximum capacity for students, the employee cannot enroll in that section.
5. In general, it is not possible for employees to seek a degree due to the significant time constraints for degree completion including practica. The employee's job must be the priority.

Employees exercising this benefit who resign within two (2) years of payment of the benefit will be required to repay the benefit on a pro-rated basis (i.e. if you continue employment for 1.5 year, you will only be responsible for repaying 25% of the benefit). A pro-rated reimbursement plan (including deduction from a final paycheck) will be enforced should the employee resign his or her employment from Adler University prior to the completion of the additional two (2) years of service.

**Tuition Benefit – Advanced Degrees/Coursework at Outside Institution:**

Rationale: As an organization whose goal and purpose is to promote and encourage the pursuit of higher education, it follows that Adler University promote and encourage employees charged with executing the mission to engage in pursuit of higher education.

Policy Statement: Only full-time, salaried staff and faculty, who have been employed for at least one year, are eligible for the outside institution tuition benefit. Degree/Coursework must have a direct relationship to the improvement of the institution. For example, degree programs would be expected to be directly related to an employee's current job or related to a future job at Adler University. The degree and/or coursework are subject to advance joint approval by immediate supervisor and the AVP of Human Resources. A formal contract will be executed between the employee and Adler at the time of this approval. This contract may include, but is not limited to, the establishment of a degree/coursework completion timeline and a written proposal and/or statement addressing the benefit to the institution.

It is the institution's expectation that an employee's exercise of this benefit be a complement to their future professional goals without compromising their current work performance. Should job performance issues surface, the institution maintains the right to discontinue this benefit.

Adler University will pay 50% of the cost of tuition for every term at an outside institution, up to degree completion or coursework completion. Tuition reimbursement will be made directly to the employee after the successful completion of a term. Appropriate documentation of tuition expenditure will be required. All other expenditures including registration, student services-related fees, books and other supplies relative to the pursuit of the degree/coursework are the responsibility of the employee.

Employees exercising this benefit are expected to meet the academic standards of their chosen institution. Failure to do so will result in the termination of the Adler benefit during the term in which the infraction occurred.

Employees exercising this benefit who resign within two (2) years of payment of the benefit will be required to repay the benefit on a pro-rated basis (i.e. if you continue employment for 1.5 year, you will only be responsible for repaying 25% of the benefit). A pro-rated reimbursement plan (including deduction from a final paycheck) will be enforced should the employee resign his or her employment with Adler University prior to the completion of the additional two (2) years of service. Any employee who is granted tuition reimbursement must sign a form authorizing Adler to make any such payroll deductions. In the event of employee termination by Adler (for any reason other than layoff) within two years of payment of the benefit, the entire cost of the benefit incurred by Adler shall be reimbursed by the former employee.

Professional Development events related to professional associations and/or annual trainings, workshops or other isolated activities which reinforce job-related knowledge and expertise are considered independent and will not be included as an aspect of this higher education benefit. One degree may be completed under this policy by an employee during their professional tenure at Adler.

Professional Development events related to professional associations and/or annual trainings, workshops or other isolated activities which reinforce job-related knowledge and expertise are considered independent and will not be included as an aspect of this higher education benefit. One degree may be completed under this policy by an employee during their professional tenure at Adler.

## **LEAVES OF ABSENCE**

**Bereavement Leave:** All full-time regular employees of Adler and part-time regular employees working at least 30 hours per week are entitled to five days of paid bereavement leave to attend the funeral of a member of their immediate family—i.e., spouse, partner, child, parent, grandparent, grandchild, sibling, guardian, or any person who is a permanent resident of the employee's household. Employees also may be eligible, at Adler's discretion, for three (3) days of bereavement leave in the event of the death of another family member, including an aunt or uncle. The Human Resources office should be notified, however, and informed of the relationship of the deceased to the employee. Employees who utilize Bereavement Leave should provide the Human Resources office with written documentation of the leave, to be filed in that employee's personnel file.

### **Family Medical Leave (FMLA) and Military Leave:**

**Eligibility for Leave:** An employee is eligible to request available FMLA leave if (a) he or she has been employed by Adler for at least twelve (12) months and (b) he or she has worked at least 1,250 hours within the 12 months immediately preceding the start of leave.

**Qualifying Circumstances for Leave:** Eligible employees can take up to 12 work weeks of unpaid leave during a 12 month period for the following reasons:

1. birth of a child
2. placement of child into the employee's family for adoption or foster care
3. to care for an immediate family member (spouse, domestic partner, child or parent) with a serious health condition
4. when the employee is unable to work because of a serious health condition
5. up to 12 weeks of leave for certain qualifying exigencies arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation, and



6. up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. Eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period.

\*Note: A "serious health condition" is an illness, injury, impairment, or physical or medical condition that (a) involves inpatient care in a hospital, hospice, or residential medical care facility, or (b) involves continuing treatment by a health care provider and either requires an absence from work, Adler or other regular activities of more than three (3) calendar days.

**Amount of Leave Available:** Eligible employees are limited to a total of 12 work weeks of FMLA leave during any 12-month period. This is a "rolling" 12 month period, which is measured backwards from the dates of any requested leave. Leave for a new child or placement of a child (qualifying circumstance #1 and #2 above) cannot be taken later than 12 months after the birth or placement of the child.

Leave because of a serious health condition (qualifying circumstance #3, #4, #5 and #6 above) can only be taken during such time as there is a medically certifiable health condition and/or documented military obligation or injury. If a husband and wife are both eligible employees, they are limited to a combined total of 12 work weeks of leave during a 12 month period if the leave is taken for a new child or to care for a parent with a serious health condition.

