

# BUTLER UNIVERSITY EMPLOYEE HANDBOOK



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## A MESSAGE FROM THE PRESIDENT

You are joining a great group of professional colleagues, faculty and staff who care deeply about this University, our students and each other.

Butler University is a special kind of place, once described as large enough to serve and small enough to care. But this is not all that makes for a caring atmosphere and a supportive environment in which to work. It takes everyone contributing every day to the institutional community. We are pleased you have chosen to become a part of our Butler community.

As we continuously strive to advance Butler to even greater success, please share with me your insights and suggestions on what is working well here and how we can be even better. I welcome you, your talents and your energies to the enjoyable task of building Butler University.

James M. Danko, President

# WELCOME TO BUTLER UNIVERSITY

## Butler University's Mission Statement

“Butler’s mission is to provide the highest quality of liberal and professional education and to integrate the liberal arts into professional education, by creating and fostering a stimulating intellectual community built upon interactive dialogue and inquiry among faculty, staff and students.”

## Statement of Guiding Principles

Institutions of higher education are entrusted by society with greater resources and commensurately greater responsibilities for the creation, dissemination and preservation of knowledge. The purpose of the University is to provide a quality education, and each member of the community aspires to maintain the highest professional standards in working to assure that students are well prepared for life-long learning following the Butler experience.

As a member of the Butler University community, faculty, staff, students, volunteers, contractors, vendors and consultants all have a responsibility to adhere to and abide by the guiding principles established by the University to assure that the highest standards of ethical conduct are maintained in all University relations. These include but are not limited to the ethical dispositions of open-mindedness, creativity, curiosity, intellectual flexibility and civility.

The foundation of the guiding principles is an atmosphere of respect and dignity for each individual in all social interactions in the Butler University community. It is expected that all individuals behave in a fair and honest manner when dealing with members of all constituencies and strive to promote an open and tolerant environment for voicing opinions. Members of the University community adhere to the established University policies and procedures which assure that all aspects of the University are conducted in an ethical and legal manner. The application of the guiding principles to employment relations is found in the Faculty and Staff Handbooks.

## How the University Is Organized

The University is organized into academic colleges and administrative units. There are six academic colleges, an Office of Academic Affairs, and administrative units responsible for Athletics, Clowes Memorial Hall, Enrollment Management, Finance, Information Technology, Facilities, Human Resources, Advancement, Student Affairs, and Legal. “Staff” refers to all employees who are not faculty or student workers.

## About Butler

Founded in 1855, Butler University is a private, coeducational university offering graduate and undergraduate programs. Degree programs are offered through the colleges of Liberal Arts and Sciences, Business, Education, Fine Arts, Pharmacy and Health Sciences, and Communication.

The University's 300+ acre campus, located in a residential area and surrounded by a vibrant city, remains a serene and beautiful area with a formal botanical garden, a nature preserve, an observatory, a state-of-the art performing arts center, a student performance and visual arts theater, a recital hall, and Hinkle Fieldhouse -- once the largest basketball arena in the nation and listed on the National Register of Historic Places. Located less than seven miles from the heart of the city, the campus offers easy access to many cultural and sporting events in downtown Indianapolis.

At Butler, faculty engages in more student contact, and more emphasis is placed on teaching. Research is valued, but not worshipped. Everything is smaller in scale and more personal. Change is everywhere, and experimentation and innovation are encouraged. Each individual can make a real difference in the shape of the University. We hope you will enjoy this environment and will work hard with us to maintain a unique institution.

## This Handbook

This employee handbook outlines information that is important to your success as a member of the Butler community. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. A majority of the items in this handbook apply to staff members but a number of them also apply to our faculty members. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources department.

Neither this handbook nor any other university document confers any contractual right, either express or implied, to remain in the University's employ. Nor does it guarantee any fixed terms and conditions of your employment. **YOUR EMPLOYMENT IS AT WILL.** It is not for any specific time and may be terminated at will, with or without cause, and without prior notice by the University, or you may resign for any reason at any time. Nothing in these policies shall be interpreted to be in conflict with, or to modify, the at will status of Butler University staff employees. Only the University's President or Board of Trustees is authorized to make an exception to the policy of employment at will.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will do our best to inform you of any changes as they occur.

Information is presented in the following categories:

- Policies that affect legal rights and duties
- Workplace Standards
- Employment Practices
- University Classification and Compensation
- Safety and Emergencies
- Employee Relations
- Work-Life Balance
- Benefits



# POLICIES THAT AFFECT LEGAL RIGHTS AND DUTIES

## Equal Employment Opportunity

Butler University is committed to a policy of non-discrimination in all employment practices including but not limited to recruiting, hiring, training, advancement, compensation, and termination. Butler University's policies, including its Affirmative Action Programs, are designed not only to ensure legal compliance with local, state and federal laws but to carry out the principles of equal opportunity in all job categories.

## Policy Prohibiting Unlawful Discrimination, Harassment, and Retaliation (not gender-based)

No employee or applicant for employment will be subjected to discrimination with regard to hiring, firing, advancement, compensation, or any other term or condition of employment because of race, color, religion, national origin, age, disability, citizenship, veteran status, or genetic information.

Butler is committed to providing a work environment free of inappropriate conduct – verbal, graphic, physical, electronic, or otherwise – that is based on actual or perceived membership in any of the foregoing protected categories and that is so severe or pervasive that it unreasonably interferes with an employee's ability to work or take advantage of the benefits of employment. Butler is committed to protecting employees from such conduct whether by other members of the University community or third parties.

Retaliation is any adverse action taken against a person because of their participation in a protected activity. Protected activities include making a good faith report of discrimination or harassment or participating in an investigation of alleged discrimination or harassment. Retaliation is a serious violation of University policy, and the University is prepared to take appropriate steps to protect individuals who fear they may be subject to retaliation.

If you believe you or someone else has been subjected to discrimination, harassment, or retaliation based on race, color, religion, national origin, age, disability, citizenship status, veteran status, or genetic information, report the matter to Human Resources. Human Resources will appoint an investigator to conduct a thorough and impartial investigation of the reported violation and, for any substantiated policy violation, determine the appropriate sanction.

Review the full Non-Discrimination Policy at:

[\*\*\*Non-Discrimination Policy \(not including gender-based discrimination\)\*\*\*](#)

## Sex Discrimination/Sexual Misconduct Policy

Consistent with the federal laws known as Title VII, Title IX, the Clery Act, and the Violence Against Women Reauthorization Act, Butler University is committed to having a working environment free from sex discrimination in any form.

