



# Staff Handbook

Human Resources  
Xavier University  
Alumni Center-Room 132  
3800 Victory Parkway  
Cincinnati, OH 45207-5400

513-745-3638

<https://www.xavier.edu/hr/>



# Welcome to Xavier University

At Xavier, our career opportunities garner significant interest. And, as a result, we receive an abundance of diverse applications from people interested in working here.

We like to think that says a lot about Xavier.

Your selection from a large pool of qualified applications says a lot about you, too.

Congratulations, and welcome to the Xavier family!

## Section 1: About t h e Organization



XAVIER'S HERITAGE

USING THIS HANDBOOK

HANDBOOK UPDATE, CHANGES  
AND REVISIONS

# Xavier's Heritage

Xavier University was founded by the Bishop Edward Dominic Fenwick in 1831 as the first Catholic college in the northwest Territory. Called the Athenaeum, the college was dedicated to St. Francis Xavier. The Athenaeum was built next to Cincinnati's first cathedral on Sycamore Street between Sixth Street and Seventh Street. At the time, Cincinnati was the sixth-largest city in the nation with 25,000 residents. The Athenaeum was renamed St. Xavier College in 1840 when the bishop asked the Society of Jesus to come to Cincinnati and operate the school. The campus moved to Avondale Athletic Club in 1919, and was renamed Xavier University in 1930.



In 1831, Xavier served 60 high school and college students of all religions. Most early students came from the South, jeopardizing enrollment during the Civil War. Tuition in 1840—when the Jesuits arrived—was \$40 per year. Board was \$130, which included washing and mending of clothes.

Night classes were first offered in 1841. Popular subjects included German and bookkeeping, which raised revenue for the college while the Jesuits recruited full-time

students. St. Xavier College built a reputation for scholarship. It also was known for discipline by “rod and ferrule” compared to the “lawlessness” of most schools of the day.

The first student organization was the Philopedian Society for debaters in 1841. The Xaverian newspaper was founded in 1917, the student council in 1923, band in 1926 and the reserve officer's training corp in 1936.

Summer classes were introduced in 1914, primarily for the convenience of religious sisters who taught the rest of the year. Women were admitted to the evening division in 1918, to the graduate school in 1948 and to all undergraduate colleges in 1969. With the acquisition of nearby Edgecliff College in 1980, women undergraduates slightly outnumbered men.

Enrollment grew dramatically during World War II. The U.S. Army Corp trained 1,808 pilots in Xavier classrooms in 1943 and 1944. Enrollment for academic classes was less than 100 in 1944, but after the war it jumped to 1,780—of whom 60 percent were veterans.

Currently, Xavier University has over 6,500 students, and offers 90+ majors at the undergraduate level and 40+ graduate programs including 3 doctoral program. The University also makes attending school easy for those over age 22. The Center for Adult and Part-time Students offers undergraduate programs specifically designed for full-time or part-time students. Classes can be taken during the day, in the evening, on the weekend or in accelerated sequences.

The first major athletic victory was an interscholastic football championship in 1902. The football team later won the 1950 Salad Bowl, while the basketball team took the national Invitational Tournament in 1958. Today, Xavier consistently graduates more than 80 percent of its student-athletes.

# Using this Handbook

Think of this handbook as a guide to your career at Xavier University. It has been designed to be a ready reference to acquaint you with various policies, services and facilities of the University which will directly affect you during your career at the University. However, it does not contain all policies and procedures, rights and restrictions that affect your employment with Xavier University.

We encourage you to read the contents of this handbook carefully. This handbook contains basic University Policies regarding compensation, hours of work, benefits, working conditions and other matters of employment. It is just one of many channels of communication we maintain to create an enjoyable and productive work environment. Fringe benefit information in this handbook is only a general guideline.

Should you need further explanation of the items covered in this handbook or if you have questions regarding your employment, we urge you to contact the Office of Human Resources. You can also access Human Resources' [policies](#). A hard copy of this handbook and the policy and procedure manual are maintained in the Library and the Office of Human Resources.

## Handbook updates, changes and revisions <sup>5</sup>

All policies and benefit programs are subject to ongoing review by the University. Changes are made when necessary to ensure that the needs of both the staff and University continue to be met. The University reserves the right to change personnel policies, benefits, terms and conditions of employment at any time without notice.