**FMLA Leave is Unpaid:** FMLA leave, under this policy, is always unpaid. However, if paid leave is available to the employee under the same circumstances pursuant to a different law or University policy, that paid leave must be taken concurrently with the FMLA leave. For instance, employees must exhaust their paid sick and vacation time. This time runs concurrently with FMLA leave.

**Benefits While on FMLA Leave:**

1. Health Benefits: If the employee wishes, Adler will maintain his or her health benefits during the FMLA leave on the same terms and conditions as if the employee continued to work. The employee is required to continue to pay 15% of his or her insurance (if PPO) and 100% of any spouse, domestic partner or dependent coverage. The employee must make advance payment arrangements with the Human Resources office and must fully comply with those arrangements throughout the leave or risk termination of the health benefits. Adler may recover any benefit payments it has made on the employee's behalf during the leave if the employee does not return to work after the leave expires, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the employee's control.
2. Retirement Vesting: FMLA leave will be treated as continuous service for purposes of vesting and eligibility to participate in any applicable retirement program.
3. No Other Benefits: Employees do not receive or accrue any other employment benefits while on FMLA leave.

**Advance Notice of FMLA Request by Employee:** Employees requesting FMLA must give Adler at least 30 days advance notice when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Adler's normal call-in procedures unless his/her condition precludes him/her from doing so. Notice must be given to your supervisor and must include sufficient factual information for Adler to decide whether there are qualifying circumstances. After receiving the notice, Adler will inform the employee whether he/she is eligible under the FMLA. If the employee is eligible, Adler will inform the employee about any additional information the employee must provide to qualify for FMLA as well as the employee's rights and responsibilities concerning FMLA leave. If the employee is not eligible for FMLA leave, Adler will inform him/her why not. Copies of all documentation must be provided to the Human Resources office.

**Documentation:** Adler requires the following documentation from the requesting employee and the employee must submit the documentation that is appropriate for his/her specific situation:

- Form WH 380 E (Certification of serious illness for employee)
- Form WH 380 F (Certification of serious illness for family member)
- Form WH 384 (Certification of qualifying exigency for military family leave)
- Form WH 385 (Certification for serious injury or illness of covered service member for military family leave)
- The suggested work and leave schedules.

***Intermittent or Reduced Leave:*** Employees may take medical leave intermittently or on a reduced leave schedule when medically necessary as determined by a doctor.

***Return to Work:*** It is the basic assumption of both the FMLA and this policy that employees request leave with the expectation of returning to work at the conclusion of the leave. Adler may periodically require employees who are on FMLA to report on their current status and plans to return to work.

Upon returning from FMLA leave, employees will either be restored to their prior position, with the same pay and benefits, or, in Adler's discretion, to a similar position which has equivalent benefits, pay, and other terms. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed by Adler during the FMLA leave period. Therefore, if changes in Adler's business occur during an employee's FMLA leave and the employee would have been terminated, laid off or reassigned had he/she been on active status, the employee is not guaranteed for reinstatement. Under certain conditions, employers can exempt key employees who are in the highest paid 10% of their workforce. Job restoration may be denied to these employees to prevent substantial or grievous economic injury to Adler's operations. If this decision is made, Adler will notify the employee as soon as possible.

***Maternity and Other Parental Leave:*** Employees who wish to take FMLA leave because they are becoming a parent or foster parent are entitled to 12 weeks of FMLA leave to care for a newborn child or to care for an adopted or foster child newly placed with them. Childbearing employees can choose to take advantage of their short-term disability benefit. Pregnancy is covered for a six-week disability amount, however, please note that this includes one week of elimination: showing loss of income. This means from the date of delivery, the employee must use one week of leave before receiving the next five weeks of *paid leave* at 60% of their regular salary/pay. If the employee chooses to do so, she must then *exhaust her vacation and sick time (which runs concurrently with FMLA leave)*. Such paid leave will run concurrently and will constitute FMLA leave. Employees may also choose not to partake in short-term disability thereby only using vacation and sick time. Non-childbearing and adoptive or foster parents shall be entitled to one week of paid leave (running concurrently and constituting FMLA leave). After exhausting their paid leave, employees on maternity or other parental leave will receive the remainder of the 12 weeks of FMLA leave as unpaid leave. *Please see HR for further details.*

***Military Leave:*** Employees who perform military service such as: active duty, active duty training, inactive duty training, initial active duty for training and full-time reserve and National Guard duty will be granted military leave in accordance with the Uniformed Services Employment and Re-Employment Rights Act. Covered services include the Army, Navy, Air Force, Marine Corps, Coast Guard, Army National Guard, Air National Guard and Commissioned Corps of the Public Health Service, or any other uniformed services designated by the President of the United States in time of war or emergency. This policy is only intended to be a summary and overview of the Act. To the extent this policy on military leave is inconsistent with the Act, the Act shall control and supersede this policy.

All employees are entitled to leave and reemployment following service in the uniformed service with the exception of those temporary employees who have brief or non-recurrent positions. Extended military service leaves of no more than five years (unless statutory exceptions apply) will be granted to employees absent from work due to service in the uniformed services.

Any employee requesting military leave must provide Adler written notice in the form of official military orders, if possible, in advance of the leave. Employees on military leave may, but are not required to, use their paid time off as part of their leave.

