

# **GONZAGA UNIVERSITY POLICIES AND PROCEDURES MANUAL**

Part I: Human Resources Standards and Procedures

June 2024

# **Mission Statement**

*Gonzaga University is an exemplary learning community that educates students for lives of leadership and service for the common good. In keeping with its Catholic, Jesuit, and humanistic heritage and identity, Gonzaga models and expects excellence in academic and professional pursuits and intentionally develops the whole person -- intellectually, spiritually, culturally, physically, and emotionally.*

*Through engagement with knowledge, wisdom, and questions informed by classical and contemporary perspectives, Gonzaga cultivates in its students the capacities and dispositions for reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.*

*The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice, diversity, intercultural competence, global engagement, solidarity with the poor and vulnerable, and care for the planet. Grateful to God, the Gonzaga community carries out this mission with responsible stewardship of our physical, financial, and human resources.*

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# SECTION I: INTRODUCTION

## **1. PURPOSE**

This Gonzaga University Policies and Procedures Manual describes policies, procedures, and benefits established by the President of Gonzaga University. If you have questions or need clarification on any topic, you are encouraged to discuss them with your supervisor or a Human Resources (HR) staff member.

All Gonzaga employees are subject to the policies and procedures set forth in this manual. In the event there is a conflict between the content of the Gonzaga University Policies and Procedures Manual and content of the Faculty Handbook, the Faculty Handbook controls. This manual supersedes any previous verbal or written policies, practices, procedures, or promises made by Gonzaga concerning its employees' terms and conditions of employment, except those expressed in written individual employment agreements. Only the President has the authority to enter into an employment agreement for any specified time period or provide any particular terms of employment or agreements contrary or in addition to the provisions of this manual. To be enforceable, such agreement must be in writing and signed by the President and the employee.

This manual is not a contract of employment, and none of the policies, procedures or guidelines are contractual. These policies, in whole or part, may be modified, amended, or revoked at any time at Gonzaga's sole discretion with or without prior notice. Gonzaga reserves the right to interpret any of the policies at any time and in any manner, it deems appropriate. Gonzaga's interpretation of any provision in this manual may vary from time to time if, in its opinion, the circumstances require a variation.

While every effort is made to ensure this manual reflects current laws and Gonzaga policy, at times there may be a lag between a change in law or policy and an update of this manual. Employees should contact the HR department to ensure the policy statement contained in this document is the most current. If statutory provisions or court interpretations change or conflict with these policies, Gonzaga's policy will be deemed amended to assure continued compliance.

## **2. USING THIS MANUAL**

This manual is considered one document and is divided into two sections for easy reference:

**Part 1** – describes Human Resources standards and procedures which arise most frequently.

**Part 2** – lists and links to Gonzaga University policies approved by the President.

Some policies in Part 2 are not detailed in Part 1. Part 1 and Part 2 have equal force and effect.

## **3. POLICIES AND PROCEDURES AMENDMENTS AND ADDITIONS**

Institutional policies are proposed, reviewed and approved consistent with the Board of Trustees approved Policy Development and Approval Process.

#### **4. THE EMPLOYMENT RELATIONSHIP**

The policy statements in this manual guide the relationship between Gonzaga and its employees. Consistent with its Mission Statement and prudent fiscal management, Gonzaga University attempts to:

- Use this manual to reconcile the tension that exists between Cura Personalis (care of the individual) and Cura Apostolica (care for the institution).
- Recruit and retain employees of the highest quality, employing them on the basis of skill, experience, education, training, character, and merit.
- Respect each individual's rights and treat all employees with courtesy, dignity, and consideration.
- Attend promptly and fairly to complaints which may arise out of Gonzaga operations.
- Offer a comprehensive benefits program.
- Provide opportunities for training, development, and advancement consistent with individual goals and Gonzaga requirements.
- Encourage collegiality and cooperation.

#### **5. RESPONSIBILITY FOR HUMAN RESOURCES (HR)**

The Vice President for Human Resources is responsible for ensuring compliance with established personnel policies as directed by the President.

Supervisors are responsible for daily administration of personnel practices and may operate under department guidelines, normally approved by the area vice president, which clarify this manual's policies and procedures. In the event of conflict, this manual always takes precedence.

#### **6. EMPLOYMENT AT WILL**

The employment relationship with Gonzaga University is "at will". Employment at will is a statement of the voluntary nature of the relationship between Gonzaga and its employees. Any employee who does not have a written employment contract signed by Gonzaga's President for a specific term of employment is "at-will". This means an employee is not required to work for Gonzaga for any set period of time; an employee is free to leave employment with Gonzaga at any time and for any or no reason, and ideally with proper notice. Gonzaga University also may end an employee's employment at any time and with or without reason or notice. This policy may only be modified by Gonzaga's President and must be done so in writing. Neither an initial employment offer nor any statement or representation in this manual or in any other Gonzaga communication should be construed as an implied contract of permanent employment or employment for any defined term.

This manual does not constitute, and should not be read to create, any promise by Gonzaga University that the policies set forth will be followed in every case. Nothing in this manual alters an employee's at-will status.

## 7. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Gonzaga University's Office of Inclusive Excellence coordinates efforts to develop and maintain equal employment opportunity for all employees. This Office works in conjunction with internal and external resources to promote the representation of all individuals regardless of race, color, religion, national origin, sex, marital status, sexual orientation, gender identity, age, disability, military status, any characteristic protected by local, state or federal law, or any other non-merit factor in employment, educational program, or activities that it operates, particularly where they are underrepresented in relation to their availability in the work force. Consistent with these guidelines, Gonzaga attempts to:

- a. Recruit and employ all employees according to Gonzaga University's Statement on Non-Discrimination;
- b. Advise recruiting sources of its commitment to equal employment opportunity and affirmative action; and
- c. Develop new and non-traditional recruiting sources, particularly those placing women, ethnic minorities, current and former members of the military and workers with disabilities with the goal of increasing applicants from these sources.

For further information on the Affirmative Action Plan, refer to **Part 2: Affirmative Action Policies** or the [Gonzaga University Office of Inclusive Excellence](#).



## SECTION II: EMPLOYMENT

### 1. EMPLOYMENT CLASSIFICATIONS

Federal and state wage and hour laws designate employees as either exempt or non-exempt.

**Exempt:** These are employees who are exempt from the overtime pay requirements of applicable state and federal laws. Exempt employees are paid on a salary basis and occupy positions that are primarily executive, administrative, professional, computer-related, or outside sales.

**Non-exempt:** These are employees who are not exempt from the overtime provisions of federal and state laws. Non-exempt employees are entitled to receive overtime for all hours worked beyond forty (40) in a workweek and may be entitled to certain meal and rest periods.

The following employment classifications also apply at Gonzaga:

**Regular Full-Time:** Employees who are regularly scheduled to work thirty (30) or more hours per week in an ongoing position. Full-time employees are eligible for Gonzaga-sponsored benefits subject to the terms and conditions of each benefit program.

**Regular Part-Time:** Employees who are regularly scheduled to work twenty-nine (29) hours or less per week in an ongoing position. Regular part-time employees are eligible for certain Gonzaga-sponsored benefits on a prorated basis or as required by law.

**Fixed-Term:** Employees who are hired for a specific period of time that exceeds 90 days in duration. Fixed-Term positions may be eligible for Gonzaga sponsored benefits, subject to the terms and conditions of each benefit program. Generally, these positions do not exceed three years in duration.

**Event Staff:** Employees who work on an "as-needed" basis are considered variable hour and may work seasonal or unpredictable hours. Since it cannot be determined, at the time of hire, whether event staff will work an average of 30 hours or more per week, they are generally not eligible for benefits, unless otherwise provided by law.

**Temporary employment:** Employees who are hired for a short-term assignment that will not exceed 90 days in duration. Temporary employees are not eligible for benefits, unless otherwise provided by law.

**Agency Placement:** Temporary employees secured through a placement agency are employees of that placement agency, rather than employees of Gonzaga. Those who are hired into a regular or fixed-term position, following agency placement, may receive credit for hours worked, as required by law.

## 2. TYPES OF UNIVERSITY PERSONNEL

**Staff:** Staff positions encompass a wide variety of positions across Gonzaga and are subject to federal and state wage and hour laws, unless classified as exempt from overtime provisions.

**Executive:** The University President, Vice Presidents, Senior Vice Presidents, Provost, General Counsel, and any other positions designated as a member of the Strategic Leadership Group by the President. Generally, the President implements personnel policies affecting Executives, with guidance from the Trustees.

**Faculty:** Please refer to the Faculty Handbook for definitions.

**Student Employees:** Gonzaga students hired to work for the University, through the Student Employment Office.

## 3. POSITION OPENINGS

Gonzaga follows recruiting policies and procedures consistent with diversity objectives and equal employment opportunity. Openings are generally publicized through internal and off-campus posting and advertising. On occasion, for operational continuity or strategic priority, the University may waive posting the posting of certain roles as agreed on by the area VP and Human Resources. Contact HR for specific recruiting or position opening information.

## 4. EVALUATION PERIOD

New employees hired in regular status or fixed-term positions and employees initially hired as temporary employees who are converted to regular status serve a six-month evaluation period during which time they demonstrate their performance to their supervisor. Employees in their evaluation period are not eligible to apply for other Gonzaga positions, unless permitted by their area VP and HR in advance. Completion of the evaluation period is not a guarantee of continued employment. During this period Gonzaga may end the employment without notice and without recourse to the **Part 2: Grievance Policy**.

Regular employees who are transferred or promoted to another regular position serve a new six-month evaluation period and do not have rights to return to the previous position. In this case, the evaluation period does not affect recourse to the **Part 2: Grievance Policy**.

Satisfactory completion of the evaluation period is defined as the supervisor's judgment that the employee can perform the position's duties and responsibilities. Supervisors are expected to communicate any performance concerns to employees. With HR approval, a supervisor may extend the initial six-month evaluation period up to an additional six months.