No employee or applicant for employment will be subjected to discrimination with regard to hiring, firing, advancement, compensation, or any other term or condition of employment because of sex or gender. No employee will be subjected to unwelcome and inappropriate conduct – verbal, graphic, physical, electronic, or otherwise – that is based on sex and that is so severe, persistent or pervasive that it unreasonably interferes with the employee’s ability to work or take advantage of the benefits of employment. The University will take no adverse action against an employee in retaliation for the employee’s making a good faith report, or participating in the investigation, of sex discrimination or sexual harassment.

This policy also prohibits the following conduct:

- Sexual Assault
- Sexual Exploitation
- Dating Violence
- Domestic Violence
- Stalking

If you believe you have experienced sex discrimination or sexual misconduct in any form, you can report the violation to the University’s Title IX Coordinator; the online report form and contact information are found at <https://www.butler.edu/sexual-misconduct/university-policy> . A report to the University may result in formal resolution through the Administrative Investigation Process. A final determination of responsibility for the alleged policy violation will result in appropriate sanctions and remedies.

You also have the option to report sexual assault, sexual exploitation, dating violence, domestic violence, and stalking to the appropriate law enforcement agency. If the incident occurred on campus, the appropriate agency is the Butler University Police Department. You can choose to pursue the Administrative Investigation Process, the criminal process, or both.

Review the full policy and related materials at <https://www.butler.edu/sexual-misconduct/university-policy>.

## Americans with Disabilities Act and University Accommodation Policy

Butler University is committed to providing equal employment opportunity to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). In keeping with that commitment, the University provides reasonable accommodation to qualified individuals with disabilities and forbids discrimination against employees because of a disability. It is the responsibility of the employee to make the University aware of the need for accommodation for a disability. It is the responsibility of the Office of Human Resources or a designee to administer this policy.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

## Reporting Suspected Child Abuse or Neglect

Every University employee, student, volunteer, or user of University facilities who has reason to believe that a minor, meaning someone under 18 years of age, is a victim of abuse or neglect must comply with Indiana law and University procedure by reporting the suspected misconduct immediately to the Child Protective Services hotline, 1-800-800-5556, AND to the Butler University Police Department (BUPD), 317-940-9396. If the minor is in imminent danger, the witness should call both 911 and BUPD at 317-940-9396.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

## Addressing Incidents of Bias

Butler University was founded on the principle that everyone deserves an education, regardless of race or gender. In keeping with that tradition, Butler is committed to creating and maintaining a respectful educational environment in which all of our community members are welcomed, respected, and supported.

*For additional information on bias or to report an incident visit: <https://www.butler.edu/bias>*

## WORKPLACE STANDARDS

### Standards of Conduct

Butler University hopes that your working relationship with the University will be mutually satisfactory. Just as staff members may resign at any time, they may be disciplined or discharged at any time. The University makes no promise of continued employment for a specific period of time.

Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis. There are, however, some actions that, if substantiated after investigation by the University, will result in termination. The types of conduct that may result in immediate termination include, but are limited to:

- theft of University property or the property of other employees, students or visitors;
- failure to report for work when scheduled for three (3) consecutive days without notifying or obtaining permission from the supervisor;
- use, possession, consumption, or sale of intoxicants, including alcohol or controlled substances, contrary to the University's Substance Abuse policy [<https://www.butler.edu/hr/policies>];
- threatening or inflicting bodily harm against any employee, student or visitor of the University [<https://www.butler.edu/hr/policies>];
- falsification of University records, including but not limited to employment applications, other personnel records, expense reports, or time records of self or others; intentionally giving false information to management personnel; and concealing defective work;
- unlawful possession of weapons on campus; and

- unlawful harassment.
- Refusal to follow direction from supervisor and blatant insubordination.

The examples of prohibited conduct listed above are not, and are not intended to be, exhaustive or exclusive. Prohibited conduct for which a staff member may be disciplined or discharged may exist in forms other than the examples listed above. In addition, University leadership can and will provide directives pertaining to institutional, health and safety related mitigation measures that will require compliance. Failure to abide by a safety plan or directives given by institutional leadership will result in disciplinary action up to and including termination of employment. Butler University reserves its right to discipline for offenses that it, in its sole discretion, deems appropriate.

## Attendance and Promptness

Attendance and punctuality are very important. Unnecessary absences and tardiness are disruptive and place an unfair burden on fellow employees and supervisors. The following steps must be taken when a staff member is absent or tardy:

- The staff member calls the supervisor to report the absence or tardiness as early as possible but at least by the start of the workday.
- If the supervisor cannot be reached, the staff member is responsible for following departmental procedure (which may vary by department) for reporting absences or tardiness.
- If the staff member is physically unable to personally make the call, it is permissible for a family member or friend to call.
- In some cases of illness, the staff member may be required to return with a doctor's note, documenting that medical care had been sought and that the staff member can return to work.
- All absences must be reported in the Time and Attendance system according to departmental reporting procedure.

Violations of these procedures could result in disciplinary action. Excessive absenteeism or tardiness will result in corrective action up to and including termination.

Unreported/unexcused absences ("no call/no show") of three consecutive workdays will generally be considered a voluntary resignation of employment with the University.

## Substance Abuse

Substance abuse at work seriously endangers employees, other members of the Butler community, and the general public and contributes to a variety of workplace problems. These include increased on-the-job injuries and accidents, increased absenteeism, increased health care and benefit costs, and a decline in the quality of services that we provide. The University has established this policy to ensure that employees do not abuse alcohol or use illegal drugs on University property (including parking areas) while engaged in University-related activities or business during working time. The purpose of the policy is to communicate the University's position on alcohol and drug abuse in the workplace and to advise employees of testing and other procedures the University uses if abuse is observed or suspected.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

## Computer Usage Master Policy

Butler University respects the privacy of personal content and freedom of expression that are at the core of intellectual pursuit and fundamental to expression of teaching and learning. University policy, however, must balance these values against the legal responsibilities, rights, and risks of the University and others. Our policy endeavors to balance the use of, and need for, technology while creating an environment of respect and privacy and ensuring that the assets and reputation of the University are protected.

***Review the full policy at: [Computer Use Master Policy](#)***

## Conflict of Interest

Butler University expects all faculty and staff, when acting on behalf of the University, to maintain the highest standard of ethical conduct. The University expects individuals employed by the University to remain free of interests or relationships that are, or appear to be, detrimental to the interests and reputation of the University. Employees must avoid circumstances that cast doubt on their ability to act objectively and fairly regarding the University's business and interests. They must not support the commission of such acts by others. If you are asked to take some action that you reasonably believe may be in violation of this policy, the University directs you to refuse based on this policy and seek the advice of your supervisor or Human Resources.

