



CABRINI UNIVERSITY

EMPLOYEE HANDBOOK

CONTENTS

Effective Date August 31, 2023

This Cabrini University Employee Handbook supersedes all previous versions.

Introduction and Mission	1
Mission	1
Mission Statement	1
Charter of Core Values	1
Statement of Catholic Identity	2
Mission and Diversity, Equity, Inclusion and Belonging (DEIB) Framework	3
A Brief History of Cabrini University	4
About Our Campus	5
Employment Policies	6
Employment At Will	6
Equal Employment Opportunity and Non-Discrimination Statement	6
Americans with Disabilities Act	6
Animals on Campus	7
Conduct Standards and Discipline	7
Serious Misconduct and Other Offenses	8
Where to Go and What to Do when You Have a Concern	8
Open-Door Policy for Informal Problem Resolution	9
Using Ethicspoint	9
Staff Appeals Procedure	9
Sexual Misconduct Policy	11
Title IX	11
Sexual Harassment	11
Prohibited Romantic or Sexual Relationships	11
Conflict of Interest Policy	13
Access to Personnel Records	13
Personnel Data Changes	14
Protocol to Request Disability Accommodations	14
What is a reasonable accommodation?	14
Who is eligible for accommodation?	14
Protocol	14
Filing a Request	15
Employee Responsibilities	15
Receiving a Request	15
Human Resources Responsibilities	15
If an accommodation is denied	15

Appeal Process	15
Records Maintenance	15
Workplace Standards	16
Introduction	16
Work Schedules	16
Attendance and Punctuality	16
Meal and Work Breaks	17
New Employee Orientation	17
Parking Regulations and Vehicle Registration	17
Smoking	17
Bullying, Prohibition of Hate Speech and Workplace Violence Prevention	18
Bullying	18
Prohibition of Hate Speech	18
Threats, Workplace Violence, and Reporting Concerns	19
Staff Advisory Council	19
Drug and Alcohol-Free Workplace	20
Inclement Weather and Emergency Closings	20
Other General Policies	21
Information Technology and Resources (ITR)	21
Children in the Workplace	22
Protection of Confidential and Proprietary Information	22
Appropriate Dress	23
Use of Vehicles and Related Vehicle Insurance	23
Overnight	23
Gifts from Vendors	23
Media, Marketing, and Communications	23
Personal Use of Telephones, Fax Machines, Computers, and Photocopiers	23
Social Media	24
Political Activity	24
Staff and Faculty Intellectual Property Rights	24
Solicitations and Personal Business	25
Use of University Property	25
University Name, Seal, and Logo	25
Other University Property	25
Compensation	26
Introduction	26
Staff Compensation Philosophy	26

The Link Between Compensation and Performance	26
Market-Based Pay Structure	26
Salary Increases	26
Compensation Program Elements	27
Job Descriptions	27
Job Titles	28
Job Evaluation System	28
Payment of Salary	28
Employment Categories	28
Staff	28
Full Time and Part Time	28
Temporary/Casual	29
Faculty	29
Volunteer	29
Student	29
Exempt and Non-Exempt Pay Status	29
Overtime	29
Compensation for Part-Time Staff	30
Date of Hire/Bridging of Service	30
Outside Employment Policy	30
On-Call Policy	31
Performance Improvement	32
Introduction	32
Performance Management for Staff	32
What Cabrini and Your Direct Manager Expect from Your Role	32
The Initial Employment Period	32
How Your Performance will be Evaluated	33
The Annual Performance Management Process	33
Your Role in Our Performance Management Process	34
Developing Goals	34
Monitoring Performance	34
Evaluating Year-End Performance	34
What happens when performance falls short of expectations?	35
Verbal Warning	35
Written Warning	36
Performance Improvement Plan	36
Termination	36

Benefits	37
Introduction	37
Eligibility	37
Employee Medical Information	37
New Employee Resources, Policies, and Procedures	38
New Employment	38
New Employee Orientation	38
Insurance and Other Benefits	38
Other University Benefits	39
Library	39
Campus Store	39
Dixon Athletic Center and the Thomas P. Nerney Pavilion	39
Campus Shuttle	39
The Children’s School	39
Wellness	40
Flexible Work Schedules	40
Professional Development and continuing education	40
Tuition Remission	41
Tuition Exchange	41
Worker’s Compensation	41
Hiring Practices for Staff	42
Hiring Procedures	42
Posting/Advertising Vacant Positions	42
Search Committees	42
Mission, Diversity, Equity, Inclusion and Belonging (DEIB)	42
Background Check Policy	42
Employment of Relatives	43
Employment References and Verification of Employment	43
Offer of Employment	43
Student Workers	43
Time Away from Work	44
Vacation Days	44
How Vacation Days Are Accrued	44
Twelve-Month Employees	44
Ten-Month Employees	44
Vice Presidents and University Leadership	44
Vacation Scheduling and Carry-Over	44

Other Important Information about Vacation Days	45
Sick Leave	45
Personal Days	46
Holidays	46
Holidays Recognized by the University	47
Bereavement	47
Donation of Vacation Policy	48
Short-term and Long-term Disability	49
Family and Medical Leave Act (FMLA)	49
Job Benefits and Protection	50
Jury Duty and Legal Proceedings	50
Military	51
Leaving the University	52
Leaving Your Position at Cabrini	52
Resigning Your Employment	52
Your Notice Period	52
Notifying HR upon Receipt of a Resignation	53
Job Abandonment	53
Your Exit Interview	53
Final Paycheck	53
Unemployment Benefits	53
Retirement	53
Employment References and Verification of Employment	54
Addendum	55
Safety and Security	55
Identification Cards	55
Emergency Notification System	55
Cabrini University's Responsibilities Under the Clery Act	56
Campus Security Authorities (CSAs)	56
Crime Reporting	57
Blood-Borne Pathogens	57
Communicable Diseases	57
Occupational Safety and Health Act (OSHA) Information	58
Cabrini University Safety Committee	58
ADA: Request for Reasonable Accommodation Form	59
Receipt & Acknowledgment of Cabrini University Employee Handbook	60

Introduction and Mission

This Employee Handbook (hereafter: Handbook) has been prepared to help employees become familiar with Cabrini University. It is a summary of the University's current policies, work rules, and benefits, superseding all previously published handbooks, policies, and procedures, but it is not a contract and does not give rise to contractual obligations. It is not intended to cover every possible question or situation, as individual circumstances may call for individual attention. For questions about the policies and other contents of this Handbook, employees can reach out to the Director of Human Resources.

In addition, as a convenience to employees, portions of this Handbook attempt to summarize certain laws that apply to employees and Cabrini. If there is a variation between these summaries and the actual laws, the actual laws at all times take precedence and, as such, included summaries should be considered accordingly. Because basic trends, legislation, and economic conditions are always changing, the contents of this Handbook may be changed at any time at the discretion of Cabrini University leadership, and policies and procedures are regularly updated.

All employees will give written acknowledgment of having received and read a copy of this Handbook and are expected to understand and follow its message. A separate page of this handbook found in the addendum serves as acknowledgment of receipt and agreement, and once signed by the employee, will be placed in the employee's personnel file.

Mission

There is a lot to know about Cabrini and what makes it a unique place. We believe that several component parts bring to life what makes Cabrini a welcoming and nurturing university: the mission of the University, the charter of core values, and a statement of our Catholic identity (all three of which follow) as well as our Mission and Diversity, Equity, Inclusion and Belonging (DEIB) framework ([Office of DEI & Belonging \(cabrini.edu\)](https://www.cabrini.edu/office-of-dei-and-belonging)), a brief history of Cabrini University and of our campus, which can be found on page 4. Additionally, the mission standards of the Missionary Sisters of the Sacred Heart of Jesus, our sponsoring order, are included here: www.mothersacredheart.org.

Mission Statement

Education of the Heart

Cabrini University is a Catholic institution of higher education dedicated to academic excellence, leadership development and a commitment to social justice. The University welcomes learners of all faiths, cultures, and backgrounds and prepares them to become engaged citizens of the world.

Approved by the Board of Trustees – February 20, 2010

Charter of Core Values

Our core values emanate from the life of Saint Frances Xavier Cabrini, the charism of the Missionary Sisters of the Sacred Heart of Jesus and the Catholic educational tradition.

In response to Frances Cabrini's desire to provide an *Education of the Heart*—a Catholic, Cabrinian education, centered in Christ and ever mindful of the dignity and contribution of each person—the members of this

University community, through a collaborative process, have enunciated these values which exist as a standard for our activities and as a hallmark for all future development.

Education of the Heart is achieved through the core values of:

Respect: We strive for a reverence of self and others manifested in trust and appreciation. Respect calls for care and compassion in regard to diversity, social justice, our environment, and civility in resolving conflict. The University strives to promote the integrity of each person, thus serving the vital and vibrant good of all.

Vision: Inspired by the indomitable spirit of Saint Frances Xavier Cabrini, we strive to promote and foster innovation and creativity. Vision calls for a spiritually-based outlook when seeking solutions, courage, and a proactive stewardship of all present and future resources. We accept the challenge to live our lives according to the Cabrinian vision and values.

Community: We strive to strengthen community by uniting diverse individuals and their aspirations in a shared endeavor. Community calls for common mission, ethical responsibility, a sense of belonging, dialogue in decision making, enthusiasm for the enterprise, and participation in the celebration of our values and traditions. The Cabrini University community seeks to maintain an environment of receptivity and hospitality for all and create union while nurturing individual gifts and talents.

Dedication to Excellence: To maximize the potential of the individual and community we strive for the education of the whole person—intellectual, emotional, physical and spiritual. Dedication to Excellence calls for: a positive attitude, commitment to lifelong learning, personal and professional growth, pride in accomplishment, and fulfillment of common goals. At the heart of our dedication to excellence is the desire to be our best in the service of our students and all others.

Since we are an institution of process and constant development, what we are must always progress toward what we ought to be. It is our hope that in our constant effort to evaluate our growth, we aim for a point of coincidence in which the values that determine what we are become one with what we ought to be.

Approved by the Board of Trustees – October 21, 1994
Reaffirmed by the Board of Trustees – October 21, 2005

Statement of Catholic Identity

Inspired by Saint Frances Xavier Cabrini, we, the University community, participate in her enduring legacy to make the love of Jesus visible in the world. This legacy serves as the foundation of our Catholic identity and our mission, the *Education of the Heart*.

As a Roman Catholic university, we live this legacy together in the shared pursuit of truth, goodness, and beauty. In this effort, we join together many traditions, backgrounds, and beliefs. In doing so, the University affirms God's love for all, God's gifts in all, and God's call to serve all.

Our Catholic identity calls us to:

Faith

- invite all members of the community to share and develop their beliefs and faith traditions
- reflect with purpose, pray with passion, and seek wisdom in sacred texts
- celebrate liturgy and the sacramental life in times of joy and sorrow

Reason

- pursue a Cabrini liberal arts education rooted in the Catholic Intellectual Tradition
- foster an academic environment that promotes spiritual, intellectual, and ethical transformation
- support scholarship to advance the common good

Justice

- act in solidarity with people who are poor, oppressed, and marginalized
- cultivate servant leadership that respects and upholds the dignity of the human person
- advocate for social justice, guided by Catholic Social Teaching

Cabrini University is a vital and distinctive mission of the international network of the Missionary Sisters of the Sacred Heart of Jesus and the Roman Catholic Church.

Adopted by the Board of Trustees, February 1, 2019

Mission and Diversity, Equity, Inclusion and Belonging (DEIB) Framework

Mission and Diversity, Equity, Inclusion and Belonging (DEIB) Framework (*hereafter referred to as “The DEIB Framework”*) is grounded in the following: Gospel values found in the life and teachings of Jesus Christ; the charism of St. Frances Xavier Cabrini and the Missionary Sisters of the Sacred Heart of Jesus (MSC); Catholic Social Teachings; Mission Standards; the *Education of the Heart* Mission; and Charter of Core Values. Mission and DEIB form an intrinsic nexus that encourages employees to be mindful of the Core Values of *community, respect, vision, and dedication to excellence*, and to strive to embody them. *The DEIB Framework* provides guidance and support for Cabrini University employees to align their disposition, words, behaviors, delivery of services, and work products with Core Values, DEIB and racial justice principles. Cabrini community members are encouraged to make a transformative impact that leaves the legacy of Cabrini University more just, more mission-aligned, and in better condition.

The DEIB Framework can be found in full on [the Cabrini Portal](#).

A Brief History of Cabrini University

Founded as Cabrini College in 1957 by the Missionary Sisters of the Sacred Heart of Jesus, the religious order founded by Saint Frances Xavier Cabrini, Cabrini University is a Catholic institution that equips people of all faiths to be engaged citizens of the world.

Cabrini is the first and only institution of higher learning founded by the order and has adopted as its mission Mother Cabrini's philosophy of providing students with an Education of the Heart, integrating intellectual competence with moral and social responsibility.

A national leader among higher education institutions in integrating work for social justice into a college education, the University was among the first in higher education to implement community service into its curriculum, and was the first in Pennsylvania to require community service of all undergraduates. In 2005, Cabrini was among the first colleges to officially sign an agreement with Catholic Relief Services (CRS) to support the organization's global outreach program. In 2009, each incoming student was enrolled in Cabrini's groundbreaking Justice Matters core curriculum, designed so that all Cabrini students become involved in increasingly sophisticated, real-world, community-based problem-solving that recognizes the needs and assets of global and local communities.

Although the institution started as a women's college, the charter was amended in 1970 to admit male students. Academic offerings and on-campus buildings and resources have continued to expand to meet the changing needs of the growing student body, and in 2016, the Middle States Association of Colleges and Schools granted Cabrini University status.

As Cabrini continues to grow, cementing our tradition of providing students with an *Education of the Heart*, rooted in academic excellence, leadership development, and a commitment to social justice, we look to innovate and explore in order to ensure we continue to empower our community members to discover who they are and what they can accomplish in their lives, in their careers, and in society.

About Our Campus

Cabrini University's beautiful 112-acre campus, known for its cathedral of trees, is located in suburban Radnor Township, close to world-class shopping and dining and just one-half hour from Philadelphia, two hours from New York City, and under three hours from Washington, DC.

Historically, the land upon which campus exists today went through several owners throughout the 19th and 20th centuries, including the Lewis family; the family of H. Jones Brooke; James W. Paul, a partner in the Philadelphia banking firm Drexel Company, who named the estate Woodcrest Farms because of its location on the crest of Radnor Hills; and John T. Dorrance, inventor of the formula for condensed soup and president of the Campbell Soup Company. It was Paul who entrusted renowned Philadelphia architect Horace Trumbauer to build an estate on the grounds of the campus, of which the Elizabethan (Tudor)-style buildings still stand as campus buildings and the Dorrance family who sold the land and buildings to the MSCs in the 1950s.