As changes occur or as new policies and programs are developed, notification that these changes have been made will be communicated through appropriate University channels. It is important that you review these updates so that you are familiar with the most current information.

**NOTE:** No statement in this handbook is intended to create an employment contract between you and the University. This handbook does not constitute or imply an employment contract between Xavier University, its subsidiaries and its staff. It does not alter the "at-will" relationship between Xavier University and any staff, and it does not guarantee employment for any definite period of time. Except as provided in the Faculty Handbook, all departmental policies and procedures contained in other Xavier University manuals and pertaining to topics covered in this manual must be consistent with policies herein. Accordingly, both Xavier University and any staff are free to terminate the employment relationship at any time, with or without cause and with or without notice. No representative of Xavier University is authorized to enter into any agreement to modify this at-will status.



## Section 2: Employment

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# Employment

## Orientation



Xavier's orientation program is comprised of four components. The first component is orientation with the staff's direct supervisor. The supervisor will review a checklist of topics during the first three months of employment. The second component is a brief meeting with the Office of Human Resources to complete paperwork and obtain some initial information. For the third component, the new staff is matched with a current staff as a companion. The companion serves as a support to the new

staff during their introductory period. The final components of the orientation program are benefits and orientation sessions sponsored by the Office of Human Resources.

## Introductory Period

Staff who are newly hired, transferred or rehired are considered to be in an introductory period for the first 90 days in their position. Neither the use of nor the completion of an introductory period alters the "at-will" employment relationship between Xavier University and each staff, whereby either party may terminate the employment relationship at any time, with or without cause and with or without notice.

During the introductory period, the staff learns the job duties and functions, and their supervisor determines whether or not the staff can effectively perform the assigned job duties.

Upon completion of the introductory period, the staff may be placed in the classification of continuing status. A supervisor in consultation with the Office of Human Resources may extend the introductory period for no more than 30 days (this option should be used in rare circumstances). Successful completion of the introductory period will not result in salary increase or promotion.

## Equal Employment Opportunity and affirmative action statement

1. Xavier University is committed to providing equal employment opportunity for all staff and applicants in compliance with applicable laws. No personnel decisions concerning any term or condition of employment shall be unlawfully based upon race, color, religion, sex, national origin, age, marital status, veteran status, disability or any other class protected by law.
2. The Office of Human Resources provides information regarding anti-discrimination laws and relevant grievance procedures to staff and others, and reviews and resolves complaints involving alleged discrimination.

If a staff believes that an incident of discrimination with the categories mentioned above has occurred at Xavier University, the staff should contact the Office of Human Resources.

Read the [official version](#) of the harassment code and accountability procedures.

## Employment of Relatives

Applicants for open positions will be evaluated solely on the basis of their qualifications. However, in order to eliminate situations of real or perceived favoritism, Xavier University will exercise careful judgment in the hiring and placement of relatives by blood or marriage.

As such, Xavier University prohibits the employment of relatives in continuing positions where they would supervise or be subject to the supervision of a relative, direct or control the work of the other, or have any review or sign-off relationship with the other. The Associate Vice President of Human Resources will review the hiring and placement of relatives on a case-by-case basis.

## Job Posting and Selection

1. Xavier University strives to maintain a self-nomination and position posting system whereby open positions are advertised both internally and externally to meet the talent needs of the University. Exception to this policy will be at the discretion of the appropriate Vice President or Associate Provost and should entail consultation with the Office of Human Resources.



- Xavier University reserves the right to mandate selection decisions that are in the best interest of the University (e.g. business necessity).
2. Vacant positions are generally posted for a minimum of ten (10) weekdays.
  3. To be eligible to apply for a posted position, a current Xavier staff must have completed their 90-day introductory period.
  4. Selection will be based on applicant's qualifications, skills and abilities.
  5. Staff members from the Office of Human Resources are available to meet with staff for informational interviews. Informational interviews allow staff to gather information on the hiring and selection process as well as general guidance on designing a career path at Xavier. The Office of Human Resources can facilitate connections with other offices on campus, allowing staff to gain a better understanding of the office's functions and work environment. If you are interested in scheduling an informational interview, contact the Office of Human Resources.



## Position Classifications

Positions are classified as either exempt (salaried) or non-exempt (hourly) according to criteria set forth in the federal Fair Labor Standards Act (FLSA) and applicable state laws.