## 5. INTERNAL APPLICANTS

Positions are posted for external and internal recruiting simultaneously. Internal candidates apply to positions through the same method as external candidates and may be subject to additional screening, such as a background check, depending on the nature of the position. On occasion,

positions will be posted for internal applicants only using the same recruiting platform. New employees are not eligible to apply for other Gonzaga positions during their first year of employment. Exceptions may be granted, in advance, by HR and the area VP for the employee's current position. Employees on active corrective action and those in the evaluation period cannot be considered for internal positions, unless permitted under state or federal law.

## **6. HOURS OF WORK**

Supervisors are responsible for providing their employees with specific work schedules based on the needs of the department. Employees must follow the Time Reporting and Overtime policies of the institution and/or the department and should not work outside of their assigned work schedule without prior supervisor approval.

## **7. ATTENDANCE**

To carry out its educational Mission, Gonzaga relies on all its employees at all levels. Gonzaga depends on each employee to report to work regularly and on time. If illness or personal emergency make absence or tardiness unavoidable, employees must notify their supervisor prior to the start of their shift. Individual departments may establish guidelines for notification. Employees who fail to provide proper notification prior to the start of their shift, or generally have poor attendance, with excessive absences and tardiness, may be subject to corrective action, up to and including termination. Falsification regarding reasons for absence may also result in termination.

If an employee misses four (4) consecutive workdays without communicating with Gonzaga, it will be considered job abandonment and it will be assumed that the employee has voluntarily separated from their employment with Gonzaga. Gonzaga reserves the right to reinstate employment if the circumstances warrant it.

## **8. FLEXIBLE WORK ARRANGEMENTS**

Gonzaga supports the concept of flexible work schedules and hybrid/remote work where possible, balancing department and position requirements with individual employee needs. Employees may request alternative work schedules through their immediate supervisor, who will evaluate the request in consultation with the area vice president and HR. For additional information on hybrid/remote work review **Part 2: Telecommuting Policy**.

Alternative work schedules include both flexible work schedules and compressed work schedules. Flexible hours are where an employee varies their times of arrival to, and departure from, work within limits set by the department and approved by the supervisor. A compressed work schedule is where an employee works their scheduled work hours in less than the traditional five-day work week. In both instances non-exempt employees are still required to work the same number of regular hours, excluding overtime hours, that an employee who is not on an alternative/compressed schedule would work in that position. Non-exempt employees and their

supervisors are responsible for keeping track of their hours worked and following all FLSA and applicable state requirements regarding overtime.

## **9. REST BREAKS AND MEAL PERIODS**

All non-exempt employees are entitled to a paid fifteen-minute rest period every four hours of working time, ideally near the midpoint of each four-hour work period. Rest periods may not be used to extend a meal period, or to cover late arrival or early departure.

Non-exempt employees who work more than five consecutive hours will receive a 30-minute or one-hour unpaid meal period. Employees must be at least two (2) hours into the shift before the meal period can start and the meal period cannot start more than five (5) hours after the beginning of the shift. If an employee is required to work more than ten (10) hours in a day, a second thirty-minute, unpaid meal period, will be provided within 5 hours from the end of the first meal period.

## **10. PERSONNEL FILE**

HR maintains confidential personnel files for current and former employees in order to document employment-related decisions and to comply with government and Gonzaga recordkeeping and reporting requirements. Employees should inform HR of any changes in personal information, such as name, address, phone number, marital status (for benefits and tax withholding only), or emergency contact changes. Employees may review their personnel file in the HR office, by appointment, during business hours at a mutually convenient time.

## **11. PRIVACY OF HEALTH INFORMATION**

The Health Insurance Portability and Accountability Act (HIPAA) and Washington's Uniform Health Care Act (RCW 70.02), defines standards to protect the privacy of health information. In the course of the employment relationship, an employee's health information may be used by Gonzaga when necessary for the administration of workers' compensation benefits, protected leave entitlements, accommodations under the Americans with Disabilities Act (ADA) or health insurance plan benefits. Employees may be asked to sign an authorization form to permit a medical provider or health plan to disclose health information to Gonzaga. Any such disclosure will only be used for the specific purpose of the disclosure and Gonzaga will take all reasonable and required precautions to protect the privacy of this information.

## **12. IDENTIFICATION CARDS**

All employees are required to have a photo ID ZagCard, which allows access to many buildings, Gonzaga- sponsored services and events, and many other benefits. Employees must have an authorization form provided by HR before obtaining the ID card. A fee may be charged for replacement cards. Employees are required to return ID cards upon separation from the University.

### 13. END OF EMPLOYMENT

Gonzaga staff employees are at-will and may be terminated with or without reason or notice at any time.

- a. **Notice by Gonzaga University** - Generally, employees will be given two-week's notice for non-corrective action separations. Employees are allowed reasonable time off with pay during the notice period for confirmed job interviews. Gonzaga is not required to give notice to employees in their initial, six-month evaluation period or to those dismissed for corrective action or serious misconduct.
- b. **Notice by Employees** – To ensure smooth transition and continuous operations, employees are requested to give Gonzaga written notice of their intent to leave Gonzaga, including last day worked and reason. Employees should give at least two-week's notice. The written notice should be given to the supervisor, who will send a copy to HR.
- c. **Retirement** – Employees who have been at the University for 10+ years and are at least 55 years old may be eligible to designate "Retirement" as their reason for departure.
- d. **Last Day of Employment** –Unused vacation time and/or a Gonzaga observed holiday does not extend the last day of employment date or prolong Gonzaga-paid benefits coverage. In cases where an individual has chosen to retire at the conclusion of a calendar year, the employee has the option to designate the last day of the year as their final day of employment. The supervisor will collect the employee's university provided office equipment, technology, keys, expense card, and other department material, and ensure HR receives the employee's identification card.

### 14. EXIT INTERVIEW

Whenever possible, HR conducts an exit interview survey with employees who are leaving regular employment with Gonzaga or transferring within Gonzaga between departments. Departing employees may request an in-person exit interview with HR. Exit interviews are maintained separately from the personnel file located in the HR office.

### 15. REHIRE

Employees rehired into a regular status position by Gonzaga within six months of their employment end date are credited with their previous length of service for time worked at Gonzaga and accumulated benefit levels.

### 16. SECONDARY JOBS

Gonzaga employees must disclose outside employment prior to beginning secondary employment. Gonzaga may prohibit secondary jobs if a conflict of interest exists or if it will interfere with the employee's job responsibilities or work schedule.

## **17. EMPLOYMENT OF RELATIVES**

The hiring or favoring of employees on the basis of a relationship rather than merit is against the philosophy of Gonzaga. Gonzaga will consider for employment any individuals who qualify for job vacancies on their own merit. However, Gonzaga will not hire, transfer, or promote any relative, which would place the individual in a position where:

- One relative would have the authority to hire, supervise, discipline, terminate, or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or
- Any other circumstance which would place the related persons in a situation of actual or reasonably foreseeable conflict between the employer's interest and their own.

If two employees who fall within one of the above situations become related, an attempt will be made to resolve the situation by transferring one of those employees to another acceptable position for which they are qualified for in the judgment of management.

This policy applies to close relatives, partners, those in a dating relationship or members of the same household. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, step relatives and cousins.

## **18. MOVING EXPENSES**

Gonzaga may authorize full or partial payment or reimbursement for family and/or household moving expenses for employees in selected positions. Employees must complete a moving expense reimbursement form, which is available from the Payroll Department. Depending on the type of moving expenses that are reimbursed, there may be tax implications for the employee. Any taxable portion of the reimbursement will be added to the employee's income and applicable taxes will be withheld and reported on the employee's W-2 form. The appropriate area vice president determines approval of these expenses at the time of hire. Approval is at Gonzaga's sole discretion.

## **19. REDUCTIONS-IN-FORCE / LAYOFFS**

If reductions in the work force become necessary, Gonzaga will consider skills, work quality, and length of service when determining employees who could be laid off. Reductions-in-force may be a result of budget considerations, reorganization, or consolidated job functions. For additional information, see **Part 2: Reductions-in-Force for Employees Policy**.

## **20. EMPLOYMENT VERIFICATION AND REFERENCES**

HR handles all verification of employment requests and supervisors should route these inquiries to HR. Supervisors and colleagues may provide employee references, at the request of a prospective employer, on behalf of Gonzaga if the following steps are followed:

- a. The disclosed information relates to the employee's ability to perform their job, the diligence, skill, or reliability with which the employee carried out the duties of their job or any illegal or wrongful act committed by the employee when related to the duties of their job.
- b. The written record of the identity of the person or entity to which information was disclosed is provided to HR to include in the employee's personnel file, where it will be stored for a minimum of two years from the date of disclosure.

## 21. REASONABLE ACCOMMODATIONS

Gonzaga provides reasonable accommodations related to disabilities, pregnancy, religious observances, and reasons related to domestic violence, or otherwise provided by state or federal law. Employees requiring an accommodation, should contact HR.

- e. **Disability:** For additional information about disability accommodations, see **Part 2: Access and Accommodation for Persons with Disabilities Policy**.
- f. **Pregnancy:** Gonzaga will provide temporary or reasonable accommodations to qualified pregnant job applicants and employees to accommodate the individual's known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would create an undue hardship. Nursing mothers will be provided with reasonable break time from work and a private space to express milk during the workday. Employees may use paid rest break time and additional unpaid break time, if needed.
- g. **Religious Observances:** Gonzaga will provide a reasonable accommodation to reconcile a conflict between an employee's sincerely held religious beliefs or practices and a work requirement, as permitted under state or federal law.
- h. **Domestic Violence:** If an employee or a qualifying family member (defined as a child, spouse, parent, parent-in-law, grandparent, or person with whom you have a dating relationship), are a victim of actual or threatened domestic violence, sexual assault or stalking, Gonzaga will provide the employee with reasonable safety accommodations. Employees may be asked for written verification that they are a victim of domestic violence, sexual assault, or stalking. Safety accommodations may include, for example, a modified schedule, changed work phone or work email address, or other adjustments to the worksite.