The MSCs initially used the estate, particularly the Mansion, typically considered the campus centerpiece, as a temporary location to house 52 orphans until construction of an orphanage in Philadelphia was complete in 1957—the year that the MSCs secured the charter and opened Cabrini College, welcoming 43 women as the inaugural students that fall.

Employment Policies

Employment At Will

Non-faculty staff employees of Cabrini University are employees at-will. Either Cabrini or the employee may terminate the employment relationship with or without cause and with or without notice. Only those faculty who have been granted tenure by a vote of the Board of Trustees, or those employees who have an employment contract with the University that states otherwise, shall not be considered at-will employees.

This Handbook should not be considered a contract for employment or a guarantee of employment, compensation, or benefits. This Handbook is intended to provide employees with guidance and summaries of various University policies. Faculty is advised to review the Faculty Handbook for guidance and summaries of faculty-specific policies, rights, and responsibilities.

Equal Employment Opportunity and Non-Discrimination Statement

The Missionary Sisters of the Sacred Heart of Jesus have a deep commitment to promoting respect for the dignity of the person as an individual and to reaching out to those persons who are marginalized in the community.

Consistent with that commitment, Cabrini University is committed to the principle of equal opportunity in employment and in education for all qualified persons, regardless of race, religion, color, gender, national origin or ancestry, age, disability, military or veteran status, marital status, sexual orientation, gender identity or expression, or other legally protected basis.

Cabrini complies with federal, state, and local laws prohibiting discrimination against qualified individuals in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities.

Cabrini also prohibits retaliation against any employee for making a good-faith complaint of discrimination or harassment or participating in an investigation or other process related to a complaint of discrimination or harassment.

The University's Equal Opportunity Officer and the designated coordinator for university compliance with Section 504 of the Rehabilitation Act of 1973 is the Director of Human Resources.

Anyone who has a question regarding unlawful discrimination, harassment, or retaliation, or believes they have been the subject of unlawful discrimination, harassment, or retaliation, or believe they have witnessed unlawful discrimination, harassment, or retaliation should contact Cabrini University's Director of Human Resources.

Americans with Disabilities Act

Cabrini University is committed to complying with federal, state, and local laws prohibiting discrimination against qualified individuals with disabilities, including the Americans with Disabilities Act of 1990. Anyone who has a question or believes they have been subject to unfair or discriminating treatment should contact Cabrini University's Director of Human Resources.

The University recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact Human Resources to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Cabrini has developed a Protocol regarding disability accommodations which contains important information that employees and managers need to know regarding the process for requesting an accommodation for a documented disability. The form for requesting accommodations can be found in the addendum to this handbook. The protocol for filing a request begins on page 14 of this handbook.

The designated coordinator for university compliance with Section 504 of the Rehabilitation Act of 1973 and the University's Equal Opportunity Officer is the Director of Human Resources. Anyone who has a question regarding the Protocol or believes they have been the subject of disability discrimination or retaliation should contact Cabrini University's Director of Human Resources.

Animals on Campus/Service Animals

Except in rare circumstances, such as specific University-sponsored events, employees may not bring pets to work.

In accordance with the Americans with Disabilities Act (ADA), Cabrini University permits service animals to accompany persons with disabilities on campus and in its facilities. Cabrini University recognizes a service animal as an animal that has been trained to assist a person with a disability with activities of normal living and working.

The University adheres to the ADA's definition of a service animal as "any...animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items." Employees using a service animal on campus should alert Human Resources and Public Safety at the start of their employment that they will have a service animal on campus.

If you are a Cabrini employee who lives on campus in one of Cabrini's residence halls, you may be permitted to have a therapy or emotional support animal in your home. If you have a question about therapy or an emotional support animal, please contact Human Resources.

Conduct Standards and Discipline

Cabrini University expects every employee to adhere to the highest standards of personal conduct and job performance.

The University reserves the right to discipline or discharge any employee for violating any University policy, practice, or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, this list does not include every type of unacceptable act or behavior that can or will result in disciplinary action. Cabrini always retains the discretion to determine the nature and extent of any disciplinary action that may be appropriate based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance. Performance issues are typically handled consistent with the University's Performance Management program. Examples of progressive discipline for performance issues can be found in the Performance Management section of this Handbook.

Serious Misconduct and Other Offenses

Employees may also be disciplined or terminated for misconduct. These issues can include but are not limited to the following:

- Falsifying information in your employment application, a credential, or any other University records or documents before or during your employment
- Failing to record working time accurately or recording a coworker's timesheet
- Repeated insubordination or other refusals to perform job duties or responsibilities after being requested to do so by your manager or other senior officer of the University
- Using vulgar, profane, or obscene language, in written or oral communications or actions that violate our policies against unlawful discrimination, including retaliation
- Disorderly conduct, fighting, making threats to members of the Cabrini community, or acts of violence
- Misusing, destroying, or stealing University property or another person's property
- Possessing, entering with, brandishing, or using weapons on University property
- Possessing, selling, using, or reporting to work with alcohol or illegal drugs or controlled substances on University property or during your work hours
- Violating conflict of interest rules
- Violating the University's *Sexual and Gender-Based Harassment and Misconduct Policy* or the University's policies prohibiting discrimination, harassment, or retaliation
- Disclosing or using confidential or proprietary University information without authorization
- Violating the University's policies regarding the acceptable use of computers, software, electronic communications, or other equipment
- Being convicted of a crime that indicates unfitness for your job or may present a threat or unacceptable risk to the University or its employees in any way
- Engaging in inappropriate conduct with students or colleagues
- Engaging in conduct that does or could cause reputational damage to Cabrini University
- Theft of Cabrini property, including theft of time
- Unauthorized use of Cabrini's social media account
- Abuse of paid leave

Where to Go and What to Do when You Have a Concern

In many cases, issues or concerns are best solved in the moment with respectful and direct dialog. If this cannot happen for some reason, the University has other ways to support you. If you have an issue or concern about your employment, coworkers or managers, the University has the following: an Open-Door Policy, Ethicspoint, and Appeals Procedure.

Open-Door Policy for Informal Problem Resolution

First, Cabrini University has an open-door policy. The purpose of the open-door policy for informal problem resolution is to provide for the fair and equitable treatment of all employees and to promote good working relationships between and among employees and managers.

This means that managers and other senior administrators are committed to being available to you to discuss problems or concerns you may have. Most times, approaching your own manager first about your concerns is the best course of action, but other members of Cabrini management can also serve as a resource to you when difficult issues arise.

It is important to note that a manager cannot always commit to keeping employee concerns confidential and that, if an employee or manager learns of potential discrimination, harassment, or retaliation, it must be reported to Human Resources immediately.

Using Ethicspoint

Second, employees can report a concern to the University through Ethicspoint. EthicsPoint provides students, faculty, and staff with simple, risk-free ways to anonymously and confidentially report activities that may involve criminal, unethical, discriminatory, harassing, unprofessional, or otherwise inappropriate behavior in violation of Cabrini University's policies or state or federal law. When appropriate, Cabrini will investigate reports submitted through Ethicspoint.

To make a report with your name or anonymously, click this link:

[Anonymous reporting via Ethicspoint](#)

You may also call Ethicspoint directly to discuss or report a complaint by dialing (toll-free) 888.235.1730.

Please note: Cabrini's Bias Response Protocol is available to Cabrini students only and is not available to employees. Students may express concerns about other students, staff or faculty members.

Staff Appeals Procedure

Cabrini also has an appeal procedure for non-faculty staff. This Staff Appeals Procedure covers all employees of the University. Student workers and faculty may also be covered by separate policies and are urged to review the relevant handbooks.

The purpose of the Staff Appeals Procedure is to provide a mechanism for requesting a review of workplace concerns including corrective disciplinary actions.

A fair and expedient resolution of all problems is important to the well-being of both individual staff members and the University as a whole. The appeals process is an opportunity to resolve a dispute over a corrective action other than a decision to terminate employment.

An appeal must be initiated within ten (10) working days from the date the employee receives notice of a corrective disciplinary action that may be subject to appeal. Only the employee or employees who received a corrective disciplinary action may initiate an appeal.

This procedure is intended to address a complaint of a covered employee relating to:

- Corrective disciplinary actions, including transfers and demotions

- Allegations of acts of reprisal, including those resulting from prior participation in the staff appeals procedure, or serving as a witness or providing information in a staff appeal process

Matters that are NOT covered under this appeals procedure and may not be appealed include:

- Terminations, with or without cause or with or without notice
- The contents of University policies, procedures, and rules approved by or with the authority of the Board of Trustees and/or in accordance with federal, state, and local regulations, ordinances, and statutes
- Employee performance evaluations, unless the employee believes the evaluation was arbitrary
- The method, means, and personnel by which work activities are to be carried out, unless the employee proposes to show that his or her health or welfare is endangered
- Termination, layoff, demotion, or suspension from duties because of a lack of work, reduction in the workforce, restructuring, job abolition, or as a result of a demonstrable financial or enrollment emergency
- Changes to job classification
- The organization or structure of the University divisions or departments

Employees who are uncertain whether their complaint is subject to appeal within this process are encouraged to consult with the Director of Human Resources.

Note: Complaints alleging violations of any University policy prohibiting discrimination, harassment, or retaliation should be handled in accordance with the complaint procedure in that policy.

Step 1. Informal phase: The employee informally discusses the complaint or problem with his or her immediate manager, who is responsible for reviewing the matter and considering whether the discipline or other corrective action was appropriate. Your manager must provide a response to you within a reasonable amount of time, typically within ten (10) working days following the discussion. Many problems can usually be resolved during this informal phase of the appeal process.

Step 2 If you are dissatisfied with your direct manager's resolution in the informal phase (Step 1), you may seek to discuss your appeal with your area Vice President, Director of Human Resources, and/or the President in that order.

In Step 2, the employee must provide a written statement setting forth the basis for the appeal, the person or persons involved, the facts upon which the appeal is based, and the resolution or remedy sought. After submitting the Step 2 statement, the employee will meet with the area Vice President, Director of HR, or President to discuss the appeal, and that individual will provide a written response to the appeal within a reasonable amount of time following the discussion. The timing of a response is dictated by the circumstances of the appeal. This response shall document the discussion and propose a decision on the appeal. A copy of the report shall be sent to the Director of Human Resources for review and for the employee's personnel file.

Step 3. If an employee is not satisfied with the outcome at Step 2, the employee may submit the appeal to the President, who, as the University's most senior officer has final authority to consider and address the issue. The President or the President's designee will provide a decision within a reasonable amount of time following the date the appeal is received.

Sexual Misconduct Policy

Title IX

Cabrini's 2023–24 Sexual and Gender-Based Harassment and Misconduct Policy will be included here after it is approved on September 15, 2023.

The Title IX coordinator is the Director of Human Resources.

Sexual Harassment

Sexual harassment is strictly prohibited by this policy. Sexual harassment is a form of unlawful harassment that consists of any unwelcome conduct that is based on an individual's sex or gender (including pregnancy, sexual orientation, gender identity, and status as transgender or transsexual individual). Sexual harassment can involve a variety of conduct and may involve individuals of the same or different genders. Sexual harassment includes sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Some examples of sexual harassment include:

- Inappropriate, repeated, or unwelcome sexual, flirtations, advances, or propositions;
- unwelcome physical contact with sexual overtones;
- Sexually offensive comments such as slurs, jokes, epithets, and innuendo;
- Discussing sexual activities;
- Pressure or coercion for sexual activity;
- Unwelcome intentional touching, such as patting, pinching, or brushing against another's body;
- Inappropriate or suggestive comments about another person's physical appearance, characteristics, or dress;
- Display in the workplace of suggestive or offensive pictures, images, or language;
- Promising any employment benefit in exchange for sexual favors; or
- Withdrawing or threatening the withdrawal of any employment benefit for refusing to grant a sexual favor.

Cabrini also prohibits sexual assault, dating violence, domestic violence, stalking, and other conduct prohibited by applicable law, including Title IX, the Clery Act, or the Violence Against Women Act.

Prohibited Romantic or Sexual Relationships

The following policy sets forth rules and guidelines for employees regarding relationships in the workplace. Faculty members should consult the Faculty Handbook for additional information. Because of the relationship of trust between Cabrini employees and Cabrini students, Cabrini takes this policy seriously, and employees who violate this policy will be subject to discipline, up to and including termination from employment.

Undergraduate Students: Cabrini University prohibits intimate, romantic, or sexual relationships between Cabrini employees and Cabrini undergraduate students. For purposes of this policy, the word “student” includes undergraduate students of any age, those who are part-time or full-time, and those who are enrolled in online programs. This prohibition against relationships with undergraduate students applies to all employees. In particular, this policy applies to: resident assistants, resident directors, athletic trainers, full- or part-time athletic coaches, teaching or graduate assistants, adjunct faculty, laboratory assistants, facilities employees, and clinical preceptors. If an employee has a relationship with an individual who seeks to become or becomes a student (for example, the employee’s spouse or partner has enrolled as an undergraduate student), the employee should inform Human Resources immediately.

If you have a question about whether a relationship with a student may violate this policy or need to declare a relationship, please confer with Human Resources.

Graduate Students: Cabrini prohibits intimate, romantic, or sexual relationships between Cabrini employees and Cabrini graduate students when the Cabrini employee is (or might reasonably be expected to be) in a position of power or authority over that graduate student. This means Cabrini faculty and staff may not engage in an intimate, romantic, or sexual relationship with a graduate student enrolled in any course, academic program, or department in which that faculty member, regardless of rank, teaches, advises, or holds an appointment. If an employee has a relationship with an individual who seeks to become or becomes a student (for example, the employee’s spouse or partner has enrolled as a graduate student), the employee should inform Human Resources immediately.

If you have a question about whether a relationship with a student may violate this policy or need to declare a relationship, please confer with Human Resources.

Direct Reports and Supervisory Relationships: Cabrini prohibits employees with supervisory or evaluative authority from engaging in intimate, romantic, or sexual relationships with those employees they supervise, evaluate, or over whom they otherwise have direct or indirect influence or authority. Such relationships can compromise professional integrity and may generate claims of unfair treatment by others. If a promotion or change in reporting structure leads to this situation, or if such a relationship develops, the manager or supervisor must notify the Vice President or Dean who oversees the employee’s department so that the University can ensure unbiased supervision and evaluation of the employee. Failure to report such a relationship is considered a violation of this policy.