Refer [here](#) for additional information.

1. **Exempt (salaried)** are occupations that are executive, administrative, professional or sales-oriented. Salaried staff are paid base salary and/or commission for duties and responsibilities which are assigned to them. They are not paid an hourly rate or overtime pay.
2. **Non-exempt (hourly)** are generally those positions that are not executive, administrative, professional or sales-oriented. non-exempt staff are paid on an hourly basis, including overtime pay.



3. **Full-time continuing staff** are those staff who work a regular schedule of at least 30 hours each week. Full-time continuing staff are eligible for all benefits.
4. **Part-time continuing staff** are defined as those staff who work less than 30 hours per week. Part-time staff are eligible for certain benefits on a pro-rated basis.
5. **Temporary staff** are staff hired into non-continuing positions for a specified

period of time and are not benefit-eligible.

## Hours of Work

Xavier University department hours must be arranged to meet the operational needs of the University and to effectively deliver customer service. Therefore, work schedules are arranged by departmental supervisors to accommodate the work that needs to be done.

The University encourages the evaluation of flexible work arrangements as one approach to supporting staff and their work-life effectiveness, to improving morale, and to recruiting and retaining a high-quality workforce.

Xavier University shall establish the standard workday, workweek, and starting and quitting times for staff on each shift, in each department, in consideration of current and anticipated workload and other relevant factors.

Flexible work schedule options may be adopted to include:

- Flex time
- Compressed work week
- Telecommuting
- Part-time employment

Departments may develop flexible schedules. The Office of Human Resources is available for consultation.

## **Reporting changes in contact information**

Each staff has the responsibility to notify the Office of Human Resources of changes in name, address, telephone number or marital status. An [online form](#) is available for your convenience.

## **Recording time worked**

Xavier University uses self-service to record work and leave time.

Failure to adhere to reporting procedures may result in disciplinary action and loss of pay for hours of work Xavier University cannot verify.



## **Overtime**

Xavier University adheres to the regulations set forth in the Fair Labor Standards Act (FLSA) pertaining to payment for overtime. Accordingly, all non-exempt (hourly) positions are eligible for overtime pay.

As needs fluctuate, staff may be required to work overtime. All department supervisors shall have the authority to require mandatory overtime from staff. If possible, overtime

hours should be avoided, but may become necessary in the interests of Xavier University obligations. The department supervisors are responsible for developing guidelines within their respective department regarding overtime decisions.

Xavier University must pay an staff in a non-exempt (hourly) position compensation at a rate of one and one-half (1-1/2) times their regular rate of pay for any hours worked in excess of forty (40) hours in a seven (7) day workweek. Xavier University's workweek starts at 12:01 a.m. on Monday through the following Sunday at midnight.

## **Outside Employment**

Staff of Xavier University should not engage in any activity that jeopardizes the interests or reputation of Xavier University or compromises the staff's integrity or ability to fulfill the obligations of their employment at Xavier University.

Employment by Xavier University shall be considered a staff's primary occupation and take precedence over all other occupations, as it pertains to the staff's scheduled time. Full-time staff shall not have other employment that presents a "time conflict." Part-time staff are expected to work the agreed upon schedule.

No staff, regardless of employment status, shall have other employment that presents any conflict of interest with the staff's position or Xavier University.

Conflict of interest policy—and other policies—are available [here](#).

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## **Performance management reviews**

All Xavier University staff members will participate in a review of their performance at the end of the introductory period and then annually.

Staff who transfer and/or are promoted to a new position will be reviewed three months after they begin their new position. As with new staff, if expectations are not met

during this period, the staff may be terminated.

Review periods may be extended at the discretion of the supervisor in consultation with the Office of Human Resources.

Performance reviews shall be maintained in the staff's personnel file in the Office of Human Resources.

## **Performance Issues**

Xavier University uses a discipline policy as a guide for the uniform administration of discipline. Except in the case of more serious infractions, Xavier University believes in a progressive disciplinary procedure that will promote fairness and equality in the workplace and serve to guide and improve a staff's behavior.

In the event of a violation of Xavier University and/or department rules, regulations, policies or procedures, any one of the following actions may be used at any time according to the seriousness of the offense: verbal warning, written warning, final written warning, suspension or discharge.