## SECTION III: PAY PRACTICES

### 1. COMPENSATION

- a. **Position Description:** Position descriptions for each position reflect essential functions, minimum requirements and job titles. HR recommends appropriate titles, and determines classifications and salary ranges for each position, consistent with Gonzaga practice and industry standards. Requests to hire new, replacement, as well as requests to evaluate existing positions are made through the University's on-line talent management system process.
- b. **Salary Determination:** Gonzaga uses several labor market salary surveys to determine appropriate pay levels for positions. Labor markets are analyzed frequently and salary ranges are adjusted accordingly. Contact HR for more information on Gonzaga's compensation practices.
- c. **Contracts:** All non-contracted Gonzaga employees are considered employed at will. Neither this Gonzaga University Policies and Procedures Manual nor any other document or statement (other than a specific written contract) issued by Gonzaga is considered an employment contract. Written commitments are made to employees or prospective employees only for the purpose of offering employment and identifying job title, duties, and compensation.
- d. **Additional Employee Compensation:** Extra pay may be authorized under specific conditions. Current additional compensation procedures and forms can be found in the [MyGU Compensation & Classification website](#), as well as **Part 2: Staff Additional Compensation Policy**.

### 2. PAYROLL

- e. **Payday:** All employees are paid semi-monthly on the 10th and 25th of each month. If the 10th or 25th falls on a Saturday, Sunday or Federal bank holiday, the pay date will be the last working or banking day prior to the 10th and 25th of the month. When the 10th or 25th falls on a Gonzaga University holiday that is not a bank holiday, the pay date will remain on the 10th or 25th. The payroll schedule can be found on [the payroll department website](#).
- f. **Direct Deposit:** The Automated Clearing House (ACH) is the preferred method of payment. Through direct deposit, pay is automatically deposited into the employee's designated checking and/or savings account. Direct Deposit Authorization forms and details are available in the Payroll Office.
- g. **Improper Pay Deductions:** It is Gonzaga's policy to comply with the salary basis requirements of FLSA and applicable state and local law. Therefore, Gonzaga prohibits improper deductions from the salaries of exempt employees. Exempt employees who believe an improper deduction has been made to their salary should immediately report this information to HR. Reports of improper deductions will be



promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deductions.

### **3. TIME REPORTING**

Gonzaga is required by law to accurately record and pay for all time worked, including eligible overtime hours. Non-exempt employees are responsible for recording actual hours worked and acknowledging the time record is accurate. Time worked must be recorded daily and hours worked cannot be recorded ahead of time. Any flexing of hours must occur within the workweek (Sunday through Saturday) and be approved by the supervisor. Falsifying time sheets is considered serious misconduct and is subject to corrective action, up to and including, immediate termination of employment. Although exempt employees are not required to report daily time worked, they are required to record all applicable absent codes on their time sheet.

Non-exempt employees may not work outside of work hours, except with advance approval by the supervisor and the time sheet is updated accordingly. Gonzaga will pay for all hours worked, even outside of normal business hours. Examples of off the clock work that must be recorded on time sheets include, but are not limited to:

- Performing work before clocking in or after clocking out;
- Booting up or powering down computers while not clocked in;
- Performing work while clocked out during the meal period;
- Performing work at home or offsite when not clocked in; or
- Sending or responding to work-related e-mails or texts at home or offsite while not clocked in.

### **4. OVERTIME**

Gonzaga recognizes that, from time to time, supervisors may need to authorize work hours in excess of the normal work week. Overtime must be authorized by supervisors in advance of working those hours. A normal work week for overtime calculation purposes is 12:00 AM Sunday through 11:59 PM Saturday. Overtime pay is calculated on work hours only and does not include hours reported under any leave categories. Overtime compensation is paid to all non-exempt employees based on applicable federal and state labor laws. Working unauthorized overtime is considered serious misconduct and is subject to corrective action, up to and including immediate termination of employment.

### **5. TRAVEL COMPENSATION FOR NONEXEMPT EMPLOYEES**

All travel time (such as time spent driving to and from the destination, waiting at airports, in flight, or traveling from the airport to the hotel), even if the employee is not actively working during those hours or such travel takes place outside of the employee's normal work hours, are treated as regular hours worked for nonexempt employees and count toward overtime pay during any week in which total hours worked exceed 40 hours. Travel is defined as driving, air, rail, or other

travel. This excludes any time that is otherwise associated with an individual's normal work commute to and from home.

All hours spent attending conferences, mandatory meetings and performing required work assignments are treated as regular hours worked and count toward overtime pay during any week in which total hours worked exceed 40 hours.

Time spent at evening and social events are generally not considered hours worked, unless it is a requirement of the employee's job or the employee is directed to attend a function specifically for some other business purpose, then the hours would be treated as regular hours and count toward overtime pay.

**EXAMPLE 1:**

- Employees normal work schedule: Monday through Friday; 8:00 AM – 5:00 PM.
- An employee is traveling on a Sunday for a conference from 10:00 AM - 2:00 PM, time recorded would be: Four hours from 10:00 AM – 2:00 PM.
- Conference time: Monday through Friday; 8:00 AM – 5:00 PM, with an hour break for lunch. Time recorded would be: Eight hours per conference day.
- The employee travels home on Friday from 6:00 PM to 10:00 PM. Time recorded would be: Four hours from 6:00 PM to 10:00 PM.
- Hours in excess of 40 will be treated as overtime.

**EXAMPLE 2:**

- Employee's normal work schedule: Monday through Friday; 7:30 AM – 4:30 PM.
- An employee is traveling on a Monday to a job fair from 8:00 AM - 1:00 PM, the time recorded would be: Five hours for travel time.
- On Monday, the employee works from the hotel in preparation for the job fair and performing work assignments from 3:00 PM – 6:00 PM, the time recorded would be: Three hours for work hours.
- The employee attends the job fair on Tuesday from 7:00 AM – 4:30 PM, with a half hour lunch break, time recorded would be: Nine hours for work hours.
- On Wednesday, the employee works from 6:00 AM to 7:00 AM, travels home from 7:00 AM to 11:00 AM, and then comes into office from 1:00 PM – 5:00 PM, time recorded would be: Nine hours for travel and work performed.
- Employee works normal work hours on Thursday and Friday.
- Hours in excess of 40 will be treated as overtime.

## SECTION IV: POLICY ON HARASSMENT AND NON-DISCRIMINATION

Please see **Part 2: Harassment and Non-Discrimination Policy**

Policies and procedures (collectively referred to as “policies”) are written consistent with Gonzaga’s Mission Statement. Our harassment and non-discrimination policies comply with federal and state regulations, including Title IX of the Education Amendments of 1972.

### Title IX Inquiries & Complaint Process

Inquiries concerning application of Title IX may be referred to the Title IX Coordinator. To file a complaint of sexual harassment, sexual assault, sexual misconduct, or gender-based discrimination, contact any of the parties listed below.

### Non-Discrimination Inquiries & Complaint Process

Inquiries concerning the application of the University’s non-discrimination policy may be referred to the Office of Inclusive Excellence. To file a complaint of harassment or discrimination based upon any of the protected groups, contact the Office of Inclusive Excellence or any of the parties listed below.

<p>Andrew Newman, Director of Harassment and Discrimination Prevention, Title IX Coordinator College Hall 502 E. Boone Ave. <a href="mailto:newmana@gonzaga.edu">newmana@gonzaga.edu</a> (509) 313-6910</p> <p>David Gomez, Equity and Compliance Investigator College Hall 113 502 E. Boone Ave. <a href="mailto:gomezd2@gonzaga.edu">gomezd2@gonzaga.edu</a> (509) 313-5382</p>	<p style="text-align: center;"><b><u>Deputy TIX Coordinators</u></b></p> <p>Jennifer Fountain, Dean of Student Wellbeing and Flourishing College Hall 502 E. Boone Ave. <a href="mailto:fountain@gonzaga.edu">fountain@gonzaga.edu</a> (509) 313-4100</p>
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Individuals may also contact the Office for Civil Rights of the U.S. Department of Education:  
Seattle Office, Office for Civil Rights, U.S. Department of Education  
915 Second Avenue Room 3310  
Seattle, WA 98174-1099  
Telephone: 206-607-1600, FAX: 206-607-1601; TDD: 800-877-8339  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

## **GONZAGA UNIVERSITY'S COMMITMENT TO HUMAN DIVERSITY**

Diversity affirms our faith-inspired commitment to an inclusive community where human differences thrive within a campus community of equality, solidarity, and common human nature. We seek to nourish difference in an environment characterized by mutual respect and the sustainable creation of a campus climate that attracts and retains community members from diverse backgrounds. In this context, age, gender, ethnicity, disability, social class, religion, culture, sexual orientation, language and other human differences all contribute to the richness of our academic community life. These differences grace us individually as human beings and collectively as a Jesuit, Catholic and humanistic university striving to fulfill our Mission.

We aspire to create a university environment that is welcoming and accessible to all students, regardless of gender, race, ethnicity, religion, disability or sexual orientation.

## SECTION V: BENEFITS

### **1. GROUP BENEFIT PLANS**

Benefits program details and eligibility information are available on the [Gonzaga benefits website](#).

Gonzaga reserves the right to make changes to the benefits plans described herein at any time at its sole discretion, with or without prior notice.

### **2. RETIREMENT**

Gonzaga University wants all employees to have income to supplement Social Security benefits at retirement. Gonzaga provides a 403(b) Retirement Plan. See **Part 2: Retirement Policy** and/or [Gonzaga benefits website](#) for additional information.

### **3. TUITION WAIVER**

Beginning the semester after the first-year employment anniversary, Gonzaga will grant a tuition waiver to eligible employees enrolled in qualifying Gonzaga courses. Eligibility for spouse and dependent children is based on the employee's hire date and full-time status. Please see **Part 2: Tuition Waiver Policy** for full policy details and eligibility requirements.

### **4. PAID SICK LEAVE**

Gonzaga offers paid sick leave benefits in accordance with state and local laws for periods of temporary absences. This policy is compliant with the requirements of Washington Paid Sick Leave law. Should an employee work in a jurisdiction with paid sick leave laws that differ from the provisions outlined in this policy, the employee will be entitled to the benefit that is most advantageous to them. Gonzaga is committed to ensuring compliance with applicable laws in all locations, and employees will receive the maximum benefit allowable under the relevant regulations.

Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not permitted. Gonzaga will not discriminate or retaliate against an employee for the lawful exercise of their sick leave rights.

#### **Sick leave benefits may be used for the following reasons:**

- a. To care oneself or a family member (defined as child, parent, spouse, registered domestic partner, grandparent, grandchild, and sibling) for:
  - i. Mental or physical illnesses, injuries, or health conditions;
  - ii. The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
  - iii. The need for preventative care.
- b. To take leave if one is a victim of domestic violence, sexual assault, or stalking; or if they have a qualifying family member (defined as a child, spouse, parent, parent-in-

law, grandparent, or person with whom you have a dating relationship) who is a victim of domestic violence, sexual assault, or stalking.

- c. To take leave when Gonzaga is closed by order of a public health official for any health-related reason, or to care for a child due to a school or daycare closure for such reason.

### **Accrual:**

Sick leave accrues with the first day of employment and there is no waiting period before an employee can use accrued sick leave.

Full-time staff employees earn sick leave at a rate of one-fifth of a work week for each calendar month of paid service to an unlimited number of hours (i.e., 37.5-hour work week = 7.5 hours of sick leave/month; 40-hour work week = 8 hours of sick leave/month). Part-time employees earn sick leave on a pro-rated basis according to the number of hours worked. Part-time, temporary, event staff, and student employees, will accrue leave at a rate of one hour for every 40 hours worked, in accordance with Washington State Sick Leave law. In the event of significant overtime hours worked in any week, the weekly accrual will not be less than one hour for every 40 hours worked.

The amount of sick leave accrued, used, and available is recorded each payday on employee paystubs. Sick leave is paid at the employee's regularly scheduled pay rate. Unused sick leave benefits may be carried over each year.

Accrued, unused sick leave is not paid out at the end of employment. Should an employee be rehired within 12 months after separating from Gonzaga, their forfeited paid sick leave will be restored.

### **Requesting and using paid sick leave:**

Requests for paid sick leave must be submitted to the employee's supervisor at least 10 days in advance for planned or foreseeable absences, or as soon as practicable for unforeseen situations.

Non-exempt employees must use sick leave in quarter (1/4) hour increments (15 minutes). Exempt employees may use sick leave to cover half and full-day absences.

Overruns on sick leave may be deducted from personal leave, then vacation pay, with supervisor approval, if available.

Verification may be required if an employee uses paid sick leave for more than three consecutive days. The verification must establish or confirm that the use of paid sick leave is for an authorized purpose. If required by a supervisor, or HR, verification must be provided within 10 calendar days of the first day paid sick leave was used.

## 5. PERSONAL LEAVE

Regular full-time and part-time staff employees, employed a minimum of six continuous months, may be eligible to convert two days of available sick leave per calendar year for personal leave.

Personal leave is available as follows:

- 40 hours of paid sick leave accruals must roll over from one calendar year to the next. In order to convert paid sick leave to personal leave, employees must have at least two days of sick leave available, in addition to the 40 hours that will be rolled over.
- The use of paid personal leave must be requested in advance and approved by the supervisor. Supervisors reserve the right to deny personal leave and/or request medical certification to verify use of paid personal leave for an illness or other health condition, including but not limited to requests covered under the Washington Family Care Act.
- Employees should report personal leave hours on their time sheets. Non-exempt employees must use personal leave in quarter (1/4) hour increments (15 minutes). Exempt employees may use personal leave to cover half and full-day absences.
- Unused hours will remain in the employee's personal leave bank and only the number of hours necessary for a maximum balance of two personal leave days will be converted from sick leave on January 1 of each year.
- Overruns on personal leave may be deducted from vacation time, with supervisor approval, if available.
- All eligibility criteria must be met by January 1 of each year to qualify for personal leave in that year; otherwise personal leave is not available until the following calendar year, if eligible at that time.
- Unused personal leave is not paid when employment ends, unless required by state or local law.

## 6. STAFF VACATION

Employment Status	Years of Service	Scheduled hours per week	Hours accrued per pay period	200% Accrual max
Regular <b>full-time</b> staff employees employed on a <b>12-month schedule</b>	Date of Hire through 4 <sup>th</sup> year anniversary	40	5	240
		37.5	4.69	225
		32	4.0	192
	Beginning the 5 <sup>th</sup> year of service	40	6.67	320
		37.5	6.25	300
		32	5.34	256
Regular <b>full-time</b> employees employed on a <b>9 or 10-month schedule</b>	<i>Accrue vacation on a pro-rated basis according to their established work schedule. Hours will be accrued only during the months the employee is scheduled to work.</i>			
	Date of Hire through 4 <sup>th</sup> year anniversary	20	2.5	120

Regular <b>part-time</b> staff employees employed on a <b>12-month schedule</b>	Beginning the 5 <sup>th</sup> year of service	20	3.34	160
Regular <b>part time</b> staff employees employed on a less than <b>12-month schedule</b>	<i>Not eligible to accrue vacation hours</i>			
Assistant Academic Dean Associate Academic Dean Assistant Provost Associate Provost Vice Provost	Date of Hire: Receives an immediate 20 working days paid vacation	40	6.67	320
	<b>Additional Provisions:</b> <i>Only applicable to current full-time faculty who are not continuing their faculty contracts</i>			
Academic Dean Interim Academic Dean (if primary position) Executives	Date of Hire: Receives an immediate 22 working days paid vacation	40	7.34	352
Acting Academic Dean	<i>Not eligible to accrue vacation hours.</i>			

*Not all schedules are represented in the above chart. Please contact Benefits with additional questions.*

- d. **Accrual while on leave:** Employees who are on paid leave continue to accrue vacation. Employees who are on unpaid leave do not accrue vacation. Employees must work at least half of their regularly scheduled hours in each pay period to accrue vacation.
- e. **Maximum Accrual:** Employees may accrue a maximum of up to 200% of their annual accrual. Once the maximum accrual is reached, hours will stop accruing until the number of available hours drops below the 200% maximum.
- f. **Vacation Scheduling:** Vacations are approved and scheduled by the supervisor, considering the employee’s length of service, the vacation dates and when the request is made. Employees should request vacation as far in advance as possible. Every effort is made to grant the time requested. Requests may occasionally be denied based on request date, prior scheduled vacations, or department workload. Supervisors should respond to vacation requests within 10 working days of the request. Regular full-time staff employees employed on less than a 12-month schedule may only use accrued vacation hours during their scheduled work months. Supervisors reserve the right to request medical certification to verify use of vacation leave for an illness or other health condition, including but not limited to, requests covered under the Washington Family Care Act.
- g. **Status Changes:**
  - i. **From a vacation eligible to ineligible position:** A full-time/part-time employee with accrued vacation days who changes to a position not eligible for vacation accrual will have their accrued vacation paid out in a lump sum effective the date of the change and will no longer be eligible to accrue vacation days.



- ii. **From a vacation ineligible to eligible position:** An employee who has not been eligible for vacation accrual will begin accruing vacation days effective the date of their position change. Accrual rates will be based on their length of service as of the effective date of the change. Time in service as an adjunct faculty member, or event staff employee does not count towards years of service for vacation accrual.
- iii. **Part time to full time or vice versa:** If the employee changes status between part-time and full-time, the accrual rate will change to align as defined with their new status in the table above, effective the date of the status change.
- h. **Vacation Payment at Employment End:** Accrued vacation will be paid out on the employee's final check unless state law mandates an earlier payout.
- i. **Excess use of vacation:** An employee who exhausts their accrued vacation balance will be on unpaid time off for any portion of vacation leave submitted and approved in a pay period when that leave exceeds their current available vacation balance. Employees may not take unpaid time off without express permission from their supervisor and any violations may be subject to corrective action. Vacation is earned after each pay period and must be accrued before used.
- j. **Staff reporting of vacation:** Non-exempt staff must report time off in quarter hour increments. Exempt employees must report time off in half or full-day increments.

## 7. FACULTY VACATION

Employment Status	Years of Service	Hours accrued per pay period	Accrual Max	Additional provisions
Regular <b>full-time</b> Faculty employed on a <b>12-month work schedule: 100% FTE contract</b>	Date of Hire through 4 <sup>th</sup> year anniversary	5	240	Accrual is suspended during unpaid leave; adjunct contracts do not count toward years of service for vacation accrual
	Beginning the 5 <sup>th</sup> year of service	6.67	320	
Faculty employed on a <b>12-month work schedule: 75% FTE contract</b>	Date of Hire through 4 <sup>th</sup> year anniversary	3.75	180	
	Beginning the 5 <sup>th</sup> year of service	5	240	
Faculty employed on a <b>12-month work schedule: 50% FTE contract</b>	Date of Hire through 4 <sup>th</sup> year anniversary	2.5	120	
	Beginning the 5 <sup>th</sup> year of service	3.34	160	

- k. **Accrual while on leave:** Eligible faculty, as established above, who are on paid leave (including 12-month work schedule faculty on sabbatical) continue to accrue vacation. Eligible faculty who are on unpaid leave do not accrue vacation. Faculty must work at least half of their regularly scheduled hours in each pay period in order to accrue vacation.
- l. **Maximum Accrual:** Eligible Faculty may accrue a maximum of up to 200% of their annual accrual. Once the maximum accrual is reached, hours will stop accruing until the number of available hours drops below the 200% maximum.
- m. **Vacation Scheduling:** Vacations are approved and scheduled by the supervisor, considering the employee's length of service, the vacation dates and when the request was made. Faculty should request vacation as far in advance as possible. Every effort is made to grant the time requested. Requests may occasionally be denied based on request date, prior scheduled vacations, or department workload. Supervisors should respond to vacation requests within 10 working days of the request.
- n. **Status Changes:**
  - i. **From a vacation eligible to ineligible position:** An eligible faculty member with accrued vacation days who changes to a position not eligible for vacation accrual will have their accrued vacation paid out in a lump sum effective the date of the change and will no longer be eligible to accrue vacation days.
  - ii. **From a vacation ineligible to eligible position:** A faculty member who has not been eligible for vacation accrual will begin accruing vacation days effective the date of their position change. Accrual rates will be based on their length of service as of the effective date of the change. Time in service as an adjunct faculty member does not count towards years of service for vacation accrual.
  - iii. **From part time to full time or vice versa:** If the faculty member changes status between part time and full time, the accrual rate will change to align as defined with their new status in the table above, effective the date of the status change.
- o. **Vacation Payment at Employment End:** Accrued vacation will be paid out on the employee's final check unless state law mandates an earlier payout.
- p. **Excess use of vacation:** An eligible faculty who exhausts their accrued vacation balance will be on unpaid time off for any portion of vacation leave submitted in a pay period when that leave exceeds their current available vacation balance. Faculty may not take unpaid time off without express permission from their supervisor.
- q. **Faculty reporting of vacation:** All 12-month work schedule faculty on 50% to 100% FTE contracts must report their vacation in four or eight hour increments to their Dean's office. The Dean's office will report hours to payroll at the end of the pay period in which the vacation was used. All 12-month work schedule faculty on 50% to 100% FTE contracts taking time off between terms must record leave as vacation hours, except for a paid university holiday.