To preserve the employee's reemployment rights, an employee must apply for reemployment as follows: If the service is less than 31 days, employees have 24 hours following their return from service to report for their next scheduled work period. If the service is between 31 and 180 days, employees will have 14 days following return from service to reapply for reemployment. If the service is for more than 181 days, employees will have 90 days following return from service to reapply for employment. Adler will extend the deadlines for employees who are hospitalized as a result of their service in accordance with the Act. Any employee who takes military leave of no more than five years, reapplies for his or her position and otherwise complies with federal law will, if possible, be returned to the same or similar position he or she would have held had the leave never been taken.

Any employee returning from military leave will be treated as not having incurred a "break in service" for purposes of seniority and seniority-based benefits, e.g., vacation, retirement, etc. Employees on military leave are entitled to participate in non-seniority based benefit programs to the same extent as employees on other types of similar leave.

Employees who leave their employment to perform uniformed service for less than 31 days are entitled to continued coverage under Adler's health plan. Employees who leave their jobs to perform military service for more than 31 days, may elect continuation coverage for up to 24 months following the separation from employment at a cost of 102% of the applicable premium.

**Military Leave - Family Military Leave Act Policy:** An employee who is a spouse, partner or parent of an individual who has been called to active military service lasting longer than 30 days with the State or United States, pursuant to the orders of the Governor of Illinois or the President of the United States, may be eligible for up to 30 days of unpaid family military leave during the time federal or State deployment orders for the employee's spouse, partner or child are in effect.

To be eligible for family military leave, you must have been employed by Adler for at least 12 months and must have been employed for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of leave. You must have exhausted all accrued vacation leave, personal leave, and other leave that may be granted to you (except for sick and disability leave).

You must give Adler at least 14 days notice of the intended date upon which the family military leave will commence if leave will consist of 5 or more consecutive work days. If possible, you should consult with Adler to schedule the leave so as not to unduly disrupt University operations. Notice for leaves of less than 5 days shall be given as soon as is practicable. Adler will require certification from the proper military authority to verify your eligibility for family military leave.

Upon your return from family military leave, you will be restored to your position with equivalent seniority status, benefits, pay and other terms and conditions of employment unless your status has been changed for reasons unrelated to your taking of family military leave. Taking leave will not result in a loss of any employee benefit accrued before the date on which the leave commenced, but you will not accrue benefits such as sick or vacation days while on leave. During the leave, your benefits, such as health insurance, will be continued at your expense. At the discretion of Adler, the University may elect to pay for your benefits while on leave.

**Pregnancy Discrimination Act:** Women who require leave due to pregnancy, childbirth or related medical conditions are provided the same benefits as those provided other disabled employees.

**Sick Leave:** Paid sick leave is provided to offset loss of earnings because of a genuine illness. Sick leave cannot be used as personal leave or vacation. All full-time regular employees of Adler and part-time regular employees working at least 30 hours per week will be granted ten (10) days per year, up to a maximum of 30 accrued days. Interns may earn one (1) day per month to a maximum of ten (10) days.

Sick leave is granted by Adler University each fiscal year. Every September 1<sup>st</sup>, all full-time regular employees of Adler will receive ten (10) new sick days. Accumulated sick leave does not roll over from one fiscal year to the next, to a maximum of 30 accrued days. Employees will not be compensated for unused sick leave in the event of their resignation or termination.

Sick leave may be taken for personal illness or illness within the immediate family. Employees are required to report all sick leave taken, within one week of taking it, to the Human Resources office by submitting the appropriate form. The supervisor of an employee on sick leave may also request, at any time, a written doctor's statement stating that the condition of the employee or the employee's immediate family member justifies the employee's sick leave.

**Medical Absence:** Employees who are absent from work for medical reasons for three or more consecutive days are asked to provide a note from their doctor authorizing a return to work.

**Unpaid Leave of Absence:** After being employed for at least six months, an employee may be eligible for a leave of absence for personal or confirmed medical reasons. A leave of absence without pay will be granted for pregnancy, provided the employee stops work no sooner than the sixth month of pregnancy and returns to work no later than two months after delivery with authorization from her physician. Accumulated sick days and vacation time may be used for portions of maternity leave.

Employees may be granted an unpaid leave of absence of up to one year for advanced education or temporary employment, the purpose of which is to improve educational qualifications or job skills.

Other leaves of absence will be considered by the President on an individual basis upon written request of the employee. Each request for a leave shall be considered depending upon its nature and probable effect on Adler's operation.

During an extended leave of absence, compensation and benefits will not be available, except that insurance benefits can be continued at the individual's expense under COBRA.

***Victims Economic Security And Safety Act Policy:*** Illinois employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. An employee may take this leave to seek services for a victim of domestic or sexual violence if the victim is: 1) yourself; 2) a covered family member (spouse, child, parent); or 3) a household member (who is currently residing with you). VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests. The employee may take leave for a child who is a victim if that child is under age 18 or, if 18 years or older, the child is mentally or physically disabled and incapable of self-care. You are eligible to take up to 12 weeks of unpaid VESSA leave within any 12-month period and be restored to the same or an equivalent position upon your return from leave. If you misrepresent facts in order to be granted a VESSA leave, you will be subject to immediate termination.

VESSA leave is unpaid leave. You may choose, however, to use any accrued paid time off which would otherwise apply to the circumstances of the leave. For instance, if the leave was for you, because you are temporarily disabled due to domestic or sexual violence, you may use any accrued sick time for that portion of the leave. You may use accrued vacation or other personal time for any of the purposes allowed under the Act. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. During an approved VESSA leave, Adler will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid leave, Adler will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if you fail to make timely payments of your share of the premiums. If you do not return to work at the end of the leave period, you may be required to reimburse Adler for the cost of the premiums paid by Adler for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuance, onset or recurrence of domestic or sexual violence, or other circumstances beyond your control. If that is the case, you will be required to produce written certification to confirm the circumstances beyond your control. Vacation, sick time, or other benefits will not accrue while on unpaid VESSA leave. You will remain entitled to all of your benefits which accrued prior to your leave, however.