Once a relationship is reported, it is the Vice President’s or Dean’s responsibility to notify Human Resources so the situation can be addressed promptly and confidentially. Circumstances may necessitate a transfer or reassignment of one or more employees to address the conflict, actual or perceived. It is the responsibility of both employees to cooperate in actions taken to eliminate any actual or potential conflicts of interest and to mitigate adverse effects on other employees and/or third parties.

All violations of this Policy should be reported to Human Resources for investigation and appropriate administrative action, which could include disciplinary action up to and including loss of employment. Retaliation against anyone who reports concerns about consensual relationships is prohibited and constitutes a separate violation of this Policy.

Conflict of Interest Policy

Employees must avoid any interest, influence, or relationship which might conflict or appear to conflict with the best interests of Cabrini University. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with Cabrini University
- Owning or having a financial interest in, or other relationship with, a Cabrini University competitor, customer, or supplier
- Accepting gifts, entertainment, or other benefit of more than a nominal value from a Cabrini University competitor, customer, or supplier

Anyone with a conflict of interest must disclose it to their direct manager and area Vice President and remove themselves from negotiations, deliberations, or votes involving the conflict. The employee, however, may state their position and answer questions when their knowledge may be of assistance. Additional information about this policy and the University's other conflict of interest policies may be found in the Faculty Handbook, the By-Laws of the Trustees, and the Hiring manager's guide as it relates to hiring decisions.

Access to Personnel Records

Each employee's personnel file will be maintained by Human Resources in a secure area. The personnel file will contain information about Cabrini University employment. The personnel file shall be subject to review by the employee (and his or her designee), Human Resources, the employee's supervisors or administrators, and other senior administrators on an as-needed basis.

Cabrini University may submit copies of documents in personnel records to federal, state, or other governmental and judicial agencies if required by law or a subpoena, or in response to regulations or requests in connection with investigations, hearings, or judicial proceedings. Cabrini University may also submit employee information to its insurance carriers or benefits providers pursuant to its contractual obligations or in the course of requesting services or information for employees covered by these policies.

For more information regarding personnel files and employment records, please contact Human Resources.

An employee may schedule an appointment to examine the employee's own personnel file in the presence of a Human Resources representative during normal business hours. No part of the personnel file may be removed, copied, or taken to another location but employees may make notes of what is contained in the records and may also request copies of information in the file. Human Resources will provide a form for this purpose.

If you dispute a statement or document in your personnel record, you may request that HR add a written statement to the file.

Personnel Data Changes

It is the responsibility of the employee to notify the Human Resources Office of any changes to basic personnel information, such as address, telephone numbers, marital status, number of dependents, insurance plan beneficiaries, and tax withholding status. Proof of change may be required. All employees are required to provide a home or cell phone number, to be used to contact you when necessary.

Only employees who live on campus may give Cabrini University as the address of record.

Human Resources also maintains emergency contact information. All employees are required to give the name, contact number, and address of the individual to contact in case of emergency.

Protocol to Request Disability Accommodations

If you believe you may be eligible for a reasonable accommodation, you should contact Human Resources. Cabrini University will work with you to determine whether a reasonable accommodation is available.

What is a reasonable accommodation?

A reasonable accommodation is a modification or adjustment to the work environment or to the manner or circumstances under which the position is held or is customarily performed, that enables a qualified individual with a disability to perform the essential functions of that position or to enjoy the same benefits and privileges of employment as are enjoyed by the University's other similarly situated employees without disabilities.

Who is eligible for accommodation?

A Cabrini employee with a disability is:

- Anyone with a physical or mental impairment that substantially limits one or more major life activities (that is, the activities of an average person as part of day-to-day living, like walking, seeing, hearing, speaking, etc.); or
- Anyone who has a record of such impairment.

Protocol

Cabrini has established a protocol for receiving and responding to employee requests for reasonable accommodations.

The goals of this protocol are:

- To ensure that a request for assistance or an accommodation because of a disability receives appropriate and prompt attention;
- To ensure that a request is considered in the appropriate context and determine whether other laws and/or policies, such as the Family Medical Leave Act, are implicated;
- To ensure that employees have a mechanism to appeal decisions with which they disagree; and

- To ensure that the entire process, from request to determination, is handled with dignity, respect, confidentiality, and in accordance with all parties' rights and responsibilities.

Filing a Request

Employee Responsibilities

If you have a disability and wish to receive assistance or reasonable accommodation for that disability, you should speak with Human Resources and submit a written request for consideration. Your request should be made on the Employee Disability Accommodation(s) Request Form, found in the addendum to this handbook. This form will provide Human Resources with a brief overview of the limitations caused by your disability and the assistance or accommodation(s) requested.

Note: If you are seeking an accommodation, you may have an initial conversation about your accommodation request with your manager or Dean, but you are not obligated to do so. Your manager or Dean may have input on your request, but any decision regarding a reasonable accommodation must be made by Human Resources.

Receiving a Request

Human Resources Responsibilities

Human Resources will discuss your request and may request information from your healthcare provider regarding the nature of your impairment, limitations, and accommodation request.

If an accommodation is denied

If the process results in a denial of the request for assistance or accommodation,

- Human Resources will notify you, in writing, that your request for assistance or accommodation has been denied.
- Notification will include the specific reason(s) for denial and instructions on how to file an appeal.
- Human Resources will provide you and the appropriate Dean/VP a copy of the denial notification provided to you.
- Human Resources will work in collaboration with you and your manager to establish expectations for your performance going forward.

Appeal Process

If you wish to appeal the denial of a request for accommodation, you should provide the following within 30 days of written notification of the denial:

- A letter detailing the reasons for the appeal
- Any additional documentation you believe supports the appeal

Your appeal should be submitted to the Director of Human Resources.

Records Maintenance

Human Resources will maintain all Accommodation Request files in a secure and confidential location.

Workplace Standards

Introduction

Cabrini University values our faculty, staff and administrators who are at the heart of who we are and what we do. Our working relationship depends on a shared vision of a cooperative community. To help us understand our roles and responsibilities to each other and within this community, we have established the following Workplace Standards.

Work Schedules

The offices of Cabrini University are generally open for business between 8am-5pm, Monday through Friday, with staff working a 35-hour work week. Facilities employees work a 37.5-hour work week. An employee's specific work hours will be determined in consultation with his/her manager.

All offices should post their hours of service visibly so that students, other employees, and visitors are aware of when your offices are open and staffed. When student-serving offices are required to staff their respective offices beyond these traditional business hours, that information should also be posted. Exceptions to these hours are the Facilities Department, which operates on a 7:30 am–3:30 pm schedule and the Public Safety Office with staff available for assistance 24/7, including holidays. Please check the website for specific hours for all Departments.

Attendance and Punctuality

Employees are expected to report to work on time and to remain on the job throughout their regular and/or designated hours. Employees who are unable to report to work must inform their manager before the start of their work schedule, or as early as possible during the first day of absence. Employees who expect to report for work late are responsible for contacting their immediate manager. If the absence is expected to be for more than one day, it is the responsibility of the employee to establish with the manager how often the employee needs to call in.

Employees with an urgent reason for leaving work prior to the end of their normal work schedule must try to obtain their manager's authorization to leave. If an employee cannot easily locate his or her manager, then the employee may leave an email or voicemail for his or her manager explaining the circumstances. If urgent, work-related matters are put in jeopardy, reaching out to a co-worker or another member of management may be appropriate. When warranted by circumstances, the employee's manager may change an unexcused absence to an excused absence. All unexcused absences must be documented in writing by the manager for the personnel file.

Unsatisfactory attendance, including reporting late or leaving early on multiple occasions, may be cause for disciplinary action, up to and including termination. An employee who remains away from work for three or more consecutive business days on an unexcused absence may be considered to have voluntarily resigned and Cabrini will treat the absence as an act of resignation. At day two of the unexcused absence, managers are required to reach out to Human Resources.

Meal and Work Breaks

Meal breaks are scheduled by the manager. The length and timing of work and meal breaks must be approved by the manager, with reasonable attention given to the employee's needs and preferences. Non-exempt employees will generally be relieved of work during unpaid meal breaks of 30 minutes or more.

Paid work breaks will be granted to nonexempt employees by the manager if an employee is scheduled to work four or more hours in one workday. They should not be used to cover late arrival or early departure and they will not accumulate if not used. Work breaks should not exceed 15 minutes or be given more than twice during one scheduled day of work.

While all employees should feel comfortable taking reasonable breaks, employees who are under the age of 18 are entitled to at least a 30-minute meal break if they work more than five consecutive hours.

New Employee Orientation

At Cabrini, our New Employee Orientation program consists of meeting with a member of the Human Resources Department who will answer your questions and provide you with information about your benefits and payroll, as well as important University policies.

The purpose of New Employee Orientation is twofold: to provide new employees with valuable, standardized information and to help new employees develop a good understanding of how Cabrini works and how your position fits within the mission and goals of the University.

In addition, staff employees are expected to attend a Mission, Diversity, Equity, Inclusion and Belonging Framework discussion. These programs are typically scheduled on a quarterly basis.

Parking Regulations and Vehicle Registration

The roadways of the University and its parking spaces are private property and fall under the jurisdiction of Public Safety, which is responsible for the administration and enforcement of regulations designed to facilitate an orderly traffic flow on campus. These parking and registration regulations apply to students, faculty, staff, and visitors.

Infractions of these regulations are the responsibility of the person who registered the vehicle on campus. All employees are required to register their vehicle within three (3) business days of their employment with Public Safety. The University is not responsible for loss due to theft or damage to vehicles that occurs on University property. Special events parking and all temporary parking arrangements on campus are to be scheduled and approved by Public Safety.

Additional information on vehicle registration, flow of traffic and areas restricted to vehicles, and parking regulations can be found in the [Public Safety section](#) of the University website.

Smoking

Cabrini University is a smoke-free environment. All Cabrini University buildings and transportation vehicles are designated as follows:

- Smoking is prohibited within thirty (30) feet of any entrance to any Cabrini facility, air intake, athletic fields, or where posted.
- Smoking is prohibited in all University buildings.
- Smoking is prohibited at all times in University-owned or -leased vehicles.

Cooperation and consideration between smokers and nonsmokers are necessary to assure the successful implementation of this policy. All members of the Cabrini University community are responsible for observing the provisions of this policy on smoking.

Information regarding smoking cessation programs is available through Human Resources. ([Home - FirstCall \(firstcalleep.org\)](http://Home-FirstCall.firstcalleep.org))

Bullying, Prohibition of Hate Speech and Workplace Violence Prevention

Cabrini cares about the safety and wellbeing of all members of this community and is committed to preventing bullying, harassment, and workplace violence.

To maintain a safe work environment, Cabrini has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on Cabrini property.

Bullying

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Cabrini University defines “bullying” as any intentional electronic, written, verbal, or physical act, or series of acts directed at another person that occurs in the University setting; is severe, persistent, or pervasive; and has the effect of substantially creating a threatening environment, or substantially disrupting the orderly operation of the institution.

Within this definition, “University setting” encompasses anywhere on the University’s grounds, all institutional facilities and equipment, within University-owned vehicles, and at any activity sponsored, supervised, or sanctioned by the University.

Bullying behavior among employees of the University will not be tolerated. Inform your immediate manager if you have been the target of bullying or if you have observed bullying behavior by a member of the Cabrini community.

When issues or disputes arise in the workplace, you are strongly encouraged to bring them to the attention of your manager or the other employee’s manager or come to Human Resources before the situation escalates. The University is eager to assist in the resolution of employee disputes and will not discipline employees for raising concerns.

Prohibition of Hate Speech

Cabrini University seeks to foster and maintain a community of mutual respect and concern for all of its members. The University also expects all members of the Cabrini community to conduct themselves in a manner consistent with the Cabrini Mission Statement and its Core Values as described in the Community Standards for Student Conduct, the Faculty Handbook, and the Employee Handbook.

The full policy approved by the Board of Trustees in October 2021 [can be found here](#).

Threats, Workplace Violence, and Reporting Concerns

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited everywhere on the Cabrini campus.

Conduct that threatens, intimidates, or coerces another Cabrini employee, a student, visitor, or a member of the public on Cabrini property will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, color, age, religion, national origin, disability, sexual orientation, military or veteran status, or any other basis protected by federal, state, or local law.

All threats of violence or actual violence, whether direct or indirect, should be reported immediately to Public Safety and your manager. This includes threats by employees, students, vendors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance, do not try to intercede.

Emergency lockdown procedures and guidelines, as well as fire/emergency exit instructions, are posted within each department/area on campus for reference if necessary. [Please click link for reference.](#)

Cabrini will promptly and thoroughly investigate reports of threats of or actual violence and of suspicious individuals or activities.

Anyone who is found responsible for threats of, or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

If you have questions about this policy or believe you have witnessed or been subject to any threat, violence, or other violation of this policy, please contact Human Resources or Public Safety immediately.

Staff Advisory Council

The Staff Advisory Council (StAC) is recognized by the President and senior leadership for the purpose of discussing, informing, and advising the Director of Human Resources on personnel policy issues. StAC's primary function is to advocate for issues/policies of importance as they pertain to staff by working collaboratively with Human Resources.

Any full-time regular staff members (except for members of the President's Cabinet) who have completed their Initial Employment Period (IEP) shall be eligible for membership on StAC. The Director of Human Resources serves as an *ex-officio* member. StAC shall consist of nine elected members; with at least half of the members being non-exempt. The nine StAC members appoint two Co-Chairs. All members, including the co-Chairs, shall serve for a three-year term and terms shall be staggered. Nominations and elections are held to fill expected and unexpected vacancies.

StAC shall meet formally at least once every month unless a quorum is not met. StAC will also hold one open community forum during both the fall and spring semesters with prior notice given to the President. StAC co-chairs and the Director of Human Resources will meet at least once during both the fall and spring semesters prior to the open community forums.

Drug and Alcohol-Free Workplace

Cabrini University is committed to providing a safe and healthy work environment and seeks to promote the health and welfare of its employees. The University recognizes the importance of physical and emotional health as it pertains to job performance and overall quality of life. Additionally, the University fully subscribes to the provisions of the Drug-Free Workplace Act of 1988. Under the Act, all employees are hereby notified of the serious dangers related to drug use in the workplace.

With this in mind, the University has established the following Drug and Alcohol-Free Workplace Policy. Cabrini is committed to maintaining a drug-free workplace. As required by federal law, we prohibit the illegal use of drugs and the abuse of alcohol on campus by our employees, including student workers and interns. In addition, all Cabrini employees must comply with federal and state laws as well as any relevant local statutes and regulations related to using, selling, or serving alcohol, especially to underage persons.