## 8. PREVENTATIVE TIME OFF

Getting preventive care is one of the most important steps employees can take to manage their health. Gonzaga encourages all employees to annually receive their recommended preventive screenings without loss of pay or use of sick leave.

When non-exempt employees are unable to schedule appointments outside of work hours, paid Preventive Appointment Time Off is available for non-recurring preventive medical, dental or vision screenings or exams. This benefit is not intended for recurring, regularly-scheduled appointments such as chiropractic, massage therapy, pre-natal visits, physical therapy, courses of treatment involving multiple appointments, or extensive testing over a period of time.

Preventive Medical Time Off should be planned in advance and appropriate notice given to the supervisor. This benefit is limited to 12 paid hours annually; if more time off is needed for medical appointments, employees may use their sick/personal/vacation leave. Non-exempt employees will receive these hours each January. Eligible hours will be prorated based on the employee's schedule. Unused hours do not accumulate year to year and will expire at the end of the calendar year. Unused hours will not be paid out at the end of employment. Pay for Preventive Appointment Time Off is not in addition to a regular work shift pay. Preventive Appointment Time Off is for an employee's appointments only and not for employee's dependents or other family members. Time off must be taken in 15-minute increments. **See Part 2: Federal Family and Medical Leave Policy** for immediate family medical appointments or Gonzaga's Sick Leave Policy.

## 9. HOLIDAYS

Gonzaga observes these holidays:

- Founders Day
- Thanksgiving Day
- Day after Thanksgiving
- Full week of Christmas
  - Christmas Eve (actual and/or observed)
  - Christmas Day (actual and/or observed)
  - Additional days between Christmas Day and New Year's Day, as approved by the President
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Easter Holiday (Monday)
- Memorial Day
- Juneteenth
- Independence Day

- Labor Day

All regular employees working a minimum of 20 hours per week are eligible for holiday pay upon their hire date. Holiday pay equals one-fifth of an employee's regular work week. Ex: Employees who work a 4x10 schedule will receive eight hours of holiday pay. Part-time employees are paid holiday pay equivalent to the number of hours regularly scheduled on that day. Temporary employees and employees on unpaid leave of absence are not eligible for holiday pay. Faculty who work a full 12-month scheduled are eligible for all Gonzaga holidays, as observed.

Employees required to work on a holiday are paid their regular salary for the shift worked and granted an additional day's pay or day off at their supervisor's discretion. The day off should be scheduled within thirty days after the holiday. This includes faculty who must teach on a Gonzaga holiday. If a holiday occurs while an employee is on paid sick leave or on a regularly scheduled vacation, the hours are reported and paid as a holiday. If a holiday occurs on an employee's regularly scheduled day off, the employee receives a paid day off at another time.

If a holiday falls on a standard weekend (Saturday/Sunday), employees may receive either the prior Friday or the following Monday as an alternate Holiday.

HR publishes and distributes Gonzaga's annual holiday calendar in the fall for the following calendar year.

## 2. Statutory Benefits

- Social Security/Medicare:** Consistent with the Social Security Act of 1938, Gonzaga contributes one-half of Social Security and Medicare taxes for all employees. Employees pay the other half as an automatic payroll deduction.
- Worker's Compensation:** In compliance with state law, Gonzaga provides industrial insurance to protect employees who sustain work-related injury or illness. Gonzaga pays the majority of the premium, which is based on hours worked. Employees also pay a share of the premium.
- Unemployment Insurance:** Gonzaga contributes to both federal and state unemployment insurance funds. Workers may be eligible for unemployment benefits if they become unemployed through no fault of their own. Gonzaga makes no representations regarding unemployment benefits eligibility. Additional information can be obtained by contacting the appropriate unemployment insurance agency within the state where the employee works.
- COBRA (Consolidated Omnibus Budget Reconciliation Act):** Employees and dependents covered by Gonzaga's medical insurance, dental insurance, vision insurance and flexible spending plans may choose this continuation of coverage, if they lose group coverage(s) because of certain "qualifying events." Coverage is identical to that provided to current employees and their dependents.
  - Qualifying Events which trigger COBRA notification can include:

1. Loss of health coverage due to reduced work hours, approved, unpaid personal leave of absence, extended, unpaid medical leave, or termination of employment.
  2. Death of employee or covered parent.
  3. Divorce or legal separation.
  4. Child ceases to be an "eligible dependent child" under Gonzaga's group health plan.
- ii. Under COBRA, employees or a family member are responsible for informing Gonzaga University HR of a divorce, legal separation, or a child's loss of dependent status under the selected health plan.
  - iii. This is only a summary of COBRA legislation. Please contact HR for detailed information.

## SECTION VI: LEAVE OF ABSENCES

### **1. PROTECTED LEAVE OF ABSENCES**

Gonzaga University offers job-protected leave of absences that comply with federal, state, and local laws, which may vary by employee work location. Leave of Absences are approved and administered by HR. Employee Zagcard building access and Gonzaga Single Sign On (SSO) through IT will be disabled during periods of approved leave of absences, unless the area VP and HR determine otherwise.

When an employee is on a state and/or federal protected leave of absence, they will remain eligible for Gonzaga benefits based on the same terms and conditions in which they would normally be entitled. Per COBRA regulations, it is considered a qualifying event when federal leave is exhausted.

As a condition of restoration for an employee who has taken medical leave for their own serious health condition or injury, Gonzaga requires the employee to receive certification from the employee's health care provider that the employee is able to return to work, including any applicable restrictions.

#### **a. Federal Law**

**Family and Medical Leave Act:** In accordance with the federal Family and Medical Leave Act (FMLA), Gonzaga grants up to 12 weeks of qualifying leave during a rolling 12-month period to eligible employees, and up to 26 weeks of leave to care for an activated or ill service member. The leave may be paid, unpaid or a combination, depending on the circumstances of the leave and available paid leave accruals as specified in this policy manual.

Employee's taking approved, intermittent FMLA must track utilization through Gonzaga's online tracking system. Failure to properly track intermittent FMLA is subject to corrective action, up to and including, termination of employment.

Please see **Part 2: Federal Family and Medical Leave Act Policy** for additional information.

#### **b. Washington State Law**

**Paid Family and Medical Leave (PFML):** Is a mandatory statewide insurance program administered by the Washington State Employment Security Department, that provides almost every Washington employee with paid time off to give or receive necessary care. To be eligible for the state benefit, employees must have worked 820 hours in the qualifying period (defined as the first four of the last five calendar quarters), for any employer(s) in Washington State. The program is funded by premiums paid by both employers and employees, through payroll deductions.

This program allows employees to take up to 12 weeks, as needed, if they:

- Welcome a child into their family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured family member
- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment.

If an employee experiences the death of a child (ie: miscarriage) who they would have been qualified to take medical leave for their birth or family leave for bonding after birth or placement, they may be eligible to take seven days of bereavement leave following the date of the child's death, as approved by the state.

If an employee faces multiple events in a year, they may be eligible to receive up to 16 weeks, and up to 18 weeks if they experience a pregnancy-related serious health condition.

If the need for PFML is foreseeable (e.g., expected birth, placement of a child for adoption or foster care, planned medical treatment for a serious medical condition of the employee or a family member, etc.), the employee must provide HR at least 30 days' notice. Where the need for leave is unforeseeable, and treatment requires leave to begin in less than 30 days, then the employee must provide the employer with as much advance notice as is practicable.

If PFML is approved by the State, employees may be entitled to partial wage replacement while on leave. The benefit is a percentage of the individual's weekly wage, as determined by the State. Employees will file their claim with the Employment Security Department and, if approved, will be paid by the Employment Security Department. Employees are expected to share information regarding their PFML claim status with HR. If the employee fails to apply for benefits, if the benefits are denied, or if the employee does not report to work when not on approved PFML, or other protected leave, then the absence from work may be considered unexcused and subject to Gonzaga corrective action, up to and including, termination.

The minimum claim duration, to receive PFML payment is for eight consecutive hours of leave, unless otherwise stated by state law. An eligible employee may take leave intermittently, provided they take a minimum of eight consecutive hours during the claim week. The amount and increment of leave is based on the healthcare provider's certification. Employee's taking intermittent leave must track approved PFML claim hours through Gonzaga's online tracking system. Failure to properly track intermittent PFML is subject to corrective action, up to and including, termination of employment.

Employees may use paid time off (vacation, sick, and personal leave) to supplement wages while using PFML.

Employees who return from leave under this law may be entitled to job protection if they have worked for Gonzaga for at least 12 months and have worked 1,250 hours in the 12 months before taking leave.

If an employee is eligible for the federal Family and Medical Leave Act (FMLA), then PFML and FMLA will run concurrently. Employees will be entitled to maintain health insurance for the entirety of their leave. If FMLA and PFML leave run concurrently or overlap by at least one day, employees will be entitled to maintain health insurance while on leave. To maintain health insurance, Employee may use paid time off and have premium costs deducted or Employee must pay their portion of the premium cost.