Employees requesting VESSA leave must provide proper certification for all absences. You must give Adler at least 48 hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If you are unable to provide advance notice, you must provide notice when you are able to do so, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused. You may be required to contact your supervisor on a regular basis regarding the status of your leave and your intention to return to work.

VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday).

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA which also qualifies under the Family and Medical Leave Act ("FMLA") will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will also be designated as VESSA leave.

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved VESSA leave in order to be reinstated to your position or an equivalent position. If you take leave because of your own medical or psychological condition, you are required to provide medical certification that you are fit to resume work, according to Adler's usual policies.

Adler will maintain your written certifications and other documentation regarding any requests for VESSA leave in a confidential file. Adler will not disclose the nature of your leave other than to those specific persons who need to know in order to ensure you receive your VESSA rights.

Adler strictly forbids any of its employees, managers or other representatives from discriminating, retaliating, or otherwise treating an employee unfavorably for requesting or taking VESSA leave or exercising any other rights under VESSA. If you feel you have been denied your VESSA rights or if you feel you have been treated unfavorably for having exercised any

VESSA rights, you should immediately report such action to Human Resources. Adler will investigate your concerns and take corrective action if it determines that someone has violated Adler's VESSA policy.

**Voting Leave:** All full-time regular employees of Adler and part-time regular employees working at least 30 hours per week will be given paid time off to vote in local, state, and national elections. Employees who are registered to vote may take up to a maximum of three hours off to vote. Supervisors may ask employees who are given paid time off to vote to supply proof that they actually voted in the election.

### **Adler University Visitation Rights**

Parents and guardians who are unable to meet with educators because of work conflicts have the right to 8 hours of unpaid time off during school year to attend necessary education or behavioral conferences at their children's school's. Employees must provide their immediate supervisor with a written request for leave at least seven (7) days in advance of the time the employee is seeking to use this leave. In emergency situations, no more than 24 hours notice shall be required. Employees must consult with their supervisors to schedule the leave so as not to unduly disrupt Adler's operations.

### **TERMINATION / RESIGNATION**

A termination occurs when, at Adler's sole discretion, an employee is asked to vacate his/her position with Adler.

A resignation occurs when, at the employee's sole discretion, he/she provides a formal notification of leaving his/her position.

**Resignation:** In order to minimize any adverse impact your departure will cause Adler, you are requested to give at least two (2) weeks' resignation notice. No vacation or personal time will be allowed during this period. A letter of resignation should be sent to your immediate supervisor and the Human Resources office.

**Termination:** Adler may terminate an employee in its sole discretion due, for example, to unsatisfactory work performance, reorganization, lack of work, violation of Adler University policies, procedures, and/or work rules, or for other reasons. In the event of a layoff because of a reorganization or lack of work, consideration will be given to the transfer of employees to vacant positions for which they are qualified.

The Human Resources office will attempt to schedule an exit interview with an exiting employee.

Terminating employees will be entitled to remain in the group medical plan until the last day of the terminating month. For eligible employees, accrued but unused vacation days will be paid at termination. Sick days will not be paid out upon termination. A former employee may have rights under COBRA, a federal law requiring that most employers sponsoring a group health plan offer employees and their families the opportunity for a temporary extension of health coverage. Please see the Human Resources office for additional information on COBRA (see COBRA section of this Employee Handbook). Other benefits will cease on the employee's termination day, except as provided herein.

An employee will have the opportunity, upon termination, to continue coverage of Life Insurance and Long Term Disability coverage with the University's carrier if the employee was previously participating in these benefits. Human Resources will distribute continuation documentation at the time of termination. Should you decide to transfer your coverage from Adler's group plan to an individual policy, you will be responsible for all costs of the conversion and for any and all future costs to maintain your policy.

An employee who is resigning or being terminated must surrender all Adler property (keys, ID card, laptop, files, etc.) to the Human Resources office on or before the final day of employment. Final paychecks or pay stubs should be picked up at the time paychecks are regularly distributed; alternatively, the final paycheck or pay stub can be mailed to the employee upon request.

### **DRUG / ALCOHOL USE**

#### **General Policy and Rules**

Drug and alcohol use and abuse not only threaten the health of the user, but also create a danger to the life and safety of fellow employees on the job. They also are extremely costly in terms of absenteeism, reduced productivity, and related problems in the workplace.

Consistent with the foregoing, Adler has adopted the following rules regarding drugs and alcohol. All employees are required to abide by these rules as a condition of their employment with Adler:

1. The distribution, sale, possession or use of illegal drugs or controlled substances while on duty or on Adler property is absolutely prohibited and will subject employees to immediate discharge. Employees who are impaired by or under the influence of alcohol, illegal drugs or controlled substances, while on duty or on Adler property, also will be subject to discharge.
2. Off-the-job, illegal manufacture, distribution, sale, possession or use of illegal drugs or controlled substances may adversely affect an employee's job performance, the safety of other employees and the public, and the public's trust in Adler and its ability to provide quality products and services. Accordingly, such conduct also will subject employees to disciplinary action, up to and including immediate discharge.
3. Adler reserves the right to search the person, vehicle, and personal property of employees for contraband (including, but not limited to alcohol, illegal drugs, controlled substances, and drug paraphernalia) while on duty or on Adler property. Adler also reserves the right to search all University property (including, but not limited to, employee offices, desks, and lockers) for such contraband. Employees who fail to submit to or cooperate fully in such searches will be subject to disciplinary action, up to and including immediate discharge.
4. Each employee must notify HR of any conviction under a criminal drug statute which the employee receives for a violation occurring while on duty or on Adler University property within five (5) days of such conviction.
5. Employees taking a prescribed drug or controlled substance must maintain the same in the original container identifying the drug or substance, dosage, date of prescription, name of the person for whom it was prescribed, and authorizing physician. Employees also must review with their supervisor or HR any work restrictions that should be observed while taking the prescribed drug or substance.
6. As explained more fully below, employees may be required to submit to a drug and/or alcohol test as a condition of continued employment. Employees who fail to submit to the required tests and/or test positive for alcohol, illegal drugs or controlled substances will be subject to immediate discharge.
7. Employees are required to report known violations of these rules directly to their supervisor or HR. Adler will use its best efforts to protect the anonymity of all employees involved and will treat the information as confidential.
8. Employees who recognize that they have a drug and/or alcohol problem are encouraged to voluntarily seek medical or other professional assistance to correct the problem. No employee will be disciplined or discharged for doing so. However, the employee must continue to observe all of Adler's policies and rules, including those relating to the use and possession of drugs and alcohol. Seeking professional assistance or participating in a drug and/or alcohol rehabilitation program will not insulate an employee from discipline, up to and including immediate discharge, for violation of Adler's policies and rules.

## **Drugs and Alcohol Testing**

Adler reserves the right to require employees to submit to drug and/or alcohol tests as a condition of continued employment. Such tests may be required when, for example, Adler has reason to believe that an employee is using, impaired by, or under the influence of alcohol, illegal drugs or controlled substances, or has any of the same present in his or her system, while on duty or on Adler property. Behavior and/or symptoms which may lead to such testing include, but are not limited to, slurred speech, abnormal gait, glazed eyes, unusual or erratic conduct, and the odor of alcohol, drugs or controlled substances on the employee's person. Because of the significantly increased risk and probability of accidents and injuries arising out of the use of alcohol, illegal drugs or controlled substances, employees who are involved in work-related accidents or unsafe practices may, depending on the circumstances, also be required to submit to a drug and/or alcohol test.

Employees who fail to submit to a drug and/or alcohol test requested by Adler, or who test positive for alcohol, illegal drugs or controlled substances, will be subject to disciplinary action, up to and including immediate discharge.

Under Adler's policy, employees first undergo an initial drug and/or alcohol test or screen. In the event of a positive test result, a confirmatory drug and/or alcohol test is conducted. All tests are paid for by Adler and are conducted by duly qualified medical and/or clinical personnel.

In the event of a positive result on the confirmatory test, employees will be notified of the same and given an opportunity to explain or challenge the test result. They also may request a confirmatory re-test of the original blood and/or urine sample at their own expense. Adler will review any information provided by the employee in connection with any adverse employment action which it is considering or has taken. However, Adler reserves the right to take whatever action it, in its sole discretion, deems appropriate under the circumstances.

## **Definitions**

The following definitions apply for purposes of Adler's drug/alcohol policy and rules:

1. The terms "drugs," "illegal drugs," and "controlled substances" include controlled substances as defined in the federal Controlled Substances Act (21 U.S.C. § 812 *et seq.*) and the Illinois Controlled Substances Act (720 ILCS 570/100 *et seq.*), and cannabis as defined in the Illinois Cannabis Control Act (720 ILCS 550/1 *et seq.*). The terms specifically include, but are not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates.
2. The term "University property" includes, but is not limited to, all University offices, work areas, lunch or break rooms, rest rooms, parking lots, buildings and grounds, vehicles, desks, and lockers, wherever located, which are owned, leased or operated by the University or any of Adler's customers, or which are used by employees in connection with the performance of their duties on behalf of the University.
3. The term "conviction" means a finding of guilt, including a plea of *nolo contendere*, or imposition of a sentence or both, by any judicial body charged with determining violations of federal or state criminal drug statutes.
4. The term "criminal drug statute" means a criminal statute involving the manufacture, distribution, sale, position, or use of any controlled substance.

## **WORKPLACE VIOLENCE**

Adler will not tolerate violence in the workplace for any reason. Employees, who make threats of physical harm against, intimidate or strike any co-worker, supervisor, manager, student or other person with whom they come in contact in the performance of their job duties, or who engage in any other actual or threatened behavior of a violent nature while on duty or on Adler University property, will be subject to immediate termination.

Any employee who has been subjected to or threatened with any act of violence should immediately report the matter to the employee's immediate supervisor or HR. The matter will be thoroughly investigated. No situation is too small for us to address. Retaliation against any individual who reports actual or threatened acts of workplace violence will not be tolerated.

Employees are not permitted to possess any firearms or other weapons while on duty or on Adler University property, even if they are kept in the employee's vehicle. Any employee who is found to be in possession of a weapon while on duty or on Adler University property will be subject to immediate termination. Adler reserves the right to search the person, vehicle and personal property of employees for weapons or other contraband while on duty or on University property. Adler also reserves the right to search all University property (including, but not limited to, employee offices, desks and lockers) for such contraband. Employees who fail to submit to or cooperate fully in such searches will be subject to disciplinary action, including termination.