Successful compliance with any of the relative actions does not change the at-will status of employment.

## Grievance and Appeals

Xavier University recognizes that problems will arise in the workplace that are, at times, difficult for a staff to resolve. If these concerns are not adequately addressed, they may evolve into much greater problems that can become increasingly more difficult to alleviate.



Normally, questions or complaints should be handled informally by the immediate supervisor. Some complaints may involve a judgment by the staff that the supervisor/University has acted outside Xavier University policy or the law. Depending upon the severity of the issue, steps in the grievance procedure may be omitted. Such complaints or grievances are handled under the procedures outlined in University's [Policies](#).

## Separation of employment

While staff may voluntarily resign/retire from Xavier, a written letter of resignation/retirement to their supervisor at least two weeks in advance of the separation is recommended. Such written letter of resignation/retirement shall be a signed, dated statement indicating the desire to resign/retire and the effective date of separation.

The separating staff must provide a written letter of resignation/retirement to his/her supervisor.

Once the supervisor accepts the letter of resignation/retirement, it may not be revoked without permission from the supervisor.

The supervisor then advises the Office of Human Resources by submitting the staff's letter of resignation/retirement.

Refer to [Employee Retirement](#) for additional details.

### Section 3: Staff Responsibilities



NOTIFICATION OF ABSENCE

HARASSMENT-FREE

ENVIRONMENT

SEXUAL HARASSMENT TRAINING

ADVOCATE PROGRAM

DRUG-FREE WORKPLACE

E-MAIL

INCLEMENT WEATHER POLICY

# Staff Responsibilities

## Notification of Absence

It is the responsibility of staff to contact their supervisor in advance if they are unable to report to work as scheduled.



If a staff is absent without notifying his/her supervisor or the Office of Human Resources for three (3) consecutive workdays, the staff will be considered to have terminated his or her employment without notice.

Absent and/or tardy staff must contact his or her supervisor as soon as possible and prior to the staff's scheduled starting time on each day of absence or tardiness.

Upon return to work, the staff shall report

to his or her immediate supervisor to further explain the reason for the absence or tardiness and to provide documentation, if any is needed, to substantiate the absence or tardiness. Documentation must be completed and submitted on the staff's next scheduled workday.

In the event of an absence, supervisors should speak with the staff to find out if the absence was a result of an illness or other emergency. In the event of an illness where a doctor's visit is required, the supervisor may ask for such documentation from the staff. Should the staff find himself or herself in a position where unscheduled absences occur as a result of illness or other personal emergencies, the supervisor should ensure that the staff is using the proper type of leave, in accordance with University policies and procedures.

If a staff is unable to report to work, at his/her designated time, the staff should immediately notify the staff's supervisor. In the event that an staff is unable to reach this supervisor, he/she should follow standard department practices for reporting absences.

## Harassment-free environment

Xavier University is committed to providing a work environment that is free of discrimination and harassment of any form. Actions, words, jokes or comments—made by any staff, supervisor, vendor, or student—that are based on an individual's sex, race, ethnicity, age, religion, disability or any other legally protected or non-protected characteristics will not be tolerated.

We encourage the prompt reporting of acts or words of harassment, whether the actions or words are directed against the person making the report, or against another person. Prompt reporting is crucial because it will allow us to take prompt and appropriate action to deal with the problem.

The official version of the harassment code and accountability procedures can be found [here](#).



## Sexual Harassment Training

Each staff of the University is required to complete the online sexual harassment training prior to the end of their three-month introductory period. This training includes information on how to identify and stop harassment, how to file a harassment complaint and supervisors' responsibilities for dealing with harassment. Staff will also find information about the laws and regulations surrounding harassment, equal employment opportunity and affirmative action.

Online training will be emailed to the new hire within the first month of their employment. Training must be completed within 30 days of receiving the email.

## Advocate Program

Xavier University's advocate program exists to provide confidential support, information and advocacy for those affected by harassment, discrimination, relationship violence, sexual assault and stalking. Xavier University understands that its community, as a whole, is affected by this kind of violence. Please know that you are not alone. Xavier is dedicated to a campus free of these injustices, and strives to maintain such an environment.