***Review the full policy at: <https://www.butler.edu/hr/policies>***

## Employment of Family Members

The University does not limit or prohibit the simultaneous employment of two members of the same family; however, one member of the immediate family may not work under the direct supervision of another member of the immediate family. This includes spouses, domestic partners, parents, siblings, children, stepparents, stepsiblings, stepchildren, aunts, uncles, nieces, and nephews. No employee will either initiate or participate in institutional decisions involving a direct benefit (e.g., appointment, retention, salary, leave) to a member of the immediate family. An exception to this policy may be made for a parent/supervisor whose dependent child works in a student or temporary position as long as the parent's direct supervisor and Human Resources grant approval. In all cases, these situations will be reviewed to assure that the family relationship does not interfere with the successful operation of the department.

## Consensual Relations

Intimate relationships to which both parties' consent but in which there is an evaluative, advisory, supervisory, or reporting relationship between the parties give rise to the potential for, or the appearance of, impropriety, conflict of interest, favoritism, or bias. They may also undermine the real or perceived integrity of the evaluation or supervision given. Additionally,

due to the reporting and/or evaluative nature of the relationship and the inherent power differential, such relationships have the potential to become exploitive or cause actual harm to one of the parties.

For the reasons outlined in this policy, the University prohibits the consensual relationships defined above. Notwithstanding this general rule, there are some “consensual relationships” that may be acceptable because of the specific circumstances and the opportunity to mitigate consequences. For example, if an employee is married to, or in a committed relationship with, another employee and one of them has an evaluative, advisory, supervisory, or reporting role in regard to the other, the couple should report this relationship and their respective roles to the Division Vice President so that the University can determine whether any changes in the evaluative, advisory, supervisory, or reporting role should be made or whether other individuals should share or assume such role.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

## Whistleblower Protection

Butler University has a responsibility to conduct its affairs ethically and in compliance with University policy. Butler employees who, in good faith, report suspected wrongdoing or unethical behavior are protected under Butler’s whistleblower policy. The Board of Trustees has adopted this policy in order to encourage and empower members of the Butler community to report misuse, inappropriate allocation, or diversion of the University’s charitable and educational resources.

If the person making the report (the “Whistleblower”) requests anonymity, the whistleblower’s identity will be kept confidential to the extent possible consistent with Butler’s need to investigate. A whistleblower may submit a report anonymously through Ethicspoint by logging onto my.butler.edu and clicking on the Ethicspoint link or calling 1-800-445-9198.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

## Departmental/Divisional Personal Appearance

It is the responsibility of each staff member to maintain a professional appearance that enhances the image of Butler University to its constituents. Due to the diversity of job duties and departmental operations at Butler, Vice Presidents are authorized to establish reasonable appearance standards and dress codes that promote legitimate business and safety interests. Your supervisor will provide this information to you. Supervisors reserve the right to send any person home to change clothing or other items that are in violation of the departmental standards. The time spent away from work for this reason will be deducted from vacation or personal time off.

## Smoke-Free Workplace

Motivated by its commitment to providing a safe and healthy workplace and to promoting the health and well-being of its employees, students and visitors, the University has adopted a policy on smoking. In accordance with Indiana law, the University prohibits use of tobacco and tobacco products in places of employment and within eight feet of a public entrance to a place of employment on the Butler campus. This policy applies to all students, faculty, staff, contractors,

vendors, and other visitors to all University properties. Prohibited tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, pipes, hookahs, all smokeless tobacco and electronic smoking devices.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

## EMPLOYMENT PRACTICES

Butler University is committed to employing the most qualified candidates for University positions while engaging in recruitment and selection practices that comply with all applicable employment laws. It is the policy of the University to provide equal employment opportunity to all internal and external applicants.

### Recruitment Practices

The appropriate authorization is required to initiate any action to fill an open position, including recruitment efforts, advertising, interviewing and offers of employment. Such authorizations ensure that positions are necessary and in line with the mission of the University, funding is available, diverse recruiting vehicles are utilized, and position classification and compensation are appropriate.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

### Internal Job Opportunities

Human Resources posts open positions internally for a period of five business days on the University's employment website ([www.butler.edu/hr](http://www.butler.edu/hr), select "Current Employees", "View Internal Opportunities").

In the event the hiring manager wishes to promote a current employee, the position still must be posted internally. Only the Associate Vice President of Human Resources can make an exception.

### Background/Reference Checks

The University conducts primary background checks on final job candidates, including checking employment history, academic credentials, criminal background (if any), names and previous addresses. The University also conducts secondary checks of credit, driving record, drug and alcohol screening, and other searches deemed necessary on final job candidates for certain positions, e.g., credit checks for those who handle large amounts of cash or have access to University bank accounts, driving record checks for those regularly driving University vehicles, or drug and alcohol checks for those who drive University vehicles, use firearms, or work in potentially hazardous locations. The University also has the right to conduct primary and/or secondary background checks on existing employees when warranted by new job responsibilities such as those listed above. All background checks are conducted in compliance with the Fair Credit Reporting Act.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

## New Staff Onboarding

Effectively orienting new staff members to the campus and to their positions is crucial to establishing successful, productive working relationships. Supervisors have the unique opportunity to create a positive impression of their department and Butler. To avoid new staff members feeling overwhelmed the first few days on the job, supervisors should carefully plan for the new staff member's first days and weeks in the department. A successful start can play a significant role in the staff member's retention and productivity.

An effective onboarding will:

- build an understanding of Butler's culture, values and mission,
- help the new staff member successfully transition into the new job,
- help the staff member understand their role and how they fit into the total Butler community, and
- build better communication among the current members of the department and the staff member.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

## Introductory Period for New Staff, Promotions and Transfers

The introductory period at Butler University typically ranges from 90 working days to 180 working days depending on the department. Refer to your employment offer letter or your supervisor for more information. This time is intended to give staff who are new in their positions the opportunity to demonstrate their ability to perform and to determine whether the position meets their expectations. Butler University uses this period to evaluate the new staff member's capabilities, work habits, and overall performance. Butler University may extend the introductory period if it believes doing so is necessary to accomplish the introductory purposes. Upon completion of the introductory period, the supervisor must provide a written review of the staff member's performance.

Completion of this period does not entitle the staff member to continued employment with the University for any definite period of time or to an increase in compensation. Employment is "at-will" both during and after the introductory period and may be terminated with or without cause.

## Performance Improvement

A small percentage of staff are unable or are unwilling to meet job performance expectations. Common problems include poor work quality, untimeliness, poor communication skills, and inability to work collaboratively. Performance problems should be addressed through the use of the Performance Improvement process, the goal of which is to help the staff member become successful.