Supervisors and managers must carefully monitor employee behavior to ensure that no actual or threatened acts of a hostile, aggressive or violent nature occur in the workplace. Supervisors and managers who witness any such behavior or suspect that such behavior exists must report it immediately to HR. Supervisors and managers who tolerate actual or threatened hostile, aggressive or violent behavior in the workplace, or who fail to promptly report such behavior as provided herein, also will be subject to appropriate disciplinary action, including termination.

## **ACCEPTABLE USE OF ELECTRONIC MAIL, THE INTERNET AND OTHER TECHNOLOGY**

This policy outlines the acceptable use of the electronic communication tools owned, paid for and/or operated by Adler.

Recent advances in electronic communications and information technologies present valuable opportunities for Adler. These technologies, when properly used, support our activities and enable us to better serve our students, staff, clients, and customers through closer and timelier communications and nearly instantaneous access to vast stores of information. In recognition of these benefits, Adler has made a substantial investment in its electronic communications and information systems. While Adler encourages the use of its systems, such use carries with it important responsibilities. The careless or inappropriate use of these systems can have dramatic consequences, harming Adler, the individual users of Adler's systems and others. This policy is intended to minimize the likelihood of such harm by educating users of Adler's electronic communication tools as to proper and improper usage of such tools and by setting forth the conditions that apply whenever Adler's electronic communication tools are being used.

This policy addresses the appropriate use of Adler's electronic "communication tools." These tools include, but are not limited to the following:

- Telephones, pagers, cellular phones and voicemail facilities;
- E-mail systems;
- Fax machines, modems and servers;
- Handheld devices, laptop and desktop computers;
- Software licensed to Adler; and
- All internal and external computer and communications networks (such as Internet browsers, commercial on-line services, e-mail systems) accessible directly or indirectly from Adler's computer network.

### **Usage**

#### ***Conditions of Access***

Access to Adler's communication tools is provided in conjunction with Adler's business and the job responsibilities of everyone working on behalf of Adler. All use of Adler's communication tools is subject to this policy and to other Adler policies and procedures that may be implicated by such use. Adler's communication tools also may be made available to individuals who are not employees of Adler (e.g., students, customers, temporary employees, vendors and subcontractors). Such individuals' use of Adler's communication tools is also governed by this policy.

Communication tools and the data created, entered, received, stored, or transmitted by Adler's communication tools, including electronic files and messages, are Adler property and are subject to inspection by the University at all times. E-mail messages and other electronic files belong to Adler. Use of Adler's communication tools is a privilege that may be revoked at any time. Anyone who uses or is granted access to such tools must comply with the provisions of this policy.

#### ***Acceptable Use***

Adler's communication tools may be used to communicate internally with employees of Adler or externally with consultants, suppliers, vendors and other business relations and acquaintances. Adler provides electronic communication tools to facilitate business communications, enhance productivity and improve service. The Internet may be used for appropriate business uses such as: research, updates of business information or news, or for specifically approved projects.

As with the telephone, there may be occasion to use these facilities for appropriate personal purposes. Occasional, limited appropriate personal use of Adler's communication tools is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of Adler University business, consume significant resources or excessive time, give rise to more than nominal additional costs or interfere with the activities of other employees of Adler.

You have no expectation of privacy in connection with your use of Adler's electronic communication tools. By using these tools, you consent to monitoring of your use. All communications transmitted, received and/or stored using any of Adler's electronic communication tools are subject to being accessed and reviewed by Adler, regardless of the business or personal nature of the communication. Users should not assume that any such communications are private.



### ***Unacceptable Use***

Notwithstanding the limited personal use noted above, to further the goals of limiting liability and curbing unlawful or inappropriate behavior, the following uses of Adler's electronic communication tools are inappropriate in any context:

1. Users should not monopolize Adler's electronic communication tools to the exclusion of others. Accordingly, activities such as sending mass e-mails or e-mails with large attachments that are not business-related, sending chain e-mails, spending excessive amounts of time on the Internet, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic are not allowed.
2. Because audio, video and picture files require significant storage space, files of this sort should not be downloaded unless they are business-related.
3. Users should not install any software products on or modify the operating characteristics of any computer system owned or operated by Adler without permission of the network administrator.
4. In addition to the other restrictions and conditions discussed in this policy, Adler's communication tools shall not be used:
  - To engage in activities for personal financial gain (e.g., day trading, gambling);
  - To solicit others for activities or causes unrelated to the Adler's business;
  - To disseminate or publish any defamatory, discriminatory or obscene material;
  - To infringe, attempt to infringe or aid in any way in the infringement or attempted infringement on another person's or entity's intellectual property rights (e.g., copyrights);
  - To violate, attempt to violate or aid in any way in the violation or attempted violation of any applicable telecommunications license or any laws that govern transborder data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
  - To violate, attempt to violate or aid in any way in the violation or attempted violation of any other law.

Adler shall not be responsible for any losses or damages resulting from or relating to any use of Adler's communication tools.

### **Unacceptable Content**

Material that is or could reasonably be construed as harassing, offensive, embarrassing, sexually explicit, racially demeaning, profane, abusive, threatening, intimidating, pornographic, obscene, defamatory or otherwise unlawful or inappropriate may not be sent or received by, viewed or displayed on, copied to, stored in, accessed from or downloaded to Adler's communication tools. Users encountering or receiving this kind of material should not forward the material and should immediately bring the material to the attention of a supervisor. In addition, any user who believes Adler's communication tools are being used in a manner which violates either this policy or Adler's policies prohibiting harassment should immediately report the matter pursuant to the requirements below and pursuant to Adler's anti-harassment policy. It is the responsibility of all users of Adler's communication tools to see that these tools are used in an appropriate manner at all times.