Retaliation for requesting or taking PFML is prohibited.

**Family Care Act:** In accordance with the Washington Family Care Act (FCA), employees may use any available accrued paid leave, such as sick leave, vacation or personal leave, to care for sick family members. Under the FCA, "family member" is defined as child (which includes biological, adopted, and foster child, stepchild, legal ward, and a child of a person standing in loco parentis who is under 18 or over 18 and unable to care for themselves due to a mental or physical disability), grandparent, parent (biological, adoptive, or someone who stood in loco parentis to the employee), parent-in-law, spouse, and registered domestic partner.

Under the FCA, employees can use their accrued leave for the following:

- a child under age 18 has a health condition that requires treatment or supervision;
- child over 18, who has a disability that make them incapable of self-care, requires care; or
- a spouse, registered domestic partner, parent, parent-in-law, or grandparent has a serious health condition or emergency condition.

This leave runs concurrently with the federal FMLA, where appropriate. FCA covers grandparents and in-laws, while FMLA does not.

**Pregnancy Disability Leave:** In accordance with the Washington Law Against Discrimination (WLAD), pregnancy disability leave will be granted to all pregnant employees upon receipt of a physician's certification stating that they are unable to work due to pregnancy. Employees on leave are expected to keep Gonzaga updated regarding the expected return date. Paid time off such as sick or vacation leave may be used prior to the time being designated as unpaid leave. Pregnancy disability leave may run concurrently with FMLA and/or PFML, under the terms and conditions of those leave programs.

**Domestic Violence Leave:** If an employee or their family member are a victim of domestic violence, sexual assault or stalking, Gonzaga will offer a reasonable period of leave (as determined by the University), intermittent leave, or a reduced schedule, if needed, to seek legal or law enforcement assistance, counseling or medical treatment, participate in safety planning



or take other steps to relocate or secure a home, or seek assistance from a victim services provider for the employee or family member.

Leave is without pay unless the employee chooses to use accrued sick or vacation time or other paid time off. Employees must give reasonable advance notice of their intention to take leave. When advance notice cannot be given, it must be provided as soon as is practical.

Employees may be asked for written verification of the need for leave. If the leave is taken to assist a family member Gonzaga may request documentation to determine family relationship. Requested verification must be provided within a reasonable period of time during or after the leave. To the extent allowed by law, health insurance benefits will continue at the level and conditions that would have been provided had the employee remained continuously employed. Upon completion of the leave, employees will be restored to the same job or an equivalent position with equivalent pay, benefits, and conditions of employment.

Information provided to determine eligibility or continuation for this leave may only be disclosed by Gonzaga if the employee requests or consent to its disclosure, it is responsive to a court or administrative order, or as otherwise required by federal or state law.

Gonzaga will not discriminate or retaliate against any employee or applicant who is a victim of domestic violence, sexual assault or stalking.

**Military Family Leave:** During a period of military conflict, Gonzaga provides eligible employees with up to 15 days of unpaid leave to be with their military spouse or state-registered domestic partner who is notified of an impending call or order to active duty or who has been authorized for leave from deployment.

To be eligible for this benefit, employees must work an average of 20 or more hours per week. Employees must notify HR of their intention to take the leave under this policy within five business days following receipt of deployment.

Employees may choose to apply applicable accrued paid leave benefits while taking military family leave. Health insurance benefits may continue at the level and conditions as provided under applicable laws. Upon completion of the leave, the employee may return to their original position or an equivalent job, i.e., equivalent pay, benefits, and conditions of employment.

**Leave for Emergency Responders:** Gonzaga provides unpaid leave to eligible employees who are volunteer firefighters, reserve officers, or civil air patrol members and are engaged in an emergency service operation. Covered activity under this policy includes responding to, working at, or returning from a fire alarm or an emergency call, but not participating in training or other non-emergency activities.

The employee must make every effort to notify Gonzaga that they may be absent from work due to being dispatched to an emergency.

## **2. GONZAGA UNIVERSITY LEAVE OF ABSENCES**

Gonzaga reserves the right to make changes to Gonzaga provided leaves described herein at any time at its sole discretion, with or without prior notice.

### **c. Unpaid Personal Leave**

Regular employees who have been employed a minimum of one year with acceptable job performance may be granted unpaid personal leave of absence (LOA). The leave is at the employee's request. Unpaid LOA approval and duration is at the supervisor's discretion with HR approval, and payroll must be notified in advance of the LOA.

Although not assured, whenever possible, employees completing a personal leave may be reinstated to their former position, if it has not been eliminated or filled. If the former position is unavailable, returning employees will be considered for positions with pay and classification commensurate with their former position. Sick leave and vacation do not accumulate during unpaid leaves and all insurance premiums are the employee's responsibility. All available and accrued vacation and personal time must be used before going on unpaid leave status.

Employee's taking unpaid personal leave will maintain access to Gonzaga benefits until the end of the month in which they last worked, with the employee responsible for their portion of the benefits during that period. Subsequently, they become eligible for COBRA benefits through the duration of their unpaid leave. Employees can rejoin the Gonzaga-sponsored medical plan effective the first of the month following their return. Employee Zagcard building access and Gonzaga Single Sign On (SSO) through IT will be disabled during periods of approved personal leave of absences, unless the area VP and HR determine otherwise.

### **d. Extended Medical Leave**

Regular employees may be granted additional medical leave for their own illness, non-work-related injury, or a condition that does not allow them to return-to-work for an extended period even though they may have exhausted state and federal protected medical leaves, such as Washington PFML and federal FMLA. This Gonzaga medical leave option runs concurrent with any available Gonzaga paid leave benefits such as vacation, sick leave, and paid time off depending on leave balances. Under this policy, total leave time including protected state and federal leaves, and the use of paid leave benefits, shall not exceed a combined total of six months.

While on PFML leave, employees will be entitled to maintain health insurance so long as they pay their portion of the premium cost. Regardless of employee's state protected leave status, employees are required to receive COBRA notification the first of the month following the exhaustion of federal protected leave. Employees can rejoin the Gonzaga-sponsored medical plan effective the first of the month following their return. In addition, sick leave and vacation do

not accrue, and tuition waiver is not available after federal and/or state protected leave is exhausted.

The extended medical leave allows time for the evaluation of reasonable job accommodations, under the Americans with Disabilities Act (ADA). Gonzaga will engage in the interactive process to determine what, if any, reasonable accommodation may be put in place for the employee to return to work. An employee is expected to fully cooperate in the process which may include attending meetings, discussing potential accommodations, and providing requested medical information. See **Part 2: Access and Accommodation for Persons with Disabilities Policy** for more information.

If no reasonable accommodation can be made, or if the employee chooses not to engage in the interactive process, the employee may be separated from Gonzaga. The employee may reapply for any position at Gonzaga once the employee is released to return to work by a medical provider.

Gonzaga will comply with all federal and state laws providing protection for qualified individuals with disabilities. To the extent that any provision of this policy is inconsistent with requirements under federal, state, or local law, those laws will apply and supersede the terms of this policy.

Further information about extended medical leave is available from HR.

#### **e. Community Service**

Regular employees who perform community service are granted up to one-half day with pay per calendar year. Staff members are encouraged to participate in community service and the Center for Community Engagement (CCE) can assist employees in identifying opportunities. Community service may include volunteering at schools, or at faith-based or other non-profit organizations. Community service hours should not be used if receiving any sort of compensation from the organization during the time in which the employee is volunteering. Appropriate organizations should have goals that Gonzaga would deem ethical and consistent with its Mission.

As in scheduling vacation leave, employees need to obtain prior supervisory approval. Half-day paid leave is as follows: 8-hour-per-day employees may use 4 hours; 7.5-hour-per-day employees may use 3.75 hours; 4-hours-per-day employees may use 2 hours; etc. Employees should enter hours for community service on their time sheet and document the agency at which they volunteered in the comment section.

#### **f. Death in Family**

Regular employees are granted up to three working days, up to eight hours per day, with pay following the death of an immediate family (defined as spouse, child, mother, father, sister, brother, grandparents, grandchildren, or spouse's parents and grandparents or other person in

an equivalent relationship). If additional time is needed, personal leave and vacation time may be requested.

**g. Jury Duty**

Employees are granted paid leave when summoned to serve jury duty or are subpoenaed to serve as witnesses in any public or private litigation. Gonzaga will pay the regular employee's normal salary. Employees must notify their supervisors and provide them with a copy of their subpoena or summons to serve.

**h. National Guard and Military Reserves**

Regular employees are protected against loss of income as a result of annual encampment or training duty in the National Guard or military reserves. Gonzaga pays the difference of the employee's normal salary and military pay for up to two weeks in a calendar year. Information provided with military pay must be sent to Payroll upon receipt. Employees may elect to use available vacation and keep military pay.

## SECTION VII: SAFETY AND HEALTH

### **1. GENERAL SAFETY AND HEALTH**

Gonzaga is adamant about providing a safe and healthy work and learning environment. Gonzaga's goal is to provide safe work areas, equipment and materials. To protect their own and others' safety, all employees are expected to observe safety rules and immediately correct or report unsafe conditions. A hazard communication program shall be established in departments where their employees use hazardous chemicals.

All employees are required to complete an emergency contact form. In an emergency, the information is used to notify next-of-kin and medical personnel.

### **2. ACCIDENT REPORTING**

Employees must report a work-related injury or illness to their supervisor immediately, no matter how minor the event may appear. This reporting requirement is necessary for the following reasons:

- All injuries and illnesses should be treated. Failure to get proper care may worsen a medical condition.
- Gonzaga must comply with federal and state injury recordkeeping requirements.
- Management must be made aware of unsafe situations to prevent future accidents and to resolve the underlying cause of the hazard.

Supervisors must ensure that the [Accident Injury / Occupational Illness Report](#) is submitted to the Safety Programs Manager within twenty-four hours after learning of the accident.

See **Part 2: Accident Prevention Program Policy** for more information about Gonzaga's safety program.