The Performance Improvement process is initiated by the supervisor, who does the following:

- communicates the specific problem areas the employee needs to improve,
- develops a plan and deadline for performance improvement,

- schedules periodic meetings to review progress, and
- determines if the employee has successfully completed the performance improvement plan.

## Corrective Action

Sometimes a staff member's conduct fails to comport with workplace standards of behavior. Such misconduct needs to be addressed immediately and consistently. Generally, supervisors will use the corrective action steps below administered in progressive order; however, in some cases, the seriousness of the infraction may warrant skipping one or more steps in the process.

### **First Level Warning**

The first level warning is a formal method of informing an employee of a relatively minor violation of University or department rules or expectations. Generally, a first level warning occurs after an employee has received oral counseling from their supervisor related to the issue(s), and it is intended to encourage the employee to change the behavior.

### **Second Level Warning**

The second level warning is used when conduct problems persist or when a more serious violation warrants more than a first level warning. The second level warning may be accompanied by a suspension.

### **Termination**

If all prior disciplinary actions do not resolve the situation, or if the nature of the violation is so serious that a first or second level warning or a suspension is not appropriate, the employee is subject to termination. The supervisor must consult with HR before an employee may be terminated.

## Transfers and Promotions

Staff members interested in transferring to fill an open position in another department are required to discuss their interest with Human Resources. They must meet the following conditions:

- a minimum of 12 months of service in their current position;
- a current performance rating of "meets expectations" or higher;
- no documented performance or behavior problems for the past 6 months; and
- qualifications that are consistent with those required for the new position

A staff member who satisfies these conditions should submit a resume as instructed on the job posting. All questions regarding employment opportunities should be directed to Human Resources.

## Giving Notice of Resignation

The University expects a staff member who voluntarily separates from employment to provide two weeks' written notice. Any earned but unused vacation time will be paid out on a pro-rated basis in the final paycheck according to the Butler University Vacation Benefit Policy. Rollover vacation is not eligible for payout upon termination. There is no payout for unused paid time off.

**If the two weeks' notice is not given, the staff member forfeits all vacation payout.**  
The use of vacation or paid time off during the 10-day notice period is prohibited.

## Exit interviews

Once a staff member gives notice of separation, Human Resources schedules an exit interview. These interviews provide information to the staff member about benefits continuation and allow the University to collect information about the staff member's reasons for leaving. All exit interviews are voluntary and confidential.

## Calculating Service Credit

Human Resources ensures that transfers to and from 9-, 10-, or 12-month positions, transfers from part time to full time, and reemployment are accurately tracked, time in service is appropriately recorded, and paid time off is properly adjusted.

- Staff who transfer from 12-month to 9- or 10-month positions will have their allotment of vacation and personal time off pro-rated to reflect their change in status.
- Staff who transfer from 9- or 10-month to 12-month positions will have their allotment of vacation and personal time increased to reflect their change in status.
- Regular part-time staff that transfer to full-time employment will be given appropriate service credit.
- Former staff that are re-employed will have their previous service credited to their Adjusted Date of Employment (ADOE) for the purpose of benefits eligibility.

## Verification of Employment

All requests for information on current or former employees must be referred to Human Resources. Responsive information provided by phone is limited to verification of employment dates and position title. In response to written requests, information regarding salary will also be provided if Human Resources has an authorization signed by the employee.

## Personnel Files

All employees may review their personnel files. The staff member must contact Human Resources at 317-940-9355 to make an appointment. A member of the Human Resources staff will always be present during the appointment and will provide copies of documents signed by the staff member.

Circumstances in which other individuals can examine a personnel file include, but are not limited to:

- when an employee wishes to transfer, and the new supervisor wants to examine prior performance evaluations;
- when a member of a governmental agency wants to examine the file of a former employee for employment purposes and provides the employee's written authorization;
- for auditing purposes; and

- When directed by a court order.

All personnel files are the property of Butler University.

## UNIVERSITY CLASSIFICATION AND COMPENSATION

It is the policy of Butler University to establish and maintain an equitable staff compensation program designed to attract, retain and motivate qualified individuals. Policy objectives are achieved through:

- maintaining an internally equitable job classification level (or pay grade) for each position that is reflective of its overall responsibility in relationship to other positions at the University;
- maintaining a pay structure that is competitive with salaries paid by Butler's competitors;
- progressing staff through their pay grade in accordance with their level of performance via the performance evaluation program; and
- facilitating practical and fair management decisions in the administration of pay.

### Initial Pay and Annual Adjustments

The initial pay for a new staff member is based on the job classification level and the applicable skills and/or work experiences an individual brings to the job. Staff may be considered annually for pay increases based on their performance evaluation and supervisor's recommendations. Annual increases are not automatically granted as they are dependent on the financial resources of the University.

### Definitions of Employment Status

Butler University staff includes all Butler personnel not classified as faculty or Butler student workers.

- **Regular Full-time Staff:** A regular full-time employee is scheduled to work at least 37 ½ hours per week for 9, 10, or 12 months.
- **Regular Part-time Staff:** A regular part-time employee is scheduled to work a set schedule of no more than 29 hours per week for twelve months.
- **Temporary Staff:** A temporary employee can be full-time or part-time for a specific time period with a definite or estimated end date generally not more than six months after hire. Temporary positions are created to meet a special or seasonal need, to replace a staff member on an extended leave of absence; and to provide program continuity while recruitment is under way to fill a vacant position.
- **Occasional Staff:** An occasional employee is scheduled on an "as-needed" basis and may have variable hours and/or days depending on workloads or special needs; (e.g. covering for an illness or vacation of other staff). The actual hours worked by an occasional employee usually vary and are not guaranteed.

A change in employment status may have impact on length of service and/or eligibility for

employee benefits. Prior to a change in employment status, review the potential impact with a Human Resources representative.

## Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector. The FLSA has established guidelines for the classification of staff positions into the following categories:

- **Non-Exempt:** The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at one and a half times the regular rate of pay for all hours worked over 40 hours in a workweek. These positions are classified as non-exempt.
- **Exempt:** To be classified as exempt, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations. The tests generally involve an analysis of the authority, discretion, and independent judgment associated with the job responsibilities. Employees in these positions are not eligible for overtime pay.

The title of a position does not determine eligibility for exempt status. Only the duties and requirements of a position determine the FLSA status. Questions regarding staff classification and compensation should be addressed to your supervisor or to Human Resources.

## Overtime

Non-exempt staff may be asked by their supervisor to work overtime on weekends, holidays or additional hours during the regular workweek and are expected to comply with such requests. If not asked to work by your supervisor, you must receive authorization from your supervisor before working overtime.