Cabrini does not condone or permit the unlawful possession, use, consumption, or sale of illegal drugs or any controlled substance by employees on University property. For the purposes of this policy, a controlled substance is any illegal drug, including prescription drugs used, sold, or transferred in violation of the prescription or applicable law. In addition, working while under the influence of a controlled substance is prohibited, unless the use of the controlled substance is consistent with a physician's prescription and does not impair the employee's ability to work satisfactorily or pose a risk to workplace safety, including the employee's own safety.

Cabrini expects all employees to conduct themselves in a responsible and lawful manner while on Cabrini property or while conducting Cabrini business off campus. Specifically, you may not operate any University-owned vehicle or equipment while under the influence of alcohol or controlled substances. Employees who use prescribed or over-the-counter medication that may impair their abilities to operate a vehicle or equipment should notify their manager in instances where that medication would interfere with their work responsibilities.

Cabrini sometimes sponsors events where alcohol is served. Employees are expected to consume alcohol responsibly at Cabrini functions, regardless of whether those Cabrini-sponsored functions are held on or off campus. It is never appropriate to consume alcohol if you are under the legal drinking age, nor is it ever appropriate to provide alcohol to persons who are under such age.

If you plead guilty or are found guilty, or if you plead "no contest" to criminal charges associated with drugs or controlled substances, you are required by federal law to notify HR of the criminal matter and outcome immediately. Notification is mandated by the Drug-Free Schools and Workplace Act of 1988, which requires you to notify the University within five days of your conviction or plea. If you fail to notify HR as required by federal law, you may be subject to discipline and/or termination of employment.

Inclement Weather and Emergency Closings

As Cabrini University is a residential campus, every effort will be made to keep the business operations of the University open or running as close to a normal schedule as possible in the event of inclement weather or other kind of emergency. However, if weather conditions are dangerous or otherwise unfavorable, and the safety of our students, faculty, and staff could be compromised, classes may be canceled and/or some or all University business operations may be closed.

A shift to virtual instruction and/or remote work will be considered, if feasible, and would be announced as such. The cancelation of classes or the closing of business operations could occur on any schedule (i.e., delayed opening, full-day (or multiple-day) closure, or early dismissal/cancellation of afternoon or evening courses). In the case of a delayed opening, staff employees are expected to arrive at work as soon as the University is open or at the beginning of their normal work shift, whichever is later.

Because commuter students, faculty, and staff travel from various locations and distances, some of which may be more seriously affected by adverse conditions than others, everyone is encouraged to exercise their own judgment on whether it is safe or unsafe to drive to the University. If you determine that it is unsafe for you to commute to campus, you are to notify your manager of your absence.

Any announcements regarding impacted classes and business operations will be distributed to the Cabrini community through the [CavsConnect](#) system, which utilizes text messaging to distribute announcements. Notifications will also be posted on Cabrini's social media channels. Additionally, updates will be made to the [Cabrini website](#), with notifications appearing in red on the [homepage](#). With regard to inclement weather, more detailed information will be available on the [Weather Emergencies page](#) (cabrini.edu/weather).

Events and meetings also are subject to delay or cancelation due to inclement weather or an emergency; any required changes to events, as well as additional information regarding impacted on-campus services and events will be provided accordingly.

When the authorized decision is made to close the University due to inclement weather or an emergency event, all employees will be paid for their normally scheduled day at their regular base rate of pay. These hours will not be counted as hours worked for the purpose of computing overtime.

Employees who are on pre-scheduled vacations, continued sick time, or other planned absence from work will have that absence recorded as originally planned.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, non-exempt employees in those departments who work will receive regular pay for hours worked and these hours will be considered hours worked for overtime purposes. A non-exempt employee in non-essential operations may only work during an emergency closing period with a supervisor's authorization.

Employees who fail to report for work when offices are open and/or business operations are running will not be paid for the time off, however, employees may request to use available paid vacation or personal leave time.

Other General Policies

Information Technology and Resources (ITR)

The Office of Information Technology and Resources (ITR) at Cabrini University manages Cabrini's computer systems and equipment, software, networking, shared drives, and on-campus wireless internet. ITR also manages email accounts for students, faculty, and staff. If you are seeking information on CabriniLearn, network storage, Banner and other University systems or equipment, please visit the ITR website at:

<https://www.cabrini.edu/about/departments/information-technology-and-resources>

Additionally, for other relevant technology information, including our Information Security Policies and Procedures, log onto the Cabrini Portal and [click here](#).

The first point of contact for all support requests is the Personal Support Center (PSC), available 24/7/365. When necessary, the PSC will escalate support requests to the on-site ITR staff. How to reach the PSC:

Founder's Hall 108

Monday-Friday: 8am–5pm

Weekends: Closed

Phone: 610.902.8366

Email: ITRhelp@cabrini.edu

For up-to-date ITR staff contact information, please see the [Faculty and Staff Directory](#).

Children in the Workplace

Employees are allowed to bring their children to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length, or nature of visits becomes problematic, the employee will be notified and will be expected to take corrective action.

Protection of Confidential and Proprietary Information

During the course of your employment at Cabrini University, you may be granted access to confidential and proprietary information about the University, its students and employees.

If your position gives you access to such confidential and proprietary information, you are to maintain such information in confidence and only use such information as directed and in the interests of Cabrini University. You may only use or disclose information you learn or acquire through your employment or association with Cabrini University in the performance of your job responsibilities and duties or as otherwise permitted by law.

Unauthorized disclosure of confidential information relating to the University is considered a serious offense and may be cause for corrective action up to and including termination of your employment.

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student educational records. Employees with access to student records must familiarize themselves with the Act, and no employee may release student records or information without authorization from The Registrar's office. [More information can be found here concerning FERPA](#).

Similarly, employees should not release information or records related to Cabrini employees including information covered by HIPAA without authorization from Human Resources.

Appropriate Dress

Work attire should complement an environment that reflects an efficient, orderly, and professional workplace. To further advance a comfortable and productive work environment, Cabrini University observes business casual dress every day. Certain departments with uniforms or the need for business professional dress are subject to those requirements. Although business casual dress offers an alternative to suits, ties, and dress shoes, it also requires that a tasteful and professional appearance be maintained. This is a standard of personal appearance that exemplifies a conscientious, professional campus community committed to respect for each other and the highest quality of service to its students and community.

Use of Vehicles and Related Vehicle Insurance

If you are required to conduct official Cabrini business in your personal vehicle, you must carry auto liability insurance that meets the minimum requirements.

Cabrini-owned fleet vehicles such as cars, vans and trucks are covered under the University's insurance policy. Only authorized employees may use Cabrini fleet vehicles, and fleet vehicles may only be used for Cabrini business.

Any employee involved in an accident while operating a personal vehicle for Cabrini business or a vehicle owned or leased by Cabrini University must report the accident immediately to the employee's manager and to Public Safety.

When on official Cabrini business, you are responsible for obeying federal, state and local traffic laws. Traffic violations, citations, and tickets are your personal responsibility and are not a reimbursable travel expense.

Overnight

Campus offices, including faculty offices, are open during regular business hours and on weekends when needed. If your job duties require you to remain on campus after midnight, Public Safety must be notified.

Gifts from Vendors

Employees of Cabrini University shall not solicit or accept for personal benefit, directly or indirectly, any gift, loan, or item of substantial monetary value from any person or company that is seeking to conduct or is currently conducting business with the University. Gifts and meals of a reasonable value provided to all employees may be accepted. Employees should consult with their manager on the appropriateness of accepting any gift, gratuity, or other item of value from a current or potential Cabrini vendor.

Media, Marketing, and Communications

If you are contacted by the media regarding any facet of the University, please refer the individual to the Marketing and Communications Department. Communications staff can provide support and resources for comment as appropriate, as well as facilitate media inquiries with appropriate faculty representatives.

If you are asked by an organization or media outlet to provide an official comment or statement on behalf of Cabrini University, you should refer the caller or writer to the Executive Director of Marketing and Communications. See the directory for contact information.

Personal Use of Telephones, Fax Machines, Computers, and Photocopiers

Necessary personal telephone calls, faxes, or copies may be made using University machines. It is expected that personal calls, faxes, computer use, or copies will be brief and will be kept to a minimum.

Social Media

Cabrini University's social media policy allows employees to work effectively and in accordance with the University's mission. The goal of this policy is to help the Cabrini community effectively use social media to share information and news related to the University. Only authorized employees may post content to Cabrini's social media accounts. Expected outcomes include:

- Strengthening and amplifying Cabrini University's social media presence as a whole, including various constituent initiatives within the community;
- Providing constituents opportunities to connect, engage, and communicate with the University; and
- Serving as a resource to outline the recommended practices for engaging online as a Cabrini employee/faculty member.

The full policy may be found here: <https://www.cabrini.edu/globalassets/pdfs-website/policies/cabrini-university-social-media-policy-2021.pdf>

Political Activity

Employees are free to engage in political activities outside of work hours. However, employees should not purport to speak for the University in support of particular candidates or on political matters.

Staff and Faculty Intellectual Property Rights

By accepting employment, a non-faculty employee agrees that Cabrini University will own any and all materials written, created, produced or otherwise generated that are made on Cabrini University time or with University assets. Cabrini's IP ownership rights are limited to non-faculty staff or in those circumstances when faculty are granted "extraordinary resources" by the University to create the IP product.

If an employee seeks to retain and reuse materials for the employee's personal portfolio (other than materials that include confidential information about the University or its faculty, staff, or students) in connection with subsequent employment, the employee must receive permission from the employee's supervisor.

Employees are fully responsible for the intellectual property that they create and use in their capacity as employees of Cabrini University, including but not limited to making certain that they have the rights necessary from third-party intellectual property owners in connection with their responsibilities at Cabrini University.

Staff members may also produce works that are covered by the Faculty Intellectual Property Statement (available in the Faculty Handbook).

Solicitations and Personal Business

Employees may not solicit other employees during work times, except in connection with a Cabrini-approved or sponsored event.

Employees are expected to refrain from conducting personal business on University property during business hours.

Cabrini prohibits the solicitation, distribution, and posting of materials during working time or at company property by any employee or non-employee, except for Cabrini business or Cabrini-sponsored charitable or community activities.

Non-employees may not solicit employees or distribute literature of any kind on Cabrini's premises at any time. Employees may only admit non-employees to work areas with management approval or as part of a Cabrini-sponsored event. Non-employees or visitors should not disrupt employees' work. A Cabrini employee must accompany any visitor at all times.

If you have a question about this policy or to report any violation of this policy, please contact Human Resources.

Use of University Property

University Name, Seal, and Logo

The University's name, seal, and logo are the exclusive property of Cabrini University and, consequently, may not be used in connection with goods or services offered by an outside organization without prior permission. Similarly, official stationery may not be used in connection with outside activities, except with respect to authorized academic and scholarly activities or as permitted by your Dean or manager.

Other University Property

Employees may not take University property off campus without the explicit permission of the employee's manager, with the exception of University-issued laptops or other equipment that was issued to an employee working remotely or traveling on official University business. Managers should keep a written record of University property that has been taken off campus by an employee. Any equipment purchased with University funds is the property of the University and must be returned to the University upon request or when an employee separates from employment.

Compensation

Introduction

This section of the Employee Handbook applies to non-faculty University employees and offers important information about how they are compensated. While this section sets out certain principles, nothing in this section should be read as an entitlement to certain compensation or as a limitation to Cabrini's discretion in making compensation determinations.

Staff Compensation Philosophy

Our employees are one of Cabrini's most important resources and are essential to how the University fulfills its mission. Appropriate compensation levels enable Cabrini to attract, retain, reward and motivate our non-faculty staff.

At Cabrini, our compensation philosophy strives to: maintain internal equity, reflect market compensation, acknowledge staff for their performance and contributions to the University as resources are available, and comply with applicable laws.

The Link Between Compensation and Performance

Cabrini is committed to recognizing the importance of linking compensation to performance. However, this commitment is influenced by market data, internal budgetary constraints, and external economic pressures. Managers play a critical role in the compensation of their team members, because they work with their direct reports to develop goals, provide feedback and participate in compensation decisions for the staff.

The foundations of the Cabrini performance management program reflect these three steps:

- Establish individual goals for each staff member;
- Regularly monitor and clarify performance criteria against the identified goals; and
- Provide at least an annual meaningful opportunity for objective review and feedback from the manager to the staff member.

When these steps are followed, performance can be fairly and accurately measured and then used to inform pay increases and promotional decisions.

Market-Based Pay Structure

Compensation at Cabrini is based on our knowledge of the job and compensation markets for similarly situated positions. This structure has been designed to enable Cabrini to offer competitive pay in our geographical area and with the organizations with whom we typically compete for qualified staff.

Salary Increases

Salary increases are intended to reward employees for their contributions to individual goals and University goals as funds are available.

Salary increases come in different forms and are used to address different circumstances. Three common forms of salary increases are:

- **Merit Increases**

- Are used when an eligible employee's individual performance is a critical factor in the size of the increase for an individual.
- Additional factors in awarding a merit increase may include how an individual's pay aligns with market data for this position and/or length of service.

- **Across-the-Board Increases**

- We may choose to distribute an across-the-board increase when only a small salary increase pool is available in a particular year or when updated and informative performance data is not available for some or all the employees eligible for an increase.
- When across-the-board increases are given, each eligible employee receives the same percentage increase to base pay as all other eligible employees.
- Employees who were recently hired (a cutoff date is established for this purpose based on a number of factors and communicated to the community) or those who are on a performance improvement plan (PIP) are not eligible for an across-the-board increase.

- **Market Adjustments**

- A market adjustment occurs when relevant data reveals that the salary range for certain positions is outdated or inconsistent with the market, thereby making it extremely difficult for Cabrini to attract qualified candidates for an open position. Market adjustments are rare and may occur every several years. The decision to engage in market adjustments for some positions rests with Human Resources and University leadership.

Compensation Program Elements

An effective compensation program depends on the development and use of job descriptions, job titles, and job evaluations.