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## Drug-Free Workplace

The issue of drug and alcohol abuse concerns the entire Xavier University community, as well as our surrounding neighborhoods. The use of illicit drugs and misuse of alcohol contributes to unrecoverable loss of time, talent and lives. Xavier University also must comply with the federal Drug-Free Schools and Communities Act Amendments of 1989, which require schools, colleges and universities receiving federal financial assistance to implement and enforce drug and alcohol prevention programs for students and staff.

Xavier University will not condone the arrival or return to work under the influence of any drug (legal or illegal) or alcohol to the extent that job performance is affected.

Xavier University prohibits the illegal use, possession, sale, manufacture or distribution of drugs and alcohol by all students and staff on Xavier University premises or property or as part of any Xavier University activity. The standard also applies to student-sponsored social activities or professional meetings attended by staff if such activities are considered to be University-sponsored. Any misuse of substances by Xavier University students and staff that presents physical or psychological hazard to individuals is prohibited.

## **E-mail**

E-mail is an important mode of communication and is encouraged for scholarly, work-related and personal communication within the constraints of ethical standards and other policies, procedures and job responsibilities that are in place at Xavier.

E-mail is the property of Xavier University, and while the University does not normally view files and messages on Xavier's servers or traversing Xavier's network, it has the right to examine, log, archive and otherwise preserve them. Xavier has the right to protect its resources by restricting, suspending or terminating access of any user.

Staff are expected to use appropriate judgment when accessing confidential and sensitive materials.

## **Protocols for inclement weather and other emergency conditions**

Listed below are the basic categories of University response to serious inclement weather and/or emergency conditions.

### **Classes and University offices on delayed start**

On such days, classes will begin at a later time and University offices will not open until a specific time. Staff are not required to report to work prior to the announced start time and will not be required to make up the missed time. Emergency essential personnel should still report as scheduled.

### **Classes are canceled and University closed**

Classes will not be held and/or University offices will be closed. University staff are not expected to report to work unless specifically contacted or previously designated by their supervisor to report for emergency operations. It is expected that the use of this category is rare.

### **Notification**

Staff are encouraged to enroll in [XUAlertMe](#), an automated system which provides timely updates regarding University closings, delays and emergency conditions.

## Section 4: Compensation and Benefits



GETTING PAID

PAYROLL ADVANCES

HOLIDAYS

BENEFIT PROGRAM

SICK LEAVE

MATERNITY LEAVE

FAMILY MEDICAL LEAVE ACT

VACATION

UNPAID LEAVE

JURY DUTY

MILITARY LEAVE

BEREAVEMENT LEAVE

# Compensation and Benefits

## Getting Paid

Xavier University provides a [compensation structure](#) that is objective and equitable. Xavier University's pay system is applied in accordance with Federal and State law.



Hourly staff are paid on a biweekly basis and exempt staff are paid on a semi-monthly basis. Each staff is required to fill out an electronic timesheet via self-service which must be approved by his or her supervisor by the end of the day on Monday of the pay week (this deadline may vary based on University holidays).

Employees receive payment via direct deposit.

## Payroll Advances

The University recognizes that emergency situations may arise necessitating a payroll advance. Payroll advances are intended to be used only on rare occasions and should not exceed two times per calendar year.

Payroll advances may be issued based on hours already worked, and are expected to be repaid out of the next paycheck. Advance requests should be made to the Office of Human Resources.

## Holidays

All continuing staff are eligible for paid holidays. Staff who work regular schedules shall receive holiday pay equal to the number of hours normally scheduled on the day of the holiday. Staff who work irregular schedules or are scheduled to work on weekends shall receive holiday pay equal to one-fifth of their normal workweek.



1. The official schedule is posted [here](#).
2. If a holiday occurs during a staff's vacation, the holiday is not charged as vacation time.
3. In some offices and departments where continued operation is essential, it may be necessary for staff to work on a holiday. In such case, hourly staff will receive holiday pay plus pay for all hours worked on the holiday.
4. Holidays are considered time worked in the calculation of overtime pay.
5. If a holiday falls on a normal day off for an staff who works rotating shifts, the staff may be granted holiday pay, provided he/she works the last scheduled work day prior to the holiday and the first scheduled work day following the holiday, unless the failure to work on either or both such days is excused because of personal illness or injury, or other extraordinary circumstances beyond the control of the staff. The supervisor must notify the Payroll office if holiday pay is forfeited for this reason.
6. Holiday pay may be forfeited if an staff is absent without cause on the scheduled workday preceding or following the holiday.
7. Temporary staff are not eligible for holiday pay.