Overtime compensation is paid to all non-exempt employees at one and a half times their regular rate of pay for all hours worked in excess of 40 hours per week. Overtime pay is based on actual hours worked. Time off on holidays, vacation leave, personal time off or any leave of absence is not factored in as hours worked when calculating overtime.

Compensatory time may not be given in lieu of cash overtime in the private sector. However, supervisors may utilize flexible scheduling to keep employees from going into an overtime situation. For example, if an employee has worked four nine-hour days in a work week, the supervisor may ask the employee to leave at noon on Friday to ensure the employee does not work over 40 hours in the given work week.

## Pay Periods

Butler University has two pay periods:

- Non-exempt staff who work 37.5 or 40 hours per week and part-time employees are paid bi-weekly. There are twenty-six (26) bi-weekly pay periods in a year.

- All other employees may elect to be paid bi-weekly or monthly. Employees paid bi-weekly will be paid on the same schedule as non-exempt employees. Employees paid monthly will be paid on the last working day of the month.

Full-time regular staff working 9 or 10 months have the option of being paid over the 9 or 10 months, respectively, or over twelve months. You must submit a written request for this 12-month option to Human Resources by September.

Contact your supervisor or Human Resources if you have questions regarding your pay.

## Payday

Paychecks are issued on a biweekly or monthly basis, depending on your pay period designation. Direct deposit of paychecks is available for all staff. To elect direct deposit, please visit <https://www.butler.edu/hr/forms> and fill out the Direct Deposit Authorization form and turn it in to HR. Paycheck stubs are available to view online.

Employees may not receive a paycheck in advance of the normally scheduled payday.

If you believe there is an error in your paycheck, please report it immediately to your supervisor, who will assist you in investigating the error.

Report lost paychecks to the Payroll Office immediately.

## Federal/State/Local Income Tax Withholding

Federal, State and Local Income Tax withholding is mandatory on all wages and salaries for work done for an employer. New staff members must file completed W-4 and WH-4 forms with HR. Existing staff members can update their W-4 and WH-4 forms via self-service at <https://my.butler.edu>. This information is the basis for computing tax withheld.

## Deductions from Wages

The University can make deductions from an employee's wages only if the deduction is required by a court order, authorized by federal, state, or local law, or authorized by the employee in a writing that complies with the Indiana law on wage assignments.

The Fair Labor Standards Act authorizes an employer to deduct from the salary of an exempt employee the full day's pay for days serving a disciplinary suspension for violating a workplace conduct or safety rule and for absences for an employee's own illness or injury in accordance with Butler's paid time off plans and state worker's compensation laws.

# SAFETY AND EMERGENCIES

## Emergency Procedures

Emergency preparedness is an important part of our daily campus routine. Knowing how to respond to critical incidents is vital to sustaining Butler University and mitigating injury or loss of life. How we respond to any crisis, large or small, will leave a lasting image on our institution.

Butler University encourages every department, division, school, and constituent of the university to take emergency preparedness seriously and plan. Pre-planning and training can ensure a faster response to help mitigate any emergency incident, large or small. Follow this link to BUPD policy and procedures for more in-depth information:

<https://www.butler.edu/bupd/emergency-preparedness>

## Workplace Injuries

Workplace safety is everyone's responsibility. An employee must immediately report any work-related incident (injury or illness) to the supervisor whether or not medical treatment is needed. Failure to report the incident the same day of occurrence may result in denial of a claim by Worker's Compensation.

For more information regarding how to handle a workplace injury or illness, please read the Injury on the Job Procedure and FAQ's at: <https://www.butler.edu/hr/workplace-injury>

## Workplace Violence

Butler University seeks to provide for the safety of faculty, staff, students, visitors, and property by eliminating or reducing threats of workplace violence. The University is committed to maintaining an environment free from violence or threats of violence.

A person who engages in a threat or act of violence will be subject to discipline up to termination of employment and removal and/or permanent ban from campus property. In addition, such person may be subject to arrest and prosecution for the commission of a crime.

Possession of firearms or other dangerous weapons in the workplace, on University property (including parking areas), or at any University event is prohibited. Any staff member in violation of this policy is subject to termination of employment. This policy does not apply to University Police personnel engaged in official duties.

## Security Measures

### Dawg Alert

In the event of a campus emergency or weather-related delay or closing, Butler University will activate the emergency notification tool, Dawg Alert. This system gives Butler administrators the

ability to reach students, faculty and staff on and off campus via text messages, voicemail messages and email alerts. To register online for Dawg Alert, please follow this link: <https://www.butler.edu/bupd/dawg-alert>

## BUPD Escort Service

DAWG Ride is an on-demand safety transportation service that allows students, faculty, and staff to safely traverse campus during the evening hours. Dawg Ride operates from 7:00 p.m. to 3:00 a.m. Wednesday-Sunday. The University police offer Safety Transportation Escorts on Monday and Tuesday evenings.

To request a ride on the Dawg Ride:

- Download the TapRide app for your smartphone (iPhone or Android) and log in using your @butler.edu email address and password.
- Select a pick-up location (A), then choose a drop-off location indicated on the map; tap the (B) to secure this location as your drop-off location.
- Select the number of passengers.
- Tap "Submit Ride" and wait for the Dawg Ride vehicle at your designated Dawg Ride pick-up stop (see map).

**If you are unable to use the TapRide app, call 940-BUPD (2873) to request your ride. When DAWG Ride is not operational, please call 940-BUPD (2873) to request a ride.**

## Parking

An annual parking sticker may be purchased for a fee in the Butler University Police Department upon showing your Butler I.D. Annual renewal is completed on-line and via payroll deduction of the parking fee. The parking sticker allows you to park in designated areas on campus. Stickers are available for additional cars for an additional fee.

Learn more about parking permits by visiting <https://www.butler.edu/parking/permits>.

## Securing Valuables

Many buildings on campus are open early, late and on weekends, to accommodate our faculty, staff, students, and visitors. This means that you should keep personal belongings and valuables in a safe place or leave them at home.

## Lost and Found

The Lost and Found department is located in the University Police Headquarters, 525 W. Hampton Drive. You can inquire for lost or misplaced articles in person or by phone at 317-940-9396.

**Learn more about safety and security at Butler by following this link:**

<https://www.butler.edu/bupd/personal-safety-information>

# EMPLOYEE RELATIONS

## Staff Assembly

Staff Assembly was created in February of 2001 to represent the interests and concerns of staff in the overall governance structure of the university. Staff Assembly is composed of a 12-member Executive Committee and six standing committees, in which over 50 staff members are actively involved. Staff Assembly is the second largest constituent group on campus with over 700 people working in staff positions. Below are two of the programs supported by Staff Assembly:

## Difference Makers

In the spirit of recognizing the contributions and hard work of staff, Butler University Staff Assembly annually acknowledges “Difference Makers” - employees who are making a positive impact in one of the award criteria areas: making a difference to the Butler Community, service to students, and job performance and attitude. Any staff or faculty member or student may nominate a Difference Maker through an online nomination form submitted between February 15 and May 1. At the fall faculty/staff picnic, award winners will receive a \$500 pre-tax award and an invitation to a dinner honoring their service at the President's residence.

## Thank You Cards

Staff Assembly gives staff the opportunity to send a personalized ‘Thank You’ to employees who have gone above and beyond the call of duty in performing a particular job or task. Go to the Staff Assembly blog at <https://www.butler.edu/staff-assembly> or send an email to [staff-assembly@butler.edu](mailto:staff-assembly@butler.edu) stating who should receive the ‘Thank You’ and why or drop a note in the Suggestion Box in Jordan Hall. ‘Thank You’ cards are always sent anonymously, i.e., from Staff Assembly, not from the requestor.

## University Recognition Programs

Our employees are the University’s greatest resource with many varied and unique talents. Those talents are vital to the success of the University and its mission. In recognition of their service and commitment, our recognition program consists of different components:

### Anniversary Cards

Collectible anniversary cards are sent annually in the month of the employee’s hire date. These cards feature a series of unique watercolors depicting various University buildings or landmarks that are suitable for framing.

## Recognition Gatherings

In order to qualify for the Recognition Program, the employee must be a full-time employee at the time of the award. The University seniority date is used to determine years of service. Service pins are awarded at (5) year service levels at a recognition event. Employees with five to twenty years of service are honored at a recognition event in the spring or fall of their anniversary year. A recognition event is held in the spring and honors those employees who have 25 years or more of service to the University and those who have retired or will retire that fiscal year. The retiree is given a choice of gifts: a chair or a lamp engraved with the Butler seal, the retiree's name and the dates of service or an original watercolor of any building, landscape, or landmark on the University campus.

## Expressions of Caring

It is Butler's practice to send flowers to an employee who is hospitalized, who becomes a parent, or upon the death of a spouse, child, stepchild, sibling, stepsibling, parent, or stepparent. Upon the death of an employee, the University sends flowers to the next of kin. The request to order flowers is coordinated through Human Resources via [askhr@butler.edu](mailto:askhr@butler.edu) . If your area wants to send flowers in addition to those sent by Butler, you may take up a collection among the employees in your department.

## WORK-LIFE BALANCE

### Flexible Work Time

Butler University recognizes the varied and changing personal needs of staff members, and, to support staff as they encounter work/family concerns, the University provides a Flexible Work Time program available to full-time staff members. A staff member may request a flexible work schedule by submitting the Flexible Work Time request form to the supervisor at least two weeks prior to the requested start date.

It may not be possible for a supervisor to accommodate all requests for flexible work time as the supervisor must ensure the responsibilities of the department and the University are met and uncompromised.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

### Health and Recreation Complex

Employees are encouraged to use the Health & Recreation Complex. Many programs and resources are offered to employees via fitness assessments, personal training, exercise programs, individual consultations and orientations. To learn about the services the HRC provides, please go to: <http://www.butler.edu/hrc/>

## Lactation Accommodation

In order to provide assistance and support to nursing mothers who wish to take breaks during their workday in order to express milk when separated from their infant children, Butler University provides two dedicated lactation rooms, JH 343-c and LSB 018, that can be reserved by full-time and part-time employees for 1 year after the child's birth. Space is also available at the Service Center, 41 W. 52<sup>nd</sup> Street. Expressed milk must be clearly labeled with the employee's name and placed in a refrigerator in the employee's work area until the end of the workday.

An employee who wishes to take breaks for the purpose of expressing breast milk should discuss this and a schedule of these breaks with the immediate supervisor. The schedule must be approved in advance by the supervisor. If an employee's work location is not in close proximity to a lactation room, supervisors should be flexible about the time allowed for travel to and from the room.

## BENEFITS

### Benefit Programs

The university's current benefit programs include the following:

- Paid Time Off
- Health Coverage
- Flexible Savings Account for Medical & Dependent Care
- Health Savings Account
- Employee Assistance Program
- Income Replacement
- Short & Long Term Disability
- Worker's Compensation
- Long Term Care
- Life Insurance
- Leaves of Absence
- Education Assistance
- Retirement Plan
- Employee Wellness Incentives

### Paid Time Off

#### Holidays

Butler staff members receive 12 to 13 paid holidays each year depending on the day of the week

on which December 25th falls. The schedule of holidays is as follows:

- Dr. Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving, day before, day of, and day after
- Winter holiday break

When an approved holiday falls on Saturday, Friday will be designated as the holiday. When the approved holiday falls on Sunday, Monday will be designated as the holiday. Each spring the holiday schedule is communicated for the upcoming academic year. Please refer to the HR website for a list of current holidays.

**Staff personnel must be in a paid status the day before and the day after a holiday in order to receive holiday pay.** Additionally, staff personnel must be employed on or before the first working day in December to receive pay for the entire December holiday time period. If employed after the first working day in December, holiday pay is provided only for Christmas Day and New Year's Day.

Regular part-time staff receive holiday pay if they are normally scheduled to work on a designated holiday.

## Vacation

The university provides vacation time to allow eligible employees an opportunity for rest and relaxation away from the work environment. The vacation year is June 1 through May 31; the vacation allotment, based on years of service, is available on June 1 of each year. All regular nine, ten, and twelve-month full-time staff and twelve-month faculty are eligible to receive vacation time. New eligible employees hired within the fiscal year receive a pro-rated number of days based upon the month hired. Vacation time is not available to part-time, temporary or occasional staff.

Vacation time must be scheduled in advance and supervisory approval is required. Exempt staff must take vacation time in ½ day increments at a minimum. Nonexempt staff can take vacation time in one-hour increments. Supervisors should consider the department workload, seniority, amount of notice, scheduling preferences in past years and special needs when approving vacation. Given the general operational needs of the University, no more than four weeks of vacation time may be taken at one time, excluding use of vacation time for FMLA use or other leave of absence situations. The University discourages the use of temporary help for most vacation replacements.

Vacation time is not “hours worked” and is not considered in the calculation of overtime pay. Vacation time can be used to supplement other paid benefit programs (i.e., personal time off, disability pay, etc.). However, you may only receive benefits from one time off program to a maximum of your normal work schedule. If you become ill while on vacation, vacation time will be paid rather than personal time off. If you are eligible for a holiday benefit while on vacation, the holiday benefit is paid rather than the vacation benefit.

*For a voluntary resignation, written notice of two weeks is requested, unless waived by the University. If the staff member has any allotted but unused vacation, that time will be paid out*

*on a pro-rated basis in the final paycheck according to the Butler University Vacation Time Policy. Carry over vacation time is not eligible for pay out upon termination of employment. If a two-week notice is not given, the staff member forfeits all eligible vacation payout. **Please review the policy at: <https://www.butler.edu/hr/policies>***

## Personal Time Off (PTO)

PTO is provided to enable staff members the opportunity to complete personal business during scheduled workdays including attending to health care issues without having to utilize vacation time off if possible or disrupting pay. All regular nine, ten, and twelve-month full-time staff members and twelve-month faculty receive paid PTO days. PTO is not available to part-time, temporary or occasional staff members.

Effective June 1, 2019 eligible staff members are provided eight (8) days (to a maximum of 64 hours) of PTO each fiscal year (June 1 to May 31). Eligible employees hired within the fiscal year receive a pro-rated number of days based upon the month hired. PTO time must be used in the fiscal year in which the time is allotted and cannot be carried over to the next fiscal year. It must be used while employed at Butler and is not paid out at termination of employment.

Personal Time Off must be used in ½ day increments for exempt staff and 1-hour increments for non-exempt staff. Whenever possible, PTO should be scheduled in advance and must be approved by your supervisor. PTO can be used to supplement vacation time or holidays. PTO benefits are not “hours worked” so they are not considered in the calculation of overtime pay.

## Health Coverage

Butler University’s health benefits (medical, dental, and vision) are systematically analyzed and adjusted annually based on the following considerations:

- Gaps and/or duplication in coverage;
- Best available coverage given current resources;
- Keeping health benefits current, competitive, and relevant to the varying needs of the Butler community;
- Gaining maximum benefit for each benefit dollar spent; and
- Maintaining compliance with ever-changing government regulatory requirements.

As specific benefits may change from year to year, details regarding current benefits are found on the University’s benefit web page. Benefits staff are available to answer questions or concerns.

Group medical, and/or dental coverage is provided with employee contributions from each paycheck. A vision plan that provides coverage for eye examinations, eyeglasses or contact lens, is offered with the full premium paid on a pre-tax basis by the employee. Regular full-time staff and regular part-time staff are eligible to enroll. Enrollment is voluntary, and coverage begins on the first day of active employment for full-time staff.

**New employees must join the group plan(s) within 30 days of hire.** A qualifying event is required if a request is made to join the plan after this 30-day eligibility period and before the next open enrollment. This is true for the employee, spouse and dependents.

Several coverage options are available. Premium costs are shared between the University and enrolled participants, and the employee portion of the premiums are paid on a pre-tax basis through payroll deductions. ***More information (including plan summaries, and premium rates) are available from the HR office and online at: <https://www.butler.edu/hr/benefits>***

Upon reaching Medicare eligibility (generally at age 65), the University's medical, dental and vision plans continue to be primary as long as the employee is working in an eligible full-time or part-time status.

## Flexible Savings Medical Reimbursement

The University participates in IRS Section 125 flexible spending accounts. The **Flexible Spending Medical Reimbursement Account** provides the opportunity to deduct pre-tax monies to pay for non-reimbursed medical, dental and vision expenses.

## Health Savings Account

In addition to other coverage options, the University provides a **Consumer Driven High Deductible (CDHD)** plan, and participants have the ability to deduct from each paycheck pre-tax monies to pay for non-reimbursed medical, dental and vision expenses through a **Health Savings Account (HSA)**. The University may elect annually to make an employer, contribution to plan participant accounts. The unused balances are allowed to accumulate and roll over year after year.

## COBRA

The University complies with the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**. Health plan participants and their families have the ability to extend their health coverage for a temporary time period in certain circumstances where coverage under the University's health plans would otherwise end. Only employees, their spouse and their dependents who are covered under the University's plan on the day before the event which triggered termination of coverage are eligible to elect continuation of **COBRA** coverage.

Events which may trigger the option to continue **COBRA** coverage are as follows:

- Termination of the covered employee's employment (except in instances of gross misconduct);
- Death of a covered employee;
- Divorce or legal separation of a covered employee from his or her spouse;
- A covered employee becoming entitled to receive Medicare benefits; or
- A dependent child of a covered member ceasing to be a dependent.

Employees are responsible for notifying the benefits administrator in HR of the occurrence of a qualifying event such as a dependent child ceasing to be a dependent, or the divorce or legal separation of a covered employee. When a qualifying event occurs, the benefits administrator will provide the employee and/or qualified beneficiary with the appropriate notice regarding his/her rights under COBRA. For further information on continuation of coverage, contact the benefits administrator.

## Flexible Savings-Dependent Care

The University participates in IRS Section 125 flexible spending accounts. The Flexible Spending – Dependent Care Account provides the opportunity to deduct pre-tax monies to pay for childcare expenses. Full-time staff and eligible part-time staff are eligible to participate.

## Employee Assistance Program

Confidential, professional counseling for employees and their immediate family members is available through an Employee Assistance Program. The Employee Assistance Program provides up to three free visits for each family member per year to assist with a wide range of concerns including stress and anxiety management, depression, family and/or marital counseling, drug and alcohol abuse, and workplace conflict.

## Income Replacement

Regular full-time employees experiencing personal illness or injury may qualify for income replacement during a physical incapacitation from work. **Income replacement benefits are available from only one of the following programs at a time.**

## Short- and Long-Term Disability

Short- and long-term disability plans are provided to regular, full-time employees immediately upon employment. The Plans provide 60% of base income for specified time periods after satisfying disability criteria and waiting periods. The University pays the full cost on a pre-tax basis for both short and long-term disability plans. ***Please review the complete policy at: <https://www.butler.edu/hr/policies>***

## Worker's Compensation

Each employee of Butler University is protected by the Worker's Compensation Law of the State of Indiana. In the case of injury on the job, medical expenses are paid by worker's compensation insurance. Other benefits may include weekly income replacement of 60% during time lost from the job because of occupational injury and payments for permanent disabilities. In the case of injury on the job, all details of the injury must be reported immediately to HR. Injured employees are directed to the University's medical provider. Failure to comply with the University's medical provider could result in non-payment of expenses for medical treatment and/or income. Appropriate forms are completed by the injured person and his/her supervisor for forwarding by HR to the insurance company and the state. Medical expenses incurred from a Worker's Compensation claim are not eligible for reimbursement from the University's health care plans.

## Long Term Care

Long Term Care is designed to help pay for covered expenses for long term care at home, in an assisted living community, or in a nursing facility. Coverage is available to staff and other family members at full cost to the employee.