Job Descriptions

Each person at Cabrini is hired to do a specific job and each position or job should have an accurate Job Description. Given the nature of a changing workplace, the incumbent, the manager and Human Resources work together to maintain the accuracy of the job descriptions. Often this takes place during the annual review process but can happen anytime a significant change happens to a job. Job descriptions describe the essential duties of a job and are used for several purposes, including:

- *Job Classification*—to ensure jobs are assigned to the appropriate pay grades and to the appropriate Fair Labor Standards Act (FLSA) status (exempt vs. non-exempt)
- *Market Pricing*—to assist in determining the competitive rate of pay for the job
- *Internal Equity*—to assist in ensuring comparable pay opportunities for comparable jobs within the University
- *Performance Appraisals*—to ensure that the employee and manager have a clear, shared understanding of the job's essential functions

- **Recruiting**—to help identify the most appropriately qualified candidates and to provide prospective employees with a clear understanding of the duties and responsibilities of the position
- **Job Posting**—to ensure that the job posting accurately reflects the job’s essential functions and attracts the best qualified candidates
- **Dispute Resolution**—to assist in resolving legal and other employee relations issues that may arise.
- **Accommodations**—to ascertain if one or more reasonable accommodations can be granted to enable an employee to perform the essential functions or his/her position with an accommodation.

Job Titles

A job title should clearly and accurately describe the roles and responsibilities of the position and be consistent with titling practices across the University. Hiring managers may suggest position titles, but Human Resources is responsible for the final determination of a job title.

Job Evaluation System

The evaluation of how one job fits within the structure of all jobs is important to maintain internal equity across the University. Members of Human Resources work with managers to understand the job responsibilities of the particular job and how it fits within the unit and sometimes across the University structure. We accomplish this evaluation using current market data for a particular job. This happens when a new job is created, when an existing job changes substantially to include additional responsibilities.

Payment of Salary

Staff employees are paid on a bi-weekly basis. Payroll issues salary payments on regular pay days through direct deposit.

Direct Deposit is available for all employees. To enroll in direct deposit, a [Direct Deposit Authorization Form](#) must be completed and returned with a voided personal check to the Payroll Department.

Employment Categories

The University recognizes three employee categories: faculty, staff, and student employee.

Employees are usually classified according to the hours worked and the expected duration of the job. Generally, they fall into three major categories: full-time, part-time, and temporary/causal. In addition, the University may engage volunteers. All student employment is defined as temporary.

Each category below satisfies the flexibility necessary for the University to meet the varying employment needs of its academic and administrative functions. The employee category determines the application of other Human Resources policies, as well as eligibility for benefits.

Staff

Full Time and Part Time

Regular full-time staff employees are regularly scheduled to work 35 hours per week.

Regular part-time staff employees are regularly scheduled to work fewer than 35 hours per week.

Temporary/Casual

Temporary/casual employees are employees who serve the University on a temporary basis or whose scheduled work is defined as “as needed” (for a specified period of time) regardless of the number of hours worked per week. Temporary full-time employees may be eligible for benefits; some temporary part-time employees may be eligible to receive Cabrini’s medical insurance benefits. For more information about whether you may qualify for some benefits, please confer with Human Resources.

Faculty

Refer to the Faculty Handbook for how these classifications apply to faculty members.

Volunteer

Volunteers are those who “donate” their time and services for University activities and are not eligible for compensation or benefits. Existing non-exempt staff members are not able to serve as volunteers.

Student

All student workers are considered to be temporary/casual.

Exempt and Non-Exempt Pay Status

Employment positions at Cabrini are classified as either exempt or non-exempt based on federal and state guidelines. If you have a question about whether your job is exempt or not, and why it is exempt or non-exempt, you should contact Human Resources.

Exempt employees are those whose positions are exempt from overtime requirements because their work is predominantly professional, administrative, or executive in nature. Exempt employees are not eligible for overtime compensation and are paid on a biweekly salaried basis.

Non-exempt employees are eligible for overtime compensation when they work more than 40 hours in a workweek. All non-exempt employees have a designated base hourly pay rate and are paid on a biweekly hourly basis.

Overtime

Overtime shall be assigned by the department head to meet essential operating needs. Overtime by non-exempt employees must be approved in advance, but if worked it must be compensated, whether approved or not. Employees may be disciplined for working unauthorized overtime.

An employee is expected to seek advanced approval for overtime work, and all overtime hours must be reported to the Payroll Office on time sheets the week the overtime is earned.

To accommodate an employee’s request, a manager can authorize an employee’s work schedule to be adjusted during a workweek to avoid overtime. A workweek is a period of seven consecutive days. At Cabrini University, the workweek begins on Saturday at 12:01am and ends on Friday at midnight.

In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. Additional hours worked after the normal work week of 35 or 37.5 hours are paid at the employee’s standard hourly rate up to

40 hours per week.

Approved vacation, holiday and personal leave, sick leave, FMLA, military leave, jury and witness duty, funeral/bereavement leave, are not counted as time worked for the purposes of computing overtime.

Compensation for Part-Time Staff

Pay for regular part-time staff is managed under the same guidelines for regular full-time non-exempt employees but pro-rated to reflect the reduced work schedules.

If a part-time staff member in an exempt job works beyond the scheduled time, they are not eligible for overtime pay. If the staff member consistently works beyond the scheduled hours, their manager may discuss the reasons and determine appropriate solutions. Any employee with a question or concern about part-time status or compensation should contact Human Resources.

Date of Hire/Bridging of Service

Staff employees who have been rehired by the University within six months of their termination date will have an adjusted hire date that will reflect their previous service. Staff originally hired on a part-time basis who later become full-time employees, with no break in service, will receive credit for their part-time service.

Temporary employees who are later made regular employees with no break in service will receive credit for their temporary service.

The adjusted hire date will be used for calculating accruals of tuition remission and service awards benefits. Other benefit plans, such as medical and dental insurance and the retirement plan, have waiting periods and other criteria that must be met regardless of previous service.

Outside Employment Policy

Employees are permitted to engage in outside work and/or hold additional jobs on campus, subject to certain restrictions.

Outside activities and commitments away from an employee's primary job at Cabrini must not compete with, conflict with, or compromise the University's interests or image or adversely affect your job performance and your ability to fulfill your responsibilities to Cabrini University, particularly if you hold a full-time position at Cabrini.

Employees are prohibited from using any University tools, computer programs or applications, materials, or equipment or using of any confidential information about Cabrini for the benefit of a third party. In addition, employees are not to solicit or conduct any outside business during working time.

Employees are cautioned to carefully consider the demands that additional work activity may create before accepting outside or additional employment. Other employment will not be considered an excuse for poor job performance, tardiness, absenteeism, leaving early, refusing to travel, refusing overtime, refusing to work alternative hours if required by your job description, or other reasons for being unable to sustain your agreed-upon work hours. If other work activity causes or contributes to job-related problems, normal disciplinary procedures will be followed.

Employees are advised to read the Conflict of Interest policy that applies to them.

On-Call Policy

An on-call non-exempt employee will earn one hour at their regular rate of pay per day that he/she is on on-call duty. On-call duty will not count as actual hours worked for the purpose of determining overtime eligibility.

An on-call non-exempt employee called to work outside of his or her normal work schedule shall be paid for time worked or a minimum of two (2) hours, whichever is greater. Time worked while on-call will be considered hours worked for calculating overtime.

Performance Improvement

Introduction

Cabrini University believes that the success of the institution is through the contributions of its employees. Therefore, effective management of employee performance, development and retention is of paramount importance. Employees who understand the University goals, mission and core values, and see the connection between these things and the work the employee is doing, are our most valuable employees.

Performance Management for Staff

Performance management is an ongoing process. It begins with setting performance goals and expectations; assessing your progress towards those goals and expectations; sharing feedback and observations with you; and memorializing that feedback in a written performance evaluation typically after the close of the Fiscal year. Our Fiscal year ends June 30.

It is important to understand:

- What Cabrini and your direct manager expect from your role
- How your performance will be evaluated
- Your role in our performance management process
- What happens when performance falls short of expectations

Faculty members are not covered in this section of the Employee Handbook and should refer to the Cabrini University Faculty Handbook.

What Cabrini and Your Direct Manager Expect from Your Role

Your manager anticipates that you will perform your job responsibilities competently and efficiently; that you will receive and incorporate feedback along the way as you accomplish those goals; and that you and your manager will work together to identify and achieve your broader professional development goals. To do this, we need certain tools and practices to be in place.

Your Job Description is the best source of information about your duties and responsibilities. As jobs change over time, your job description may be revised by your manager, with the assistance of Human Resources.

It is important that you understand the connection between the goals and values of Cabrini University as well. This will inform your work and help you feel the connection between the larger institution and what you do in your job.

Because performance management is an ongoing process it begins as early as your Initial Employment Period.

The Initial Employment Period

Starting with the Job Description, your manager will articulate what he or she believes is important for you to do in your first 90 days and going forward. You will have seen your Job Description during the interview period for your new job.

The first ninety (90) days of employment for regular full-time and part-time staff employees are considered to be an Initial Employment Period (IEP) intended to permit you to become familiar with your job duties and for your manager to regularly observe your job performance.

Managers are expected to keep employees informally apprised of their progress throughout the IEP. Your manager will discuss with you how you are performing against goals and expectations. Your manager will use a written [performance evaluation form](#) (available from Human Resources). These are generally completed within two weeks after the end of the IEP.

Because employment for staff at Cabrini is “at-will,” termination of employment may occur at any time including during the IEP.

Staff members who voluntarily leave the University and later return to the University will be required to complete a new IEP.

If an employee’s performance is not satisfactory by the end of the normal IEP Cabrini may elect to terminate your employment or the manager has the discretion to extend the IEP, after consultation with Human Resources. If the employee agrees to the extension, he or she must sign a written statement to that effect given this action changes the conditions in his or her offer letter. Managers may want to extend the IEP for a variety of reasons, for example, to give time for additional observation of performance, training, or other reasons. Generally, only one extension is provided. Continuation of an IEP is not a guarantee of continued employment and does not alter the at will nature of an employee’s employment.

How Your Performance will be Evaluated

After your IEP, you will be evaluated on an ongoing basis. You and your manager will keep the performance management conversation going. This typically takes the form of an annual performance evaluation. In addition, frequent ongoing meetings or other opportunities for feedback are just as critical to your success as the annual performance evaluation. Therefore, managers are expected to hold meetings with their direct reports on a regular basis to provide opportunities for discussions about progress and any challenges to that progress.

The Annual Performance Management Process

The **annual performance management process** has several important components:

- The establishment of your goals for the upcoming year typically done as the year is beginning in July;
- Goals tied to departmental goals and overall University goals established by senior leadership beginning in July; and
- Periodic conversations with your manager throughout the year to monitor progress.

A year-end process that captures the whole year in review. Typically, this happens after the close of the fiscal year, in the following July and August. This is an **Annual Performance Evaluation** and results in a formal document that your manager has reviewed by his or her manager and shared with Human Resources for your personnel file. As this process is essential to an employee’s success, the annual process is required for all managers to complete. The Annual Performance Evaluation form is available from Human Resources.

Our process for development of goals and performance evaluations is intended to involve the employee and manager and create a fair and equitable system that applies to everyone at Cabrini University. The opportunity for merit increases and promotions are influenced by the documented evaluations. There is an expectation that performance reviews will be conducted at least annually for everyone at the University. An employee with concerns about this process can speak to Human Resources.

Your Role in Our Performance Management Process

Developing Goals

At the beginning of the fiscal year (July 1), you and your manager typically will meet to review your job responsibilities and to develop objectives that are related to your responsibilities, the University's goals, mission, and Core Values, as well as broader department goals. Your manager and you will discuss the process for measuring results, the time frame for completion of various projects, and the relative priority of each goal or objective. This process of developing goals and objectives can take several weeks as leadership decisions and departmental decisions have an influence on your goals.

In addition to goals and objectives, you and your manager may agree on career development objectives related to job skills and/or career advancement. This is also an opportunity for you and your manager to identify performance characteristics, such as job knowledge, quality of work, effective communication, initiative, etc., that are relevant to your success.

Monitoring Performance

During the review cycle, you and your manager will typically keep track of how well you are meeting your objectives. Feedback will be given as appropriate. When monitoring and feedback indicates a problem or challenge with your ability to meet an objective, you can and should expect that steps will be taken to resolve the issue. For example, if you know you are having difficulties meeting a goal or objective, you are encouraged to talk with your manager proactively. Sometimes, it may be necessary to revise objectives during the year due to various changes in the work environment.

Evaluating Year-End Performance

Prior to or just after the end of the fiscal year (June 30), you will complete a self-assessment form. This is part of the Annual Performance Evaluation.

This is a critically important way to communicate with your manager about all you have accomplished in the past year. A form has been developed to prompt you to answer questions about your achievement versus goals, any professional development steps you have taken and how you have contributed to the community in other important areas.

After reviewing your self-evaluation and considering his or her assessments of your accomplishment over the last fiscal year, your manager will complete the Annual Performance Evaluation Form. This form is the official document that is used in this performance management process. It summarizes your achievements and includes a discussion about your professional development. Your manager will rate you on key performance characteristics. This is one of the most important things a manager will do. This tool is one of the most powerful tools we have to support your success as a Cabrini employee. Honest, detailed, timely feedback enables you to reconsider how you approach your work and correct your performance as needed. It is especially valuable when it contains specific examples of your work product. These examples can highlight both your strengths and developmental opportunities. Should an

employee have issues with the items in the evaluation, he or she should express his concerns to his direct supervisor and if necessary, his supervisor's manager who will have seen the evaluation. Ultimately if unresolved, an employee can discuss his or her concerns with Human Resources.

Your manager will share his/her performance assessment with you, and you both will have the opportunity to further discuss any items of concern or inconsistencies. All notes and comments will be kept with the Annual Performance Evaluation, which should be signed by both the employee and the manager.

The completed, signed Annual Performance Evaluation will be reviewed by at least one additional level of management up to the area Senior Leader for his or her direct reports. The completed original, signed by all parties, is to be kept in the employee's personnel file in Human Resources. How an employee can have access to his or her personnel file can be found in the employment policies section of this handbook.

Using the data obtained from the self-assessment and annual performance evaluation, considering University and departmental goals and mission and core values, a new cycle of objective planning for the next fiscal year begins.

What happens when performance falls short of expectations?

It is our expectation for each employee that they will perform their duties to the best of their abilities and will always comport themselves in a professional manner. More information about expected professional behavior can be found in the Conduct Standards section of this handbook.

The purpose of this section is to outline the steps which may be taken when job performance is weak or problematic. The kinds of issues related to job performance include but are not limited to the following:

- Unsatisfactory quality or quantity of work
- Failure to meet goals and expectations
- Poor interpersonal relationships with managers and colleagues
- Failure to manage direct reports effectively
- Repeated unexcused absences or lateness
- Failing to follow instructions or University procedures
- Failing to follow established safety regulations

The best way to address performance issues is for a manager to speak directly to the employee as soon as the concern surfaces. When these conversations take place, your manager will document that the conversation has occurred and anything that may have been agreed to during this conversation. It will be important for you to understand what you need to change so that you can meet your manager's expectations as expressed in your job description. Your manager will be ready to answer questions so that you have the clarity you need to improve. Should your performance continue to not meet expectations, your manager may tell you that more formal corrective action will need to be taken.