## Benefit Program

Xavier University is committed to offering and maintaining a competitive benefits package for staff, which includes medical and dental insurance coverage, life insurance, disability and tuition remission for staff and their dependents. The Office of Human Resources provides an overview of University benefits as well as specific health and dental care plan features and rates, which can be accessed [here](#).

## Sick Leave

The primary purpose of sick leave is to provide continued income if an illness or injury causes absence from work. All staff are asked to use their sick leave responsibly.

Refer to the University's sick leave policy [here](#).



The University grants time off for maternity leave. Refer to [Family and Medical Leave Act](#) for background.

The determination of the length of time a staff will require for leave because of pregnancy and childbirth is a medical decision between the staff and her

physician, and is to be treated in the same way as other sick leave.

## Family Medical Leave Act

It is the policy of Xavier University to provide a leave of absence in accordance with the requirements of the [Family and Medical Leave Act of 1993](#). Staff who have worked at Xavier University for at least 12-months and have been employed for at least 1,250 hours of service during the 12-month period preceding the commencement of the leave are eligible for unpaid leave under the Family Medical Leave Act of 1993 (FMLA). Through FMLA, staff are entitled to a maximum of 12 weeks of leave in a 12-month period. Xavier University has elected to utilize a rolling calendar year when determining the effective 12-month period. Staff can request to be excused from work for:

- The care of a family member who has a serious health condition.
- The staff's own serious health condition.
- The birth, adoption, or foster-placement of a child.
- When a family member is on or called to active duty when they experience a qualifying exigency.
- To care for a service member that sustained an injury or illness in the line of military duty (under this category, staff are entitled to a maximum of 26 weeks of leave when requesting leave).

Xavier University will continue to pay its portion of the staff's benefit premiums. The staff is responsible for paying for his/her portion of the applicable insurance(s). Leave because of serious health condition may be taken intermittently or on a reduced leave schedule where medically necessary.

## Vacation

Xavier University provides paid vacations to staff based on length of service. It is within the discretion of each supervisor to set forth scheduling guidelines for their respective departments. Vacation hours paid are considered hours worked in accruing vacation time.

Access the complete and comprehensive vacation leave policy [here](#).



## Unpaid Leave

Xavier University recognizes that some staff may require an extended leave of absence for a variety of personal or health-related reasons.

Supervisors may approve time off without pay to staff for situations such as the following:

- Additional vacation time
- Extended illness
- Personal business
- Religious days
- Weddings

When an staff foresees an absence situation that is expected to last two (2) weeks or more, they should submit a written request for a leave of absence to their supervisor. The request should include the reason and probable length of the leave of absence. Unpaid leave is discussed [here](#).

## Jury Duty

Xavier University understands the obligation of each staff as a citizen to serve on jury duty for a civil or criminal case when called.

All staff are eligible for time-off-with-pay for [jury duty](#) that occurs during the staff's regularly scheduled work day. This policy does not apply to a staff's court appearance if it is in connection with the staff's personal business (e.g., criminal or civil cases, traffic court, divorce proceedings, etc.).

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## Military Leave

[Military leaves](#) are granted for staff in active duty in the Armed Forces in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

Uniform services is defined in the policy: Army, Navy, Air Force, Marines, Coast Guard, reserve units, National Guard and Commissioned Corps of Public Health Service.

Uniformed services include:

- Active duty (including Reserve and Guard members who have been called).
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person's fitness for any of the above types of duty.
- Funeral honors duty performed by National Guard or reserve members.

Staff currently enrolled in Xavier University's benefit plans may continue such benefits on military leave. The University will continue to pay the employer portion of the premiums if the staff elects to continue University benefits. Staff would be responsible for their portion of the premiums. In addition, eligibility for tuition remission for staff and dependents continues.

## **Bereavement Leave**

Xavier University strives to show compassion and respect for staff and their families when death occurs. Sympathetic support is provided, including flexible scheduling and providing time off without loss of pay to attend a funeral and/or make necessary arrangement at the death of a family member as defined herein.

Time off with pay may be granted, for a maximum of three days, when death occurs in the immediate family.

Time off with pay for a maximum of one day may be granted to attend the funeral of a relative outside the immediate family.