## Life Insurance

Butler University provides regular, full-time employees with term life insurance immediately upon employment equal to one year's base salary capped at \$300,000. The University pays the full cost of the coverage on a pre-tax basis, which is based on the employee's base pay and age. There is a double indemnity clause for accidental death and dismemberment (AD&D). Eligible employees have the option to purchase additional life insurance (supplemental insurance) on a pre-tax basis. If additional life insurance is purchased, the employee can purchase supplemental life insurance for their spouse and/or their dependent children.

## Leaves of Absence

### Administrative Leave Program

Full-time, executive level staff members (President's Cabinet and their direct reports) are eligible to request a paid leave of absence for up to three months. The leave of absence is expected to contribute to professional growth and personal renewal. It is expected that those who participate in the leave program will invest their time in predefined activities clearly designed to improve, expand, or refurbish their management, administrative and leadership skills.

### Bereavement Leave

Full-time staff members are eligible for up to three consecutive workdays to arrange for and/or attend the funeral of an immediate family member. Immediate family refers to a spouse, same-sex domestic partner, child, sibling, parent, grandchild, grandparent, and the "step" or in-laws of the above-named relationships. A paid leave of one workday is granted to attend the funeral of a close relative. A close relative is defined as an aunt, uncle, niece, nephew, or cousin.

**Please review the policy at: <https://www.butler.edu/hr/policies>**

### Jury Duty

For the duration of jury duty service, the University will pay the difference between the jury duty payment and University pay.

### Time Off from Work in Connection with Court Cases

The University recognizes that an employee may be subpoenaed (other than as a consultant) and

required to serve as a witness in a court case or arbitration. If you are called to serve as a witness, notify your manager as soon as possible.

Unless otherwise required by state or local law, you will not be paid for the time you are away from work to participate in a court case or arbitration, but you may use available vacation and paid time off to cover the time. You will not be terminated due to an absence made necessary by participating in a court case or arbitration.

## Unpaid Leave of Absence

The University offers to eligible employees the opportunity to take an unpaid leave of absence for certain qualifying reasons. If staff qualify for a leave of absence under one of these leave programs, they will not actively work or receive direct earnings from the University during their leave, however, they will maintain their length of service status.

Leave of absence requests should be submitted in writing to the supervisor as far in advance of the leave as possible. The request should specify the reason for the request and the start and return dates. Not all requests can be approved. They are subject to the approval of the supervisor, the divisional vice president and the Associate Vice President of Human Resources.

A leave of absence begins on the date requested, or in the event of an emergency illness, it begins on the next scheduled working day following the last day worked prior to the illness. The following types of leave of absence may be requested:

## Family Medical Leave

In accordance with the Family Medical Leave Act (FMLA), Butler provides eligible employees with a total of 12 weeks of job-protected, unpaid leave during any 12-month period for the following situations:

- to care for the employee's own serious health condition;
- to care for the employee's spouse, child, or parent who has a serious medical condition;
- or
- to care for a child born to, or placed by adoption or foster care with, the employee within the 12- month period after the birth or placement.

Butler also provides the following leaves to eligible military family members:

- An employee who is the spouse, domestic partner, son, daughter, parent, or nearest blood relative of a "covered military service member" is provided with a total of 26 work weeks of unpaid leave during a 12- month period to care for the covered service member.
- An employee who is the spouse, son, daughter, or parent of a "covered military member" is provided Qualifying Exigency Leave to address common issues (such as attending military-sponsored functions, making financial and legal arrangements, arranging for alternative child care) that arise when the covered military member is called to, or on, active duty.

## Eligibility

To be eligible for FMLA leave, an employee must have been employed at Butler for at least 12 months and have worked at least 1250 hours during the 12-month period immediately before the start of the leave.

## Return

Upon return from FMLA leave, employees return to the same or equivalent position they held prior to the leave with equivalent benefits, pay, and other terms and conditions of employment. The length of the leave is counted as time worked for purposes of determining benefit eligibility. Employees covered by the University's benefit plans may continue coverage during the length of their leave provided that the employee makes arrangement through Human Resources to pay their portion of the premiums. If the employee does not return from the leave for other than health reasons, the employee is charged retroactively for the full premium cost of benefit coverage(s).

Employees must request appropriate forms and cooperate with HR instructions throughout the FMLA leave of absence.

**Review the full policy at: <https://www.butler.edu/hr/policies>**

## Non-FMLA Medical Leave

Staff who do not meet eligibility requirements for a medical leave under the FMLA (not been employed for 12 months or have not worked 1,250 hours in the year immediately preceding the leave start date) may be eligible for leave of absence. The employee will be required to provide medical certification from a physician. Employees may continue benefit coverage during the length of their leave provided that the employee makes arrangements through HR to pay their portion of the premiums. Benefit coverage will not be extended more than six months from the last day worked

## Personal Leave

A personal leave may be granted to staff members with at least one year of service for a period of up to 30 days. Most benefits will be discontinued on the last full day of work. During the unpaid personal leave, when vacation and personal time off (in the case of medical leave) are exhausted the employee may continue participation in the health plan (medical, dental, and/or vision) by paying the full monthly pre-tax premium(s). Arrangements must be made with HR. All other benefits, including retirement matching and vacation service time cease until the employee returns to active status.

If the leave extends beyond the authorized return date, it is the staff member's responsibility to request an extension. Failure to report to work on a specified date of return will be considered a voluntary resignation. The termination date is recorded as the last full day at work.

The University may not be able to hold the position while an employee is on a personal leave of absence. If the position is not available, every effort will be made to place the employee in a comparable position. The following will occur:

- The employee will be informed of all employment opportunities for which they are qualified.

- Should no suitable openings be available, employment will be terminated.

## Military Leave—Notification

The employee's manager and the HR Office must be informed of the dates an employee is required to be on reserve or active duty in advance of the date.

## Military Leave - Pay/Health Coverage

For a leave commitment of up to two weeks, the University will pay the difference between the service payment and University pay. All benefits remain the same. If the military commitment is longer than two weeks, compensation is discontinued, and the staff member may continue existing health plan coverage for up to twenty-four (24) months while in the military.

## Military Leave - Qualifying Exigency

Effective January 16, 2009, staff members who are family members of a covered military member may take leave under the Family Medical Leave Act (FMLA) to address common issues that arise when a covered military member is deployed, such as attending military-sponsored functions, making appropriate financial and legal arrangements, and arranging for alternative child care. A covered military member is the staff member's spouse, son, daughter or parent who is on active duty or call to active duty status. ***Please review the policy at: [Leave of Absence](#)***

## Military Leave - Service Members