Examples of unacceptable content include, but are not limited to:

- Sexual, racial, ethnic or religious slurs, drawings, cartoons or jokes
- Pornographic or sexually explicit language or material
- Unwelcome propositions, requests for dates or love letters
- Any message that could reasonably be construed as harassment or disparagement of others based on sex, race, age, national origin, religion, disability, sexual orientation, or other status protected by law
- Any other material which is inappropriate for a business environment

Even personal e-mail, Internet visits, and voicemail messages may be accessed by Adler's management without notice. To ensure the lawful use of Adler's communication tools under this policy, Adler reserves the right to inspect the content of all information and messages generated by or contained in any of its communication tools. Users should not assume that any such usage or communications are private.

### **Transmitting Confidential Information**

In recognition of the significant responsibility of protecting confidential or sensitive information, Adler's communication tools, especially its e-mail system, should not be used to transmit confidential communications.

Keep in mind that deleting e-mail does not necessarily remove the e-mail from the system. There is also a possibility that, when documents are transmitted electronically, earlier drafts of the documents thought to have been deleted may be retrieved. Accordingly, extreme care must be taken when using e-mail to transmit confidential or sensitive communications, even internally.

All users are required to use good business judgment to safeguard Adler University information and to protect against inadvertent disclosure of confidential or sensitive information in situations where there is a need to communicate such information electronically. Failure to exercise an appropriate level of care when transmitting confidential information electronically is a violation of this policy and may result in discipline up to and including discharge.

### **Etiquette and the University Representation**

E-mail and voicemail messages reflect Adler's image. Such messages, therefore, should always be composed in a professional manner that is no different than the manner used to compose letters or memoranda on Adler letterhead. Inappropriate use of Adler's facilities may damage the Adler's reputation and could give rise to Adler and individual liabilities. Accordingly, every effort must be made to be professional in all usage of Adler's communication tools. In addition, employees using Adler's electronic communication tools should be aware that materials created and stored on the Adler's network systems may constitute public records subject to disclosure under the Illinois Freedom of Information Act.

### **Limits of Privacy**

Because communication tools are provided for Adler's business purposes, employees using Adler's communication tools have no expectation that any information transmitted over Adler's facilities or stored in Adler's computers, even deleted information, is or will remain private. These systems are owned and/or controlled by Adler and are accessible at all times by Adler without notice for maintenance, upgrades or any other business or lawful purposes. Use of passwords to gain access to the computer system or to secure particular files or messages does not imply that users have an expectation of privacy in any material created or received on the computer system. Adler has global passwords that permit it to access all material stored on the system, regardless of whether such material has been password-protected by the user. To protect the integrity and security of the computer system, though, employees should not share passwords with other individuals.

Adler permits limited personal use of its communication tools as set forth herein with the express understanding that it reserves the right to review employee use of and to inspect all material created by or stored on these communication tools. It is essential that Adler be able to ensure that its communication tools, which are provided primarily for Adler's business purposes, are being used in a proper manner consistent with this policy. For this reason, Adler reserves the right to monitor, search, retrieve and/or read any and all aspects of its electronic communication and network systems. Use of Adler's communication tools constitutes each employee's permission for Adler to monitor communications and to access files that are made on or with these communication tools.

### **Viruses**

Viruses can cause substantial damage to electronic communications and information systems. Each user is responsible for taking responsible precautions to ensure he or she does not introduce viruses into Adler's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to Adler must be scanned for viruses and other destructive programs before being placed onto Adler's network. Users should understand also that their home computers and laptops may contain viruses and that all disks transferred from these computers to Adler's network must be scanned for viruses.

### **Regulation and Enforcement**

Misuse of any of Adler's communication tools or violations of this policy may result in disciplinary action, including suspension of privileges to users, or termination of employment. Criminal or civil action may result in appropriate instances. If an individual believes that he or she has been harassed or discriminated against in violation of this policy, the individual should

follow the complaint procedure outlined in Adler's EEO and Anti-Harassment Policy. Any questions regarding use of Adler's communication tools should be directed to HR.

## **SOCIAL MEDIA POLICY**

Social Media outlets provide useful channels for increasing the speed with which information is disseminated, as well as expanding the potential audience which can be reached. However, as with all technologies, it is important to recognize the potential for unforeseen, or unintended consequences. In order to temper any potential risks, this document is designed to guide faculty, staff, and other authorized users in the use of social media at Adler University.

### **Definition**

Social Media is defined as any electronic tool that allows for social, interactive, and connective communication and learning, allowing for but not limited to:

- Video and photo sharing (YouTube, Slideshare, Flickr, Vimeo),
- Social Networking (MySpace, Facebook, Ning, Twitter, LinkedIn, Foursquare)
- Blogging,
- Micro-blogging (Twitter, Tumblr,) including "following" and "subscribing" to feeds'
- Use of a Wiki,
- Instant messaging,
- Use of Short Message Service (texting), and
- Web conferencing (FaceTime, Skype).

### **Context**

Interacting with people online is no different than interacting with individuals face-to-face. The same expectations of professionalism and integrity that exist for face-to-face interactions also exist for online interactions. Therefore, Adler employees are expected to maintain the respect, dignity, and professionalism that are consistent with our mission and beliefs, and act with concern for the online safety and protection of students, Adler, and themselves.

### **Guidelines for Social Media Usage:**

When using social media, it is important to remember that your profiles are public domain and that this information can be accessed if certain precautions are not taken.