### **3. SMOKING**

Gonzaga recognizes an obligation to provide an environment reasonably free of health hazards and contaminants that may adversely affect the safety and health of Gonzaga employees and students. In support of this obligation, Gonzaga complies with the Washington State Clean Indoor Air Act, by prohibiting smoking and the use of e-cigarettes in all Gonzaga buildings, and within 25 feet of any entrance, exit, window, or ventilation intake. This includes the use of smokeless or chewing tobacco and electronic nicotine delivery devices and related products. Supervisors are responsible for enforcing the provisions of this policy for their employees and in their work areas.

Environmental Health and Safety is responsible for administering this policy.

Marijuana, although legal in Washington State, remains prohibited on university property pursuant to federal law.

#### **4. DRUG, CONTROLLED SUBSTANCE AND ALCOHOL-FREE WORKPLACE**

Reference **Part 2: Drug, Controlled Substance and Alcohol-Free Workplace Policy** for information on this topic.

#### **5. PHYSICAL EXAMINATIONS**

An occupational physical is mandatory before the start date of employment for any job that requires significant physical demands or for current employees who transfer to jobs with significant physical demands. They are scheduled once the individual has accepted a conditional offer of the position and start of employment is contingent on passing the exam. If exam results indicate that all physical demands cannot be met, Gonzaga will consider reasonable accommodations. Physicals are performed by an outside provider in coordination with HR.

#### **6. DRIVER SAFETY**

Drivers must have a current and valid driver's license to operate a company vehicle or a personal vehicle on company business. Gonzaga reserves the right to verify a valid driver's license and good driving record of any employee who will operate a vehicle on behalf of the Gonzaga. Employment will be contingent upon proof of a valid driver's license and a good driving record, through a Motor Vehicle Record check, for roles that require driving a vehicle as an essential function of the job. Gonzaga may request an employee's updated driving record at any time during employment.

Employees against whom a disqualifying action (suspension or revocation of license or certificate) has been taken by the Department of Motor Vehicles shall not be employed in a position in which driving on behalf of Gonzaga is an essential function, nor will employees who develop a poor driving record be allowed to continue in such a position. Employees are responsible for maintaining a valid driver's license and special certificates required for the performance of job duties. Employees are also responsible for promptly notifying their supervisor of expiration, conviction, or other Department of Motor Vehicles actions against their driver's license or certificate. Should driving be an essential function, the employee may be subject to transfer (if a comparable position is available) or termination if their license is suspended, revoked or expired.

Cell phones (whether company-provided or personal) may not be used to conduct Gonzaga business while operating a vehicle.

Gonzaga may, at the discretion of Risk Management, revoke an employee's ability to drive a university vehicle or operate a vehicle for business purposes due to unsafe driving, repeated at-fault accidents, or other relevant cause.

All accidents involving a Gonzaga vehicle, or a personal vehicle used for Gonzaga business, must be reported to their supervisor immediately. Gonzaga reserves the right to conduct a post-accident drug or alcohol test.

## **7. WILDFIRE SMOKE PLAN**

Gonzaga is committed to preventing wildfire smoke-related illness in the workplace. Our policy is to ensure that all workers (employees, contractors, business entities, etc.) who may be exposed to hazardous wildfire smoke at our workplace are provided with the knowledge and tools to help prevent exposure, recognize potential smoke exposure symptoms, and provide aid when necessary.

This Wildfire Smoke Plan is part of our Accident Prevention Program. This written program is available online for worker access and use.

## SECTION VIII: EMPLOYEE PROFESSIONAL CONDUCT STANDARDS

Gonzaga University could not achieve its goals of excellence in education and service without the committed efforts of its employees, who are called upon to conduct themselves in a manner consistent with Gonzaga's Mission and Institutional Work Values. The university respects the dignity of individual students, faculty, staff and visitors. Gonzaga expects all employees to show the same professionalism and concern for others so all community members can achieve their full potential and carry out their responsibilities effectively. In performing their duties, all employees are expected to be honest, efficient, economical, safe, and courteous. Employees are responsible, and will be held accountable, for adhering to Gonzaga policies, rules, directives, and procedures prescribed through supervisory employees.

### **1. STANDARDS OF CONDUCT**

Gonzaga strives to avoid excessive restrictions on employees' conduct. However, since reasonable standards are necessary for the orderly conduct of university business, Gonzaga has established, and will continue to establish, reasonable conduct standards consistent with Gonzaga's Mission Statement, Institutional Work Values, and commitment to ensuring that all employees work in an environment which fosters mutual professionalism. Proper performance of duties, appropriate professional conduct, and treating others with courtesy at all times are essential requirements of every employee's job. Examples of violations of the professional conduct standards includes, but is not limited to: bullying, explicit language, yelling, and other forms of demeaning and unprofessional conduct. Employees who do not abide by these standards will be subject to corrective action, as appropriate.

When determining appropriate responses to conduct violations, Gonzaga is guided by fundamental fairness, objectivity, and reasoned discretion. However, serious misconduct may result in immediate dismissal from employment. Conduct which may be considered serious includes, but is not limited to: violent, verbally or physically abusive or threatening behavior; working under the influence of drugs, controlled substances, or alcohol; stealing Gonzaga equipment, funds, or material; harassment or discrimination; and improper practices such as any illegal, fraudulent, dishonest, insubordinate, negligent, or otherwise unethical action relating to Gonzaga operations, finances, or activities. Gonzaga has developed separate policy statements that address these issues more completely. Please refer to: **Part 2: Drug, Controlled Substance and Alcohol-Free Workplace Policy; Part 2: Harassment and Discrimination Complaint Policy; Part 2: Workplace Violence Policy.**

### **2. SECURITY AND CONFIDENTIALITY**

Gonzaga policy is to maintain appropriate control over premise entrances, access to work locations, records, computer information, and cash or other valuables. Employees assigned keys, given special access, or assigned job responsibilities relating to the safety, security, or confidentiality of records, material, equipment, or valuables must use sound judgment and



discretion in performing their duties and any violations will be subject to corrective action, up to and including termination.

Information about Gonzaga and its students and employees, including the Campus Directory, should be provided only to those having a right to know or who are authorized to receive such information. When in doubt as to whether certain information is confidential, prudence dictates that none be provided without first clearly establishing that the appropriate authority has authorized disclosure of the information. This policy applies to both internal and external disclosure.

Confidential information obtained as a result of Gonzaga employment must not be used by employees to advance any private interest or for personal gain. Use or disclosure of such information can result in civil or criminal penalties both for individuals and for Gonzaga.

### **3. WORKPLACE VIOLENCE**

Gonzaga and its employees are co-responsible for striving to provide a safe, secure work environment for all employees and being mindful of a person's dignity. Toward this end, Gonzaga has established a policy of zero tolerance for acts of violence and will take appropriate action against anyone who engages in threatening or violent behavior. See **Part 2: Workplace Violence Policy**.

### **4. REPORTING**

- a. Professional Conduct:** All employees have a duty to promptly report, verbally or in writing, any evidence or knowledge of non-compliance with these conduct standards. Employees should report non-compliance with these conduct standards to their immediate supervisor or HR. If the impropriety appears to involve the employee's immediate supervisor, or a management employee, the reports should be made to the next higher management level supervisor or to HR.
- b. Abuse or Neglect of Minors:** All management and supervisory employees, all faculty, and all athletic department employees, including graduate assistants and volunteers, have a mandatory duty to report directly to law enforcement or the Department of Children Youth and Families (DCYF) any instances in which they have a reasonable
- c.** cause to believe that a minor has suffered abuse or neglect. All other employees are required to immediately report such information to their supervisor, HR, the Office of Inclusive Excellence or the Title IX Coordinator.
- d. Title IX Violations:** All employees have a duty to report allegations of any gender-based harassment and/or discrimination, including sexual misconduct, sexual violence or sexual assault to the Title IX Coordinator, Office of Inclusive Excellence, or any appropriate University Official as identified in the Harassment and Discrimination Policy.
- e. Ethics and Compliance/Whistleblower:** All employees may access Gonzaga's confidential and independent Ethics and Compliance reporting system to report issues

violating financial and ethical standards. Reports can be made through [www.gonzaga.ethicspoint.com](http://www.gonzaga.ethicspoint.com) or 1-855- 888-9237.

## SECTION IX: EMPLOYEE RELATIONS AND CONFLICT RESOLUTION

Gonzaga depends on the best skills, efforts, performance and commitment of its employees to fulfill its Mission and it strives to treat all employees professionally, consistently, and with fundamental fairness. However, Gonzaga recognizes that employees may have workplace conflicts or employee relations questions, issues, concerns or complaints which, if left unresolved, detract from their ability to put forth their best efforts and harm the positive environment Gonzaga seeks to maintain. Additionally, employees may have performance problems or workplace behaviors that fail to meet Gonzaga standards. Employee relations and conflict resolution processes address these issues through cooperation between employees and supervisors, with assistance from HR.

### **1. EMPLOYEE RELATIONS PROCESS**

Employee relations concerns, which often result in workplace conflict, usually fall into one of these areas: personnel policies, department policies or operations, distribution of duties, relationships with co-workers, relationships with supervisors, or legal compliance issues such as workplace discrimination. HR is responsible for ensuring that employee relations problems are addressed and that employees receive answers to their questions. However, the actual resolution of any situation normally is the responsibility of the department management team. HR works with employees to find solutions that meet both employee and department needs, consistent with policy and legal requirements. Every attempt is made to find solutions that reflect Gonzaga's values of human dignity and justice.

This process begins when Gonzaga becomes aware of employee relations issues or workplace conflicts. Employees are first encouraged to bring their issues or concerns directly to their supervisor. Employees may also request HR assistance at any time to accompany them through the process.

Complaints involving civil rights, usually involving harassment, discrimination, access and/or accommodations issues, are investigated and resolved through the Gonzaga Harassment and Non-Discrimination policy. See **Part 2: Harassment and Discrimination Policy**. The outcome of that process may also result in the use of this employee relations and conflict resolution process.