Time off with pay not to exceed one half-day may be granted at the discretion of the immediate supervisor so that an staff may attend the funeral of a close friend.

For purposes of this [policy](#), immediate family is defined as staff's spouse, child, parent, grandparent, grandchild, step-child, step-parent, sibling (includes half-brother/sister) and current mother/father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step brother and stepsister, or others living in the same household with the staff.

The staff should notify his/her supervisor of the staff's absence for bereavement leave purposes as soon as possible.

When a death occurs in a staff's immediate family, the supervisor will notify the Office of Marketing and Communications unless privacy is requested.

## Section 5: General Information



THE ALL CARD

CAMPUS POLICE

CAMPUS SERVICES AND FACILITIES

EMPLOYMENT VERIFICATION

UNIVERSITY COMMUNICATIONS

MCDONALD LIBRARY

ON-CAMPUS BANKING

PARKING

SMOKING

RESTRICTIONS UNIVERSITY

CAMPUS DIRECTORY

XAVIER THEATER

# General Information

## The ALL Card

The ALL Card is the official form of identification for the Xavier University community. However, it is much more.

The ALL Card is a multi-functioning campus card. In addition to serving as a form of identification to access University facilities, the ALL Card serves as a stored value campus debit card for purchases at most all on-campus vending machines and retail operations, as well as some off campus merchants.

The ALL Card also functions as a full service U.S. Bank ATM card and PIN-based debit card and is also used as the door key for campus residents to access their specific residence halls. For additional information, go to <https://www.xavier.edu/auxiliary-services/all-card-center/index>.

## Campus Police

The staff of professional officers is available 24 hours a day, 365 days per year. To reach an officer, dial extension 1000 from any on campus phone, 513-745-1000 from off-campus, or on any on-campus emergency telephone.

## Campus Services and facilities

Bookstore—Staff are currently eligible for a 10 percent discount on purchases at the University Bookstore.

Food Services—Available at the Hoff dining room, in the Cintas Center and the Gallagher Student Center.

Athletic Events—Free or reduced admission is provided for most athletic events, including Xavier men's basketball games. Information and schedules are distributed prior to each season.

Library—Staff are welcome to utilize the facilities of the McDonald Library.

O'Connor Sports Center—Staff are eligible to use the O'Connor Sports Center facilities at a reduced rate.

## Employment Verification

The Office of Human Resources can verbally verify employment, dates of employment and position titles over the telephone, but inquiries regarding salary information must be submitted in letter form with the identified staff's authorization signature.

## University Communications

From departmental stationery and envelopes to newsletters, business cards, booklets and brochures, the Office of Marketing and Communications provides the University with timely printing work. To start your own printing project, visit [www.xavier.edu/brand](http://www.xavier.edu/brand). For more information, contact us at 513-745-3431 or e-mail at [mps@xavier.edu](mailto:mps@xavier.edu).

## McDonald Library

Staff are eligible to use all of the services of the McDonald Library located on the Academic Mall. Additional details can be accessed by going to [www.xavier.edu/library](http://www.xavier.edu/library).

## On-campus Banking

U.S. Bank has a full service banking branch located on the second floor of the Gallagher Student Center to meet all of the consumer banking needs of the Xavier Community. There are also a number of ATM's on campus for your convenience. For additional information please see [Campus Banking](#).

## Parking

All vehicles parked on the campus must bear a valid parking permit. A parking permit can be obtained from Campus Police.

## Smoking Restrictions

In accordance with Chapter 3794 of the Ohio Revised Code (ORC), all forms of tobacco

smoke are prohibited in public places and in places of employment at Xavier University. Smokers who choose to smoke outside are requested not to smoke near building entrances and to ensure the proper disposal of smoking materials.

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## University Campus Directory

The University maintains a University-wide directory with name and department search capabilities. The directory can be found at [www.xavier.edu/contact](http://www.xavier.edu/contact).

## Xavier University Theater Department

Staff are entitled to discount ticket prices for all University theater performances. Additional information regarding Xavier Players, scheduled performances and ticket prices can be found on the Theatre Program [website](#).



**Office of Human Resources**

Room 132 Alumni Center  
3800 Victory Parkway  
Cincinnati, Ohio 45207-5400

Phone: 513-745-3638

Web: [www.xavier.edu/hr](http://www.xavier.edu/hr)