Formal progressive, corrective actions include some or all the following depending on circumstances:

Verbal Warning

- A verbal warning is a discussion between you and your manager, supported by written documentation, that any subsequent behavior or performance that fails to meet acceptable standards may result in further corrective action. A document may be produced and signed by you and your

manager to acknowledge that a verbal warning was issued. Alternatively, a manager can summarize the conversation in an email to you. A verbal warning does not become a written warning because the verbal warning is memorialized in writing.

Written Warning

- A written warning involves both discussion with the employee and an official memorandum from your manager to you with a copy to Human Resources for your personnel record. This is what distinguishes a written warning from a verbal warning. This memorandum should refer, whenever possible, to a specific discussion, on a particular date, and should be sufficiently detailed to document how you have failed to meet the required standards and what course of action should be followed to improve the performance. The written warning will also set the time period you are being given to resolve the problem. Failure to meet the required standards may result in further disciplinary action up to and including termination. The written warning should allow space for your comments. The document will be signed by you and your manager to acknowledge that a written warning has been issued.

Performance Improvement Plan

- Should improvement still be warranted after a written warning; a manager may select to put the employee on a Performance Improvement Plan (PIP). This is always done with the support of Human Resources. A PIP puts in place a written plan for addressing the performance issues. Typically, it is for a specific time period, 90 days, and includes a series of meetings with the employee and manager to go over very specific support that will be provided and the expectations of the short-term objectives. For example, additional training will be provided to the employee and the work that is done that week related to the training is reviewed in detail by the manager and employee. The hope is that this intense experience will address the performance concerns. Should performance not improve during or at the conclusion of the PIP, termination may be the outcome. Human Resources is available to both the employee and the manager during the PIP. When an employee is on a PIP, the employee is considered “not in good standing” and ineligible for salary increases.

Termination

- Should all efforts not result in improved performance, your manager, with input from senior leadership and Human Resources, may conclude that it is best to end the employment relationship. Termination is a last resort and is decided upon by reviewing the entire circumstances. All recommendations for termination will be reviewed by the area Senior Leader and the Director of Human Resources.

Benefits

Introduction

As part of your total compensation, the University provides a comprehensive and competitive benefits package to meet you and your family's needs. The benefits offered to employees of Cabrini University are found in the annually published Cabrini University Benefits Guidebook. A copy of the Cabrini University current Benefits Guidebook can be found on the [Cabrini portal](#).

Portions of this Employee Handbook summarize the official Plan documents of the group health care plan and other benefit plans of Cabrini University, as in effect on the date the Employee Handbook was issued. If there is a difference between statements and material in the Employee Handbook or in the Cabrini University Benefits Guidebook, or between the Benefits Guidebook and a Plan document, the Plan document will govern. The employee benefit plans as described in this Handbook or in the Benefits Guidebook, as they apply to all eligible participants, may be changed or ended at any time by written action of the authorized agents of Cabrini University.

Eligibility

At Cabrini University, benefits eligibility for you and your dependents is based on eligibility factors, including your employment status and the number of hours you are scheduled to work. In general, full, and part-time regular staff and faculty who are expected to work 30 hours or more per week are eligible to participate in Cabrini's benefits. Different Cabrini benefits have different eligibility rules, however. For example, if you are scheduled to work a minimum of 20 hours per week, you may be eligible to participate in the University's Retirement plan. The Benefits Guidebook is the best source for information about eligibility for the various benefits offered by Cabrini.

Health Insurance Coverage begins for benefit eligible employees the first day of the month following their date of hire. However, if you begin on the first day of the month your benefits are available immediately.

If you have a qualifying event during the plan year, please notify Human Resources within 30 days. See the Benefits Guide for a list of qualifying events.

Consultants, temporary agency workers, and interns are not considered employees of Cabrini and therefore are not eligible for health insurance or other benefits available to Cabrini employees. If you have a question about your eligibility for benefits, contact Human Resources.

Employee Medical Information

Human Resources will keep any medical information for employees confidential and outside the employee's personnel file. Only authorized employees may access employee medical information. Authorized employees may include employees who work on medical plan renewals or requests for information to obtain an accommodation under the Americans with Disabilities Act. Any information secured for these purposes will be kept confidential.

New Employee Resources, Policies, and Procedures

The Cabrini Portal provides students, faculty, and staff affiliated with Cabrini University access to online resources, both internal to Cabrini and external, with one user ID and password. The Cabrini Portal provides access to notification, events, calendar and training tools, BannerWeb, payroll information, time and leave information and other Cabrini accounts.

Each employee is provided with a username and password to access the Cabrini Portal. Instructions are available through Information Technology Resources.

It is the responsibility of the employee to maintain their user ID and password and regularly check the Cabrini Portal for important information.

New Employment

All new employees are subject to the requirements of the Immigration Reform and Control Act of 1986, which stipulates that only American citizens, permanent resident aliens, and those who are otherwise authorized to work in the United States may be hired. Therefore, each new Cabrini employee must provide evidence of identity and work eligibility as a condition of employment to Human Resources by completing and submitting an Employment Eligibility Verification USCIS Form I-9 form on or before the first day of employment.

For more information, instructions and the form, please contact Human Resources.

New Employee Orientation

The purpose of new employee orientation is twofold: to provide new employees valuable, standardized information and to help new employees orient to the community here at Cabrini University.

Every new full-time employee will meet with Human Resources. Information will be provided on the campus policies, benefits, payroll, the Employee Handbook, and other important information the employee will need as an employee of Cabrini University.

Several times throughout the year, there is an orientation to the Cabrini Mission, Diversity, Equity, Inclusion and Belonging Framework. Employees are invited to attend these orientation meetings, subject to operational needs.

Insurance and Other Benefits

The University provides a comprehensive package of benefits to meet your and your family's needs.

Information about the benefits offered to employees and eligibility for benefits is found in the Cabrini University Benefits Guidebook. The Guidebook is available in Human Resources and can also be found on the Human Resources website - [Benefits \(cabrini.edu\)](https://www.cabrini.edu/benefits).

The Guidebook is updated annually and includes the following benefits:

- Medical, Prescription Drug, Dental, Vision insurance
- Health Savings Accounts (HSA)
- Flexible Spending Accounts (FSA)

- Doctor on Demand
- Life and Disability insurance
- Travel Assistance
- Estate Planning
- Employee Assistance Program (EAP)
- Long Term Care Insurance
- Cabrini University 403(b) Retirement Plan
- Cabrini University Tax-Deferred Annuity (TDA) Plan
- PlanSource

If you have questions about continuation of coverage, contact Human Resources.

Other University Benefits

Library

All employees have access to the Holy Spirit Library, which houses more than 200,000 items that support the University's academic programs. Included in the collection are books, periodicals, audiovisual and multimedia materials, microforms, rare books, and juvenile and curriculum books.

For more information, including the Library's hours, visit the [Holy Spirit Library page](#) of the [Cabrini website](#).

Campus Store

Employees receive discounts on gift items and clothing purchases made at the Campus Store, located on the Lower Level of the Widener Building.

For more information, including the Campus Store's hours, visit the [Campus Store page](#) of the [Cabrini website](#).

Dixon Athletic Center and the Thomas P. Nerney Pavilion

The Dixon Center and Nerney Pavilion, Cabrini's sports and recreation facilities, are located on the west side of campus. The sports and recreation facilities are available to full-time employees and their families free of charge. Part-time employees can purchase individual memberships.

For more information, including hours and the Group Fitness schedule/classes, please visit the [Cabrini Recreation website](#) or call 610.225.3901.

Campus Shuttle

Cabrini runs a shuttle service that connects with the Radnor Train Station, the Norristown High Speed line, the King of Prussia Mall, and other local places. The shuttle schedule varies throughout the year; please visit the [Shuttle Schedule page](#) (cabrini.edu/shuttle) on the [Cabrini website](#) for the schedule and more information.

The Children's School

The Children's School is an accredited preschool and kindergarten that is part of the Cabrini University Education Department and is staffed by teachers certified in early childhood education. Located at 45 Walker Road in Wayne, the Children's School is open from 9am to 3pm, September through June, and children ages two years, seven months (in September) through five years are eligible to attend. Parents have the option of full- or half-day

programs and may enroll children in a three-, four-, or five-day program. Faculty and staff receive a 10 percent discount off tuition.

For more information about the school, please visit the [Children's School pages](#) of the Cabrini website or contact the School's Director at 610.964.6112.

Wellness

Our most effective employees are those for whom a measure of work-life balance can be achieved. Cabrini University strives to enable employees to enjoy the right level of work-life balance optimal for them and their families. For any number of work-related and life-related questions, Cabrini employs the services of an Employee Assistance Program. This is a confidential service that covers a number of issues, for example, elder care issues or issues related to depression or other mental health concerns. This program is detailed in the Cabrini University 2022-2023 Benefits Guidebook.

Employee Assistance Program-Work Life Balance: Call Toll-Free 24/7 at 800.854.1446 (multilingual). More information can be found at www.unum.com/lifebalance.

Flexible Work Schedules

Note: this policy is an important new policy effective August 2022. A summary is provided below. The whole policy and form can be found on the Cabrini Website.

Cabrini University recognizes the value of flexibility in promoting a healthy working environment. As an academic institution, however, Cabrini serves a broad and ever-present constituency who have a reasonable expectation to find University offices open and appropriately staffed to be helpful to students, faculty, applicants, alumni and visitors during Cabrini's published business hours. Accordingly, Cabrini has implemented a modified 'flexible work schedule' policy that fulfills the University's duties to all of its constituents, while also providing reasonable flexibility to supervisors and staff to meet their needs for individualized work schedules. Examples of this include some use of remote workdays and or longer and shortened days within the same work week.

Supervisors and employees may work together to create flexible work schedules that occur within the standard business hours of the University, or within such other parameters as the nature of the work may require (e.g., Facilities, Residence Life). Employees may participate in the creation of the schedules, but ultimately, any work arrangement (including whether any work arrangement will continue) must be approved by the University. An employee is not entitled to any particular schedule and must abide by the schedule that is approved by his or her supervisor and area Vice President.

Flexible scheduling may result in different schedules for employees in a department or from department to department. In general, employees are expected to spend a minimum of 35, 37.5, or 40 hours (depending on position classification) each week on the campus during the official business hours.

Professional Development and continuing education

Cabrini recognizes that professional development opportunities are increasingly important to an employee's overall job satisfaction, in part because professional development increases the value that employee brings to the workplace every day. During the Performance Evaluation Process, employees are encouraged to discuss professional development opportunities with their supervisors.

An employee with at least two years of experience may be eligible for Tuition Exchange and Tuition Remission benefits. These programs are summarized below, and additional information and the application forms are available in Human Resources.

Tuition Remission

Cabrini University is committed to the need for the continued professional growth and development of its faculty and staff. It considers support for educational expenses of personnel an important vehicle for addressing that need. The University is also committed to providing an exceptional benefits program for eligible employees. The Tuition Remission and Tuition Discount Policy (TRDP) are designed to foster this professional growth and development as well as provide additional benefits for an eligible employees' spouse and dependents.

<https://www.cabrini.edu/about/departments/human-resources/benefits/tuition-remission>

Tuition Exchange

In addition to Tuition Remission, Cabrini University participates in two programs with other institutions, "Tuition Exchange Scholarship" and the "Council of Independent Colleges."

<https://www.cabrini.edu/about/departments/human-resources/benefits/tuition-exchange>

Worker's Compensation

An employee who sustains a work-related injury may be eligible for workers' compensation benefits. All work-related injuries or illnesses must be reported immediately to the employee's supervisor and Human Resources. Failure to report an injury in a timely manner may impact an employee's eligibility for workers' compensation benefits. For information about workers' compensation or if you believe you have sustained a work-related injury, contact Human Resources.

Hiring Practices for Staff

Hiring Procedures

Human Resources is responsible for overseeing the hiring process for all staff employees.

Posting/Advertising Vacant Positions

Cabrini University seeks to recruit and select the best candidates for every available position from a diverse and inclusive pool of highly qualified applicants. All open positions will be posted by Human Resources on a weekly basis on the HR link on the University's website.

After one year of successful employment, an employee can apply for a position as an internal candidate. Employees would be well served to inform their supervisor of their interest in another position, and then follow the online posting process for internal candidates. Internal applicants are not guaranteed an interview for an open position and will be evaluated using the same criteria applied to external candidates (if any). The Hiring Manager and area Senior Leader (if applicable) will make interview decisions based on an applicant's qualifications.

Search Committees

The composition of any search committees shall be directly related to the open positions and to the campus offices affected by the positions. The chair of the search committee shall be responsible for following and implementing the University's established hiring and equal opportunity policies during the advertising, interviewing and selection phases of the search. Employees with an interest in serving on a search committee can speak to their manager. Training is always provided to new members of a search committee and is refreshed annually for everyone. Records from all searches shall be stored in the Human Resources Office. Generally speaking, search committees are used with searches at the Director level and above.

Mission, Diversity, Equity, Inclusion and Belonging (DEIB)

All hiring managers are expected to schedule an interview for all full-time finalists for faculty and staff positions with the Vice President for Mission, Diversity, Equity, Inclusion and Belonging (DEIB). The purpose of the interviews is to support vetting the candidate for alignment with our core values, mission and DEIB principles. To learn more about the Mission and DEIB framework see the first chapter of this handbook. Generally speaking, the interviews for Director and above level employees will meet with the Vice President. All others will meet with senior leaders in Human Resources.

Background Check Policy

Current and prospective employees will be subject to background checks, including background checks and clearances required by federal and state law, and will be required to complete and submit a Background Check Consent Form. All job offers to new employees of Cabrini are made contingent upon successful completion of a background check.

Background checks are typically completed within three to five working days after the consent form has been submitted. If the background check reveals unsatisfactory results, Human Resources will provide guidance and a recommendation to the hiring manager and appropriate Vice President.

Employment of Relatives

At the University's discretion, family members or persons related by marriage may be employed by the University. An employee's relative will be subject to all application and hiring requirements, will not receive preference in the hiring process, and will be hired if they are qualified for the position and considered the best candidate for the job.

To avoid even the appearance of a conflict of interest, an employee may not supervise or otherwise oversee a relative, and an employee shall not initiate, participate in, or exercise any influence over departmental or institutional decisions involving initial appointment, retention, promotion, granting of tenure, salary increases, leaves of absence, appeals, or any other direct benefit to that employee's relative. For purposes of this policy, an employee's "relatives" are defined as a spouse, parent, child, sibling, grandparents, grandchild, aunt, uncle, niece, nephew, cousin, and in laws.

Employment References and Verification of Employment

Cabrini employees who are contacted to provide an employment reference for a former employee are not permitted to release any information. All inquiries are to be directed to Human Resources. Personal recommendations, professional references, and application recommendations are not to be given in the name of the University and should only be provided with permission from Human Resources.

In response to verifications of employment or reference inquiries, Human Resources will verify dates, titles/positions, and length of employment for a present or former employee of Cabrini University. Additional information may be released with written approval of both Human Resources and the employee.

Offer of Employment

After a candidate has been selected for employment at Cabrini University, Human Resources sends an offer letter containing information about the terms of the job. This letter is not a contract; it is simply a statement of information about the position offered. After an offer of employment is made and accepted, Human Resources will prepare the necessary paperwork and will notify applicants who were not selected for the position.

Student Workers

Students are eligible to work on campus to meet the needs of the departments. If a department requests a student employee, positions will first be filled by those students with Federal work study eligibility. Each year, the Financial Aid Office holds a work-study fair to recruit work-study students for available positions. Only those departments with budgeted student positions may hire non-work study students. This procedure is necessary in order to spend the monies that are awarded to Cabrini University for work study. For the full policy and procedure in hiring student workers, please contact Human Resources

Time Away from Work

Vacation Days

Cabrini University recognizes the value of time off to recharge and we encourage staff employees to take full advantage of their vacation allowance each year. Managers are advised to help employees take vacation by having a quarterly discussion about workload and the benefit of time off consistent with the needs of the department. If circumstances make it impossible for you to use your allotted vacation days, there is an allowance to carry over some portion of vacation time into the next fiscal year. This policy does not apply to faculty. The faculty handbook addresses time away from work for faculty.

How Vacation Days Are Accrued

Typically, all full-time, regular employees accrue vacation leave monthly from the date of hire.

Twelve-Month Employees

Full-time twelve (12) month employees earn a total of ten (10) days annually, beginning in the first year of employment.

Part-time, regular employees accrue vacation leave from the date of hire in a prorated amount based on the number of hours the part-time employee is regularly scheduled to work per week.

Full-time, regular employees who have completed five (5) years of employment accrue vacation leave at a rate of fifteen (15) days annually, beginning the pay period that includes the date of the employee's sixth year of employment.

Full-time, regular employees who have completed ten (10) years of employment accrue vacation leave at a rate of twenty (20) days annually, beginning the pay period that includes the date of the employee's 11th year of employment.

Ten-Month Employees

Full-time ten (10)-month employees receive five (5) vacation days at the beginning of the academic year. Part-time ten (10)-month employees hired after July 1, 2004, receive a prorated amount of five (5) days of vacation time based on their scheduled hours of work at the beginning of the academic year.

Vice Presidents and University Leadership

Full-time, regular employees at and above the level of Vice President and certain other employees in leadership positions accrue vacation leave monthly from the date of hire. They earn a total of twenty (20) days annually.

Vacation Scheduling and Carry-Over

The scheduling of vacations is subject to your supervisor's approval and may be affected by department and University coverage requirements. Employees are asked to make their vacation requests as far in advance as possible. Departments that experience heavy or low work volume periods may require that vacations be taken in accordance with these times. For example, staff may be required to use accrued vacation days during the periods of the academic year when classes are not in session.

Effective July 1, 2024, full-time and part-time regular employees may carry over a maximum of one (1) year's vacation leave entitlement into the next fiscal year (which begins on July 1). Any vacation leave over this amount at the end of the fiscal year (June 30) will be forfeited.

Effective immediately, employees are not paid for accrued and unused vacation days upon voluntary or involuntary termination of employment. An employee's last day(s) may not be used for vacation. All vacation taken after an employee has given his or her notice will be limited in nature and with consultation and approval by the employee's manager.

Other Important Information about Vacation Days

Children School employees are covered by a separate employee handbook.

Because the University believes that time away from work is necessary to improve morale and enhance productivity, pay in lieu of vacation is not permitted.

If you are an employee with a contract term, you are required to use your accrued vacation days during the designated term of employment and not during the first two (2) weeks or the last two (2) weeks of your term of employment.

Vacation hours are reported to Payroll by non-exempt employees on bi-weekly timesheets and by exempt employees on the Monthly Leave Reporting Form. If a scheduled Cabrini University holiday falls during an employee's vacation, the employee will not be charged vacation time for that day. Time sheets and leave reporting is accessed through the Cabrini Portal.

Leave of Absence: Vacation is not accrued while an employee is on any type of unpaid leave of absence, except during workers' compensation leave. Vacation accrual begins again with the first pay period after the employee returns to active employment.

Sick Leave

All full-time, regular employees accrue sick leave from the date of hire at a rate of .462 days per pay period (twelve [12] days annualized). Part-time, regular employees accrue sick leave from the date of hire in a prorated amount using the full-time total of .462 days per pay period and the average number of hours the part-time employee works per week.

Ten (10)-month employees hired prior to July 1, 2004 accrue sick leave on a per-pay period basis during the academic calendar based on the sick leave policy for all other full-time and part-time employees of the University. Full-time ten (10)-month employees hired after July 1, 2004, receive ten (10) sick days at the beginning of the academic year. Part-time ten (10)-month employees hired after July 1, 2004, receive a maximum of two (2) days sick leave based on their scheduled hours of work at the beginning of the academic year.

New employees are eligible to use accrued sick pay during the initial employment period.

Sick leave may be used for an employee's personal illness, health/wellness-care, and medical and dental appointments, if those appointments cannot be scheduled during non-work hours. Sick leave may also be used for illness and health/wellness-care of an employee's immediate family. If the employee is on leave under the Family and Medical Leave Act (FMLA), sick leave (as well as vacation/personal leave) must be used initially as part of the FMLA leave.

Sick leave may be accrued to a maximum of 45 days or 315 hours. If a staff member is currently over 315 hours of accrual, they will not lose these sick time hours. In this case, sick time will be charged against their sick time

balance, if used, until the balance falls below 315 hours, then the accrual will begin again. Sick leave may not be used prior to accrual. If sick leave is exhausted, other paid leave, if available, will be used in its place. An employee who has been absent from work because of illness in excess of three (3) consecutive working days must present medical documentation to Human Resources.

Employees are not paid for unused sick leave upon voluntary or involuntary termination of employment.

Cabrini also provides both short-term and long-term disability for extended periods of illness to all full-time faculty and staff, free of cost.

If the employee is absent unexpectedly due to his or her own illness or the illness of a family member, the employee must contact his or her manager or Human Resources no later than the start of his or her scheduled workday.

Sick hours are reported to Payroll by non-exempt employees on bi-weekly timesheets and by exempt employees on the Monthly Leave Reporting Form. If a scheduled Cabrini University holiday falls during an employee's approved sick leave, the employee will not be charged sick time for that holiday.

Leave of Absence: Sick leave is not accrued while an employee is on any type of unpaid leave of absence, the exception to that policy is when an employee is eligible for workers' compensation. Sick leave accrual begins again with the first pay period after the employee returns to active employment.

Personal Days

Three (3) personal days are granted to regular full-time staff employees on July 1 each year. Part time employees receive a prorated number of personal days.

Personal days do not carry over into the following year. Employees will not be paid for earned but unused personal days upon voluntary or involuntary termination of employment.

Employees are expected to give their immediate manager as much advanced notice as possible of the intent to take a personal day. Personal days are granted at the supervisor's discretion.

Personal hours are reported to the Payroll Department by non-exempt employees on bi-weekly timesheets and by exempt employees on the Monthly Leave Reporting Form.

Holidays

Cabrini University recognizes certain days as paid holidays for eligible staff employees.

Regular full-time and part-time staff employees are eligible for holiday pay (provided the holiday falls within the employee's regular work schedule). New employees are immediately eligible for holiday pay; there is no waiting period.

Pay for holidays is at the employee's base rate for the number of her/his regularly scheduled hours on that day.

Because the University is in operation during these holidays, employees may be required to work on a holiday. Under these circumstances, non-exempt employees will receive their normal holiday pay plus their base rate of pay at the straight time rate for all hours actually worked on a holiday.

Holidays that fall during an employee's vacation will not be counted as a day of vacation.

If an employee has an unexcused absence (See the Attendance and Punctuality Section.) on the workday before or after a holiday, the employee will not receive holiday pay unless the absence is documented in writing (i.e., physician's note) and the manager approves the absence as excused.

Employees on an unpaid leave of absence will not be eligible for holiday pay.

Non-exempt employees report holiday hours to the Payroll Department on a bi-weekly basis.

Holidays Recognized by the University

- New Year's Day (January 1)
- Martin Luther King Day (Third Monday in January)
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving Day
- Christmas Eve Day (December 24)
- Christmas Day (December 25)
- Juneteenth

Additional paid holidays may be added at the discretion of the President and are announced prior to the start of the Fiscal Year (July 1).

Children's School employees are not eligible for these additional holidays but follow a holiday schedule determined each year by the Director of the Children's School.

Bereavement

Bereavement Leave is provided to enable the employee to travel, grieve, plan arrangements and attend funeral or memorial services. Given the complex nature of families, employees may be eligible for one to five days of leave. An employee may request leave, and the employee's supervisor will approve leave based on the unique circumstances of the employee's loss and the University's operational needs. If managers are concerned about excessive use of this policy by their employees, they should seek advice from Human Resources. Employees are asked to provide dates of leave and the relationship to the deceased on the Bereavement Leave Form and provide it to Human Resources.

If for some reason more time is needed, the employee may request to use vacation or personal time or request additional time without pay. Such requests should be made through the employee's immediate manager to the area Vice President and Human Resources for approval.

Donation of Vacation Policy

Cabrini University recognizes that employees may have a personal or family health condition that severely impacts their lives, resulting in a need for additional time off in excess of their available paid leave. To address this need, all eligible staff employees are able to donate paid vacation leave from their unused balance to their coworkers in need in accordance with the policy outlined below. This donation opportunity is strictly voluntary.

Eligibility to Donate Vacation: Employees who donate accrued but unused vacation days must be employed with Cabrini University for a minimum of six (6) months.

Employees who donate paid vacation leave from their unused balance must adhere to the following requirements:

- Must have sufficient time in their balance and will not be permitted to exhaust their balances, as they may experience their own personal need for time off
- Cannot borrow against future leave time to donate
- Cannot be currently on an approved leave of absence

Donated time must be in a minimum amount of four (4) hours and cannot exceed a maximum amount of forty (40) hours.

Eligibility to Receive Donated Leave: An employee who meets the criteria for leave under the Family and Medical Leave Act (FMLA) may be eligible to receive donated paid leave from their coworkers.

Employees who receive donated paid leave may receive no more than 480 hours, or twelve (12) weeks, within a rolling twelve (12)-month period.

Procedure: Employees who would like to make a request to receive donated paid leave are required to complete a Donation of Paid Leave Request Form, which includes authorization to present their request to the employees of Cabrini University for the sole purpose of soliciting donations.

Employees who wish to donate paid leave to a coworker in need must complete a Donation of Paid Leave Time Form.

Forms are available from Human Resources. All forms should be returned to Human Resources.

Approval: Requests for donations of paid leave must be approved by Human Resources, the employee's immediate manager, and the area Senior Leader.

If the recipient employee has available paid leave in their balance, this time will be used prior to any donated paid leave. Donated leave may only be used for time off related to the approved request. Donated paid leave that is in excess of the time off needed will be returned to the donor. Donated paid leave will be used in date order of when it was received.

Short-term and Long-term Disability

Cabrini University maintains short-term and long-term disability insurance for our employees. For more information, see the Cabrini University Benefits Guidebook. If you have questions about the short-term or long-term disability insurance plans, contact Human Resources.

Family and Medical Leave Act (FMLA)

Pursuant to the Family and Medical Leave Act (FMLA) of 1993, an employee may be eligible for up to twelve (12) weeks of FMLA leave for certain family and medical reasons during a twelve (12)-month period.

Employees are eligible if they have worked for Cabrini University for at least one (1) year and for 1,250 hours over the previous twelve (12) months. Although the FMLA mandates only unpaid leave, Cabrini University policies will allow for employees on FMLA leave to receive pay under certain circumstances, such as when the employee uses his/her accrued personal, vacation or sick days or when the employee is determined to be eligible for short-term disability benefits.

Employees are entitled to FMLA leave for any of the following reasons:

- To care for the employee's child after birth
- To care for a child that has been placed with an employee for adoption or foster care
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform his or her job, including work-related injuries
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or called to active-duty status as a member of the National Guard or Reserves in support of a contingency operation

As a covered employer, Cabrini also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, up to a total of twenty-six (26) weeks of unpaid leave during a single twelve (12)-month period to care for said service member with a serious injury or illness.

Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of twelve (12) weeks (or twenty-six (26) weeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within twelve (12) months of the birth or placement.

The employee is required to provide medical certification and notice of leave at least thirty (30) days in advance, if leave is foreseeable.

Employees may take FMLA leave for up to twelve (12) consecutive weeks or intermittently, but no more than twelve (12) weeks of FMLA leave can be taken during a twelve (12) – month period. Cabrini uses a “rolling” 12-month period, which means that each time an employee takes FMLA leave, the amount of FMLA leave available would be

the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

Intermittent leave or a reduced work schedule may also be available through the FMLA. Only the amount of leave actually taken while on intermittent leave or a reduced schedule may be charged as FMLA leave. Employees who may require this type of FMLA leave must work with their manager and Human Resources to schedule the leave so that it does not cause undue disruption to departmental operations. In some cases, the employee may be temporarily transferred to an alternative position with equivalent pay and benefits that better accommodate recurring periods of leave.

Please see Human Resources for more information.

Job Benefits and Protection

For the duration of FMLA leave, Cabrini University will maintain the employee's health coverage under any group health plan. This means that the University and the employee continue current contributions to the group health plan to the same extent as before the leave. Cabrini University will also continue other insurance plans in which the employee is currently enrolled (life, short- or long-term disability, etc.). Employees will not accrue sick or vacation hours while out on FMLA leave.

Upon return from FMLA leave, the employee must submit medical certification that he or she is medically able to return to work. In most cases, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Any employee who must extend their leave beyond the approved FMLA leave must submit the appropriate medical certification indicating the condition or circumstances for the extension. However, once the leave exceeds the requirements of the FMLA, the University may have to fill their position if business needs determine such action.

Any employee who does not return by the expected FMLA date of return or fails to contact his or her manager or Human Resources prior to the date of return will be considered to have abandoned his or her job, which constitutes an automatic resignation and subsequent loss of benefits, seniority, and employment rights.

This is an attempt to summarize the current legal requirements of FMLA. If there is a variance between what is required by FMLA at the time, and the summary above, the University will follow the requirements of FMLA.

For detailed information or questions regarding FMLA, please contact Human Resources.

Jury Duty and Legal Proceedings

Jury duty leave will be provided without loss of pay. An employee required to serve on jury duty should make appropriate arrangements with his or her immediate supervisor.

If an employee is subpoenaed to appear as a court witness, the employee must submit proof of subpoena prior to such court duty in order to receive compensation for time spent away from work.

Employees appearing as a plaintiff, defendant, or for non-subpoenaed court appearances will not receive paid time off but may use accrued vacation days.

If selected to serve on a jury, you will receive your regular salary compensation for the first three days of juror service and the first day of witness service. Beyond that, you will receive your regular salary compensation less any and all amounts paid to you for service as a juror or witness.

You should notify your supervisor as soon as you become aware of your court obligations so that arrangements can be made to accommodate your absence. Because court duty often does not require a full-time commitment, employees are expected to report to work on days or reasonable portions of days when attendance in court is not required.

Employees will receive their regular salary compensation for a day to seek a restraining order to protect themselves from a person or persons or those employees seeking judicial intervention in domestic violence cases.

Military

Employees who are serving in the United States military may be eligible for paid or unpaid leave in compliance with state and federal law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA).

If you have questions about leave for military obligations, please contact Human Resources.

Leaving the University

Leaving Your Position at Cabrini

Non-faculty staff employees of Cabrini University are employees at-will. Consistent with statutes, regulations, and laws governing at-will status in the Commonwealth of Pennsylvania, Cabrini is permitted to terminate your employment for any lawful reason, at any time, with or without cause, and with or without notice to you.

Similarly, non-faculty staff employees at Cabrini may also avail themselves of their at-will employment status: you may leave your position with or without cause, and with or without notice to your manager.

Only those faculty who have been granted tenure by a vote of the Board of Trustees, or those employees who have an employment contract that modifies the at-will relationship, shall not be considered at-will employees. Faculty are advised to review the Faculty Handbook for their rights and responsibilities regarding termination of employment at Cabrini.

Whenever appropriate and feasible, Cabrini will provide employees advance notice that they are in jeopardy of losing their jobs. Involuntary terminations may occur as a result of lack of work, organizational restructuring, reduction(s) in force, unacceptable performance, personal or professional misconduct, or for violating one or more Cabrini policies.

More information about involuntary termination can be found in the Performance Management section and the Employment Policies section of this Handbook.

Resigning Your Employment

When you decide to resign, you are strongly encouraged to provide a letter of resignation to your manager, stating your desired departure date and your reason(s) for leaving. Both you and your manager should promptly notify Human Resources of your resignation and your desired last day of employment. Your manager and Human Resources will decide whether to approve your requested resignation date or an earlier date is appropriate. Your resignation date must not fall on a Saturday, Sunday, a holiday, or the day after a holiday. We typically do not allow vacation, sick, or personal time within two-week notice period. Cabrini may treat an oral statement that you intend to leave your position as the equivalent of a written one. The fact that you have not submitted a letter of resignation does not prevent Cabrini from concluding that you no longer want to be employed by Cabrini. In addition, repeated statements about your job dissatisfaction and/or your intention to resign from your position may be treated as a statement of resignation, which your manager may accept at his/her discretion.

Your Notice Period

You are encouraged to give no fewer than two weeks' advance notice of your resignation date. If you hold a senior/director-level position, you are strongly encouraged to provide more than two weeks' notice to ensure a smooth transition for your colleagues and department.

Notifying HR upon Receipt of a Resignation

Cabrini managers are responsible for notifying Human Resources that they have received a statement of resignation within three (3) business days from learning of the intended resignation. Cabrini managers are responsible for conferring with Human Resources prior to confirming with the departing employee his/her last day of employment.

Job Abandonment

If you miss three consecutive days of work, and if you do not notify your manager of the reason(s) for your absence, Cabrini may conclude that you have voluntarily resigned from your position. If your condition or circumstances prevent you from notifying your manager yourself, ask your designee to notify your manager for you.

Your Exit Interview

Departing employees may be scheduled for an exit interview to discuss questions or concerns related to your time at Cabrini, as well as to provide you with important information about your transition. Your exit interview will give you the opportunity to learn about the status of your benefits and your potential rights to continue certain benefits, including group health insurance, under the federal law known as COBRA. For more information on this topic, please consult the Cabrini University Benefits Guidebook.

Your exit interview will also provide you with an opportunity to return all University property in your possession. Employees who fail to return University property, including keys, credit cards, parking pass, computers, uniforms, cellular phones, and other equipment, may be deemed ineligible for rehire and may be subject to legal proceedings on behalf of Cabrini University to secure the return of the items.

Final Paycheck

Departing employees will receive their final paycheck on the next regular payday. Final paychecks will include all wages through the date of separation.

At termination, unused vacation, personal, and sick time is not paid out.

Unemployment Benefits

Unemployment compensation is a government-sponsored benefit established to assist certain employees who have lost their employment.

The decision to grant unemployment benefits rests with the Commonwealth of Pennsylvania; and Cabrini cannot make any representations to you that you will be eligible to receive unemployment compensation.

Retirement

When an employee wishes to retire from Cabrini University, the institution wants the transition to be as smooth as possible. Several important steps will ensure that this happens. First, meet with Human Resources well in advance of your anticipated retirement date. In this conversation, you will learn about the portability of some of your benefits, how your final pay will be paid and the way you can access your Retirement plan assets.

The Employee Assistance Program is available to you for 90 days after your retirement date to help with any

questions or issues you may have. These services are completely confidential.

TIAA will provide retirement planning counseling about an employee's retirement plan. The assets in your account are completely vested. TIAA will help you understand the ways you can manage and access your account. Information about the TIAA plan and how to contact TIAA is included in the Benefits Guidebook.

A retiring employee with at least ten (10) years of service and who is fifty-five (55) years of age or older on the retirement date will be eligible for these addition benefits:

- Retiree ID card;
- Lifetime use of Cabrini Facilities, including the Dixon Center and Library; and
- Retention of Employee's Cabrini email address and e-mail account.

Employment References and Verification of Employment

The following is the Cabrini Policy on providing references for former staff employees. It may be helpful for you to understand this policy as you plan to leave the University.

Cabrini employees who are contacted to provide an employment reference for a former staff employee are not permitted to release any information. All inquiries are to be directed to Human Resources. Personal recommendations, professional references, and application recommendations are not to be given in the name of the University. As a substitute for an employment reference, a staff employee can share his or her most recent performance evaluation with his or her potential employer.

In response to verifications of employment or reference inquiries, Human Resources will verify dates, titles/positions, and length of employment for a present or former staff or faculty employee of Cabrini University. Additional information may be released with written approval of both Human Resources and the employee; an exception to this policy will be made if withholding of information may endanger the future employer or third parties. In such a case, the Director of Human Resources will use discretion in the releasing of additional information.

Addendum

Safety and Security

The safety and security of all members of the community at Cabrini University are very important. This Employee Handbook is focused on the safety and security of the employees, both staff and faculty. The Student Safety protocols and resources can be found in the Cabrini University Emergency Operations Plan [on the Cabrini Portal](#).

Identification Cards

Cabrini University identification (ID) cards are obtained through Public Safety. ID cards are required by all faculty and staff and must be obtained within three (3) business days of employment. The card is necessary for entry into specified campus buildings, and for access to and use of University facilities and services such as libraries, athletic events, and other activities. To prevent deactivation, do not punch holes in the ID card, and store it away from computers, electronic devices, and other cards that have a magnetic strip.

Lost or stolen cards should be reported to Public Safety as soon as possible. Upon resignation or termination, employees are required to return ID cards to Human Resources.

Emergency Notification System



CavsConnect, Cabrini University's emergency notification app via Campus Shield, uses text messaging and email to alert students, faculty, and staff about weather-related delays and closings, as well as potentially dangerous situations on campus.

CavsConnect allows users to:

- Contact our Public Safety Dispatcher to report safety concerns
- Access emergency/after-hours care
- Request a safe escort
- View the master events calendar
- Stream athletic events
- Access Dining Services
- Track the Cabrini Shuttle
- Send in care reports
- Place work orders
- File an EthicsPoint report

To download, go to Google Play or the Apple App Store:

- Search for "CampusShield"
- Download the app to your phone
- Register using your full name, phone number, and Cabrini email
- Sign in and get started!

Cabrini University's Responsibilities Under the Clery Act

A federal law known as the Clery Act requires colleges and universities to annually compile and publish crime statistics for their campus and other designated areas in an Annual Security Report. Under the terms of the act, individuals who have significant responsibility for student and campus activities are defined as Campus Security Authorities, who are obligated to report incidents for inclusion in the annual campus crime statistics. Generally, all administrators, full-time faculty members, advisors to student organizations, athletic coaches, and Public Safety officers are considered to be Campus Security Authorities. Categories of reportable offenses under the Clery Act and the University's Annual Security Report can be found on the [Reporting Crime page](#) of the Cabrini website.

Campus Security Authorities (CSAs)

Campus Security Authorities (CSAs) are mandatory reporters who are University officials with significant responsibility for student and campus activities, designated to report information about criminal incidents, which in turn are received by Public Safety.

Cabrini University's CSAs include, but are not limited to:

- Public Safety Officers
- Director and Assistant Directors of Residence Life and Resident Assistants (RAs)
- Human Resources staff
- Admissions Counselors
- Dean of Student Engagement and Leadership (SEaL) and staff
- Vice President, Diversity, Equity, Inclusion, and Belonging, and Chief Mission Officer
- Coaches, Trainers, and the staff of Athletics and Recreation
- Faculty Advisors
- Title IX Officials

CSAs collect necessary information and make connections to helpful resources. They are trained in the responsibilities of the role.

More detail about these responsibilities can be found here: <https://www.cabrini.edu/about/departments/public-safety/campus-security-authority-training>

The Sexual and Gender-Based Harassment and Misconduct Policy defines the role as follows:

Campus Security Authority (CSA) A Campus Security Authority (CSA) as per the Clery Act is defined as: (1) a campus police or security department; (2) any other individual who has responsibility for campus security, e.g., an individual who is responsible for monitoring entrance into the University's property; or (3) a Cabrini official who has significant responsibility for student and campus activities, including student housing, student discipline and campus judicial proceedings (e.g., Director of Residence Life, Director of Student Engagement and Leadership, Athletic Coaching staff, etc.).

A CSA who receives a report of a sexual offense must report the offense to the Office of Public Safety.

Student resident assistants or other persons with significant responsibility for student and campus activities who receive a report of sexual misconduct must report the incident to the Office of Public Safety within twenty-four (24) hours of receiving a report of the alleged offense.

Specifically exempted from the definition of campus security authorities are pastoral or professional counselors when acting in that capacity. A pastoral counselor is defined as “a person associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of recognition as a pastoral counselor.” A professional counselor is defined as “a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.”

Crime Reporting

Employees who observe or who learn of a crime from a victim or perpetrator should immediately contact Public Safety. While the complainant of a crime may wish to keep the matter confidential, employees still have an obligation to report it. They may do so without identifying the victim or the alleged perpetrator should confidentiality be a concern. Proper reporting of any crime requires, at minimum, the date, time, location, and description of what occurred.

If doubt exists as to whether or not a crime is reportable, employees are asked to err on the side of reporting the incident.

Blood-Borne Pathogens

The following staff and faculty members of Cabrini University are identified as having occupational exposure to blood-borne pathogens:

- Student Health Services
- Athletic Department
- Specific academic personnel in research or laboratory situations
- Facilities
- Public Safety

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All blood and body fluids will be treated as and considered to be potentially infectious materials. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Details regarding these controls are available from Facilities.

Communicable Diseases

For the purposes of this policy, communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), acquired immunodeficiency syndrome (AIDS), AIDS-related complex (ARC), leprosy, tuberculosis, severe acute respiratory syndrome (SARS), and COVID-19. Please note, information surrounding the ongoing COVID-19 pandemic, including ongoing mitigation measures and on-campus policies and procedures, can be found in the [COVID Tool Kit \(cabrini.edu/covid\)](https://cabrini.edu/covid).

Cabrini may choose to broaden this definition of communicable diseases within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Cabrini University’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the

ADA: Request for Reasonable Accommodation Form



This is a confidential form, and will be submitted by the requesting applicant/employee directly to Human Resources. Only employees are expected to complete workplace information.

Name: _____

Work Extension or Personal Phone: _____

Position: _____

Department: _____

Supervisor/Department Head: _____

Nature of Qualifying Disability: _____

Requested/Suggested Accommodation: (Please describe the accommodations you believe are needed to enable you to perform the essential functions of this job.) _____

Physician Contact Information: (Please provide name, address, telephone and fax numbers.) The physician may receive a letter/fax from us requesting information on your impairment/disability and recommendations for accommodations. _____

I authorize the release of necessary confidential medical information regarding my disability to relevant hiring managers as deemed necessary by Human Resources. I also attest to the fact that a copy of the position description has been given to me for review and reference.

Signature: _____ Date: _____

Receipt & Acknowledgment of Cabrini University Employee Handbook

Effective Date August 31, 2023



The Cabrini University Employee Handbook is available in the portal.

This Handbook is an important document intended to help you become acquainted with Cabrini University. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances might call for individual attention.

Because basic trends, legislation and economic conditions are always changing, the contents of this Handbook may be changed at any time at the University's discretion. No changes in any benefit, policy, or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have employees and on Cabrini University.

Please read the following statement and sign below to indicate your acknowledgement of the electronic version of the Cabrini University Employee Handbook.

- I have received directions to access the electronic version and read a copy of the Cabrini University Employee Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Cabrini University at any time. I understand that this Handbook replaces (supersedes) all other previous handbooks for Cabrini University.
- I further understand that my employment is terminable at will, either by myself or Cabrini University, regardless of the length of my employment.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the President of Cabrini University.
- I am aware that, during the course of my employment, confidential information may become available to me. I understand that this information must not be given out or used outside of my employment with Cabrini University.
- I understand that, should the content in this Handbook be changed in any way, Cabrini University will notify me of such changes and make replacement pages available.
- I understand that my signature below indicates that I have read and understand the above statements and have received directions to access a copy of the Cabrini University Employee Handbook.

Employee's Printed Name

Position

Employee's Signature

Date

Human Resources Representative

Date

The signed original copy of this agreement will be filed in your personnel file.