### **2. HR ROLE**

HR Partners serve as facilitators of the conflict resolution process, bringing together involved parties and others, as appropriate, to work toward resolution. It is not HR's role to take sides in an issue, but rather to assist in interpreting the parties' positions, as well as Gonzaga policies and practices that affect the outcome. In its approach to employee relations issues, HR balances the needs and desires of all employees with Gonzaga's common good in an effort to ensure all employees are able to carry out the essential functions of their position description.

### **3. SUPERVISORS ROLE**

Supervisors are responsible for: communicating performance and conduct standards to employees; for guiding, training and developing their employees; and for providing opportunities, if appropriate, to correct performance or behavior deficiencies. Supervisors are responsible for addressing employee relations or conflict issues within their areas, and for responding to employees' concerns or questions in a timely manner so that resolution is achieved. A supervisor's involvement in, and response to, employee relations issues or conflicts must be consistent with Gonzaga personnel policies, Mission, and Institutional Work Values. Supervisors seek guidance from their vice president or HR as appropriate, and monitor corrective action plans to ensure that resolution achieves desired results.

The supervisors approach includes caring for the whole person (*cura personalis*) by setting employees up for success in their roles, supporting their growth and development and cultivating teams that are healthy and effective. It also involves employees and supervisors contributing to and caring for our collective work (*cura apostolica*) by taking ownership of their roles in these processes and engaging in ongoing communication and feedback that leads to shared understanding, growth and positive impact on employees and the university.

If performance concerns persist, conflicts rise to the level of policy violations due to patterns of uncorrected behavior, or if serious isolated incidents occur, the supervisor should refer to Section X of this policy manual.

### **4. EMPLOYEES ROLE**

Employees are responsible for understanding supervisors' performance and conduct expectations, and for actively participating in corrective action efforts.

### **5. ADMINISTRATIVE LEAVE**

Administrative leave is Gonzaga-initiated, non-disciplinary paid time off for an employee for a variety of purposes related to an employee relations process. Typical situations giving rise to administrative leave include: investigating alleged offenses; cooling off period during conflict; evaluating performance; conduct issues; or, exploring options until a final resolution is implemented. Administrative leave is recommended by the supervisor with HR approval. Employee access to Gonzaga buildings and IT resources will be disabled during periods of administrative leave of absences.

# SECTION X: PERFORMANCE MANAGEMENT

## **1. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT PHILOSOPHY**

Our shared commitment to and responsibility for Gonzaga's mission and our Catholic, Jesuit, humanistic identity shape our approach to professional development and performance management at Gonzaga. When professional development and performance management are done well, both the employee and university continue to grow. Employees grow as individuals, move towards their professional goals and hopes, and help further the mission and achievement of university goals.

Performance Management is about empowering employees so they can flourish in their roles. It is a two-way, ongoing process of clarifying job responsibilities, priorities, and performance expectations to ensure shared understanding between supervisor and employee. It is a process of ongoing communication, goal setting, coaching and feedback between supervisor and employee that enables employees to successfully fulfill their roles, contribute to their team and to the university.

Professional Development is driven by the employee and supported by supervisors and the university. It includes employees identifying and pursuing opportunities; supervisors engaging in and supporting their employee's development; and the university investing in building skills, knowledge and experiences that align with the employee's professional goals and university needs. It is about employees learning and growing so they can reach their fullest potential.

## **2. TOOLS FOR MANAGING PERFORMANCE**

Gonzaga utilizes a structured corrective action process designed to provide a structured corrective action process to improve and prevent a recurrence of unprofessional or inappropriate employee behavior and performance issues. The tools available to supervisors in this process include:

- a. Coaching Performance Notice
- b. Corrective Action (Letter of Expectations, Written Warning, and Last and Final Notice)
- c. Mandatory participation in the Employee Assistance Plan resources, as appropriate

Gonzaga reserves the right to combine or omit steps depending on the facts of each situation and the nature of the offense. Engaging in Corrective Action steps should be done, in coordination with HR, when a supervisor has identified a performance or behavior problem and has been unable to achieve an acceptable level of performance through coaching. While on corrective action (12 months from the most recent issue date), employees are not considered "in good standing" under the Telework policy, are not eligible to receive compensation adjustments, are not able to be considered for job transfers or other roles at Gonzaga (unless required by law) or take advantage of tuition waiver for themselves. The tools outlined below play an integral role in correcting performance deficiencies in an effort to improve performance

or modify behavior. Employees can be released from corrective action early with supervisor and HR approval.

Nothing in this Section provides any contractual rights regarding employee discipline or coaching, nor should anything in this process be read or construed as modifying or altering the employment-at-will relationship between Gonzaga and its employees.

### **3. COACHING PERFORMANCE NOTICE**

Gonzaga's intention is to work with employees whose performance or conduct falls below standards. Supervisors are expected to address existing performance, conduct, or attendance issues immediately so that they do not become prolonged or more serious. It is incumbent upon supervisors to document their coaching conversations addressing these problems, with the option to use a Coaching Performance Notice Form available through HR.

### **4. CORRECTIVE ACTION**

#### **d. Letter of Expectations (LOE)**

An LOE involves more-formal documentation of the performance, conduct or attendance issues and expectations. During this step, the immediate supervisor will draft an LOE outlining job and/or behavior expectations with support from HR and it will be issued to the employee.

#### **e. Written Warning**

This step involves the immediate supervisor, with support from HR, issuing a Written Warning that re-outlines job performance and/or behavior expectations. The Written Warning communicates that failure to meet expectations puts the employee's employment status in jeopardy.

#### **f. Last and Final Notice**

The last step in Corrective Action is to issue a Last and Final Notice, which outlines the employee's continued inability to meet expectations in their position. The immediate supervisor, with support from HR, will draft the notice that communicates failure to meet expectations at any time may result in further corrective action, up to and including, immediate termination of employment.

### **5. DISMISSAL**

As identified in *Section II: Employment, 4. Evaluation Period*, a supervisor may not need to go through corrective action documentation for employees who are in the evaluation period. When an employee has not been successful in their evaluation period, a supervisor may recommend to HR that that the employee be dismissed from employment during or at the end of the evaluation period. Supervisors also have the option to issue a LOE, or other form of Corrective Action,

during the evaluation period. Should the employee fail to meet expectations in their position, the supervisor may recommend dismissal or issue a Last & Final Notice.

Employees in the evaluation period who are issued a Coaching Performance Notice, LOE or Corrective Action, may have their evaluation period extended up to an additional six months with HR approval.

For employees who are not within the evaluation period, a supervisor may recommend that an employee be dismissed from employment following any violations of the Last and Final Notice.

Immediate dismissal may occur due to serious misconduct, including, but not limited, to: violent, verbally or physically abusive or threatening behavior; working under the influence of drugs, controlled substances, or alcohol; stealing Gonzaga equipment, funds, or material; harassment or discrimination; and improper practices such as any illegal, fraudulent, dishonest, insubordinate, negligent, or otherwise unethical action relating to Gonzaga operations, finances, or activities.

HR must review all administrative leaves, suspensions and dismissals to ensure consistency and fundamental fairness. This review and formal approvals are documented through a written process. Contact your HR Partner for process details.

Prior to all dismissals, the area vice president and HR must give approval.

## **6. ACCESS TO EMPLOYEE WORKSPACE, EQUIPMENT AND RECORDS**

If an investigation is conducted for alleged wrongdoing, Gonzaga reserves the right to search and inspect an employee's workspace, files, work-related materials, electronic equipment, personal possessions brought onto company property, or communication devices.

## **7. CORRECTIVE ACTION APPEAL PROCESS**

Any employee having concerns or questions about a LOE/Corrective Action Plan should first talk with their immediate supervisor. If the employee believes that their concerns are not being addressed, the employee may consult HR or pursue the **Part 2: Grievance Policy**.

## PART 2: POLICIES

1. [Access and Accommodation for Persons with Disabilities Policy](#)
2. [Accident Prevention Program Policy](#)
3. [Affirmative Action Policy](#)
4. [Affirmative Action Policy Equal Employment Opportunity for Persons with Disabilities](#)
5. [Affirmative Action Policy Equal Employment Opportunity for Military Veterans](#)
6. [Background Check Policy](#)
7. [Cell Phone Policy](#)
8. [Certain Relationships by Persons in Authority Policy](#)
9. [Confidential Information Policy](#)
10. [Conflict of Interest Policy](#)
11. [Copier & Printer Policy](#)
12. [Copyright Policy](#)
13. [Drug, Controlled Substance and Alcohol-Free Workplace Policy](#)
14. [Electronic Information Technology Accessibility Policy](#)
15. [Employee Anti-Hazing Policy](#)
16. [Federal Family and Medical Leave Act Policy](#)
17. [Finance Policies](#)
18. [Gonzaga University Closing Policy](#)
19. [Grievance Policy](#)
20. [Harassment and Non-Discrimination](#)
21. [Information Technology Use Policy](#)
22. [Institutional Memberships Policy](#)
23. [Lactation Time Away from Work Policy](#)
24. [Media and Public Relations Policy](#)
25. [Patents Policy](#)
26. [Policy on Political Campaign Activities](#)
27. [Policy on Use of University Facilities for Events](#)
28. [Protection of Minors](#)
29. [Public Expression of Personal Views Policy](#)
30. [Purchasing](#)
31. [Records Retention](#)
32. [Reductions-In-Force for Employees Policy](#)
33. [Retirement Policy](#)
34. [Risk Management Guidelines](#)
35. [Social Media Policy](#)
36. [Solicitation and Distribution Policy](#)
37. [Staff Additional Compensation Policy](#)
38. [Standards for On-Campus Religious Activities Policy](#)
39. [Sustainability](#)
40. [Telework Policy](#)
41. [Title IX Sexual Harassment Policy](#)
42. [Trademark Policy](#)
43. [Travel Related Policies](#)
44. [Tuition Waiver Policy](#)
45. [Vehicle Use Policy](#)
46. [Wellness Policy](#)
47. [Whistleblower Policy](#)



48. [Workplace Violence Policy](#)