- Understand that you are accountable for your postings and other electronic communications that are job-related — particularly online activities conducted with an Adler email address, or while using Adler property, networks or resources, or with students, co-workers and Adler partners, or while discussing Adler-related activities.
- The creation and maintenance of "professional" social media accounts (i.e. LinkedIn or Facebook profiles used expressly for work related activities) can help maintain the boundary between our personal and professional lives, and result in a reduction of the risks inherent in online social media usage.
- Whether using "professional" or "personal" (i.e. LinkedIn or Facebook profiles used for recreational or personal networks) profiles employees are responsible for recognizing that:
  1. Your ability to serve as a positive role model for students and as a representative of Adler is a critical aspect of your employment; social media activities may be visible to current, past, or prospective students, parents, colleagues, and community members; and accordingly, you must exercise discretion when using social media (even for personal communication) when those communications can reflect on your role at Adler.
  2. Uneven power dynamics exist between teacher and student; employees must act in a manner that always respects and never exploits the power inherent in these relationships.
  3. Adler has an official presence on various social media sites, under the control of the Department of Institutional Advancement & the Marketing Department; as such, employees may not engage in official marketing through their personal social media accounts without the express approval of the appropriate department director. (i.e. an employee creates an alumni page for Adler on their personal blog.)
  4. Class related activities facilitated online should be conducted through the established online learning environment in Moodle which is associated with each course.

### **Expectations Regarding Social Media Usage for Faculty, Staff, & Adjuncts:**

- Student social media relationships
  1. Staff, Faculty, and Adjunct Faculty of Adler University are strongly encouraged not to either "friend" or accept friendship requests within the context of "personal" social media sites from or with current and

enrolled students at Adler University. "Professional" profiles on sites such as LinkedIn and Facebook should be used instead.

- Co-worker social media relationships
  1. Employees should use good judgment when making and/or accepting connections to or from colleagues.
  2. All employees are strongly encouraged to use caution when making "friend" or "connection" requests of their supervisors or subordinates due to the potential for both parties to feel pressured to accept the request, potentially impacting the work relationship (as well as raising conflict of interest, unequal treatment, discrimination, or similar concerns).
- Non-University-related social media relationships
  1. Social media channels and the information contained in those profiles do not represent private information. This information can be accessed by potential students or Adler partners if certain precautions are not taken. You are responsible for protecting the access to your information.
  2. Remind other members of your social network of your position as an educator whose profile may be accessed by students and other members of the Adler community. Please ask them to monitor their posts to your network accordingly.
- Posted content
  1. Exercise care with personal profile data and posted content to ensure that this information does not reflect poorly on your ability to serve as a professional or otherwise create a conflict of interest.
  2. Privacy settings: Inherent in social media technology is the capability to limit access to profiles and posted content. Employees are encouraged to check their privacy settings on a regular basis to ensure that they are revealing only what they wish to and only to those they wish to reveal it.
  3. Time on social sites: In no case may use of social media interfere with or impede your duties or your responsibilities to Adler or our students.
  4. All confidential information must be protected and disclosed only pursuant to Adler University policy or as otherwise required by law. No social media posts may communicate any confidential information.
- Use of logos, trademarks, and intellectual property:
  1. Employees are not permitted to use Adler's logo, trademarks, official photographs, or any other intellectual property of proprietary materials in any postings to social media without the written consent of the Marketing Department.

### **Adherence to Social Media Policy Guidelines**

As employees of Adler University, all faculty and staff members are expected to maintain the same level of professionalism and appropriate conduct online as would be expected in live, face-to-face interactions, when operating in a professional capacity (i.e. interacting with students, co-workers, or other partners of Adler). Conduct deemed inappropriate (including but not limited to inappropriate relationships with students, interactions in violation of Adler's code of conduct or those of the individual's professional associate etc.) will result in disciplinary action up to and including termination.

### **ORGANIZATION AND GOVERNANCE**

Adler University is a private, independent, not-for-profit institution of higher education. Adler is incorporated in and operates under the provisions of the State of Illinois General Not-For-Profit Corporation Act and is a 501(c) (3) tax exempt organization, as declared by the U.S. Department of the Treasury.

**Board of Trustees:** The Board of Trustees is Adler University's governing and policy-making body. A current listing of Adler's Board of Trustees is available on Adler's website ([www.adler.edu](http://www.adler.edu)).

**Leadership Team:** This group provides guidance and direction for the future of Adler University. Its members are the: President, Vice President, Finance and IT, Vice President, Academic Affairs, Vice President, Institutional Advancement, Vice

President, Administration, Vice President, Admissions, Dean, Vancouver Campus, Executive Dean, Global Campus, and the Executive Director, Institute for Public Safety and Social Justice.

### **SOLICITATION, DISTRIBUTIONS, AND USE OF BULLETIN BOARDS**

Employees may not solicit any other employee during working time, nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Persons not employed by Adler University may not solicit Adler employees for any purposes on University premises.

**Bulletin Boards:** Bulletin Boards maintained by Adler University are to be used only for posting or distributing materials of the following nature:

- Notices containing matters directly concerning Adler business
- Announcements of a business nature which are of interest to employees

All posted material must be approved in advance by HR. All employees are expected to check bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.



## EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and read the Adler University Employee Handbook. I am aware that it is my responsibility to be aware of and understand all of its provisions and to abide by its directions. I understand that I should consult my direct supervisor or the Human Resources Department regarding any questions not answered in this Employee Handbook.

\_\_\_\_\_  
Name of Employee (Please Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Received by HR: \_\_\_\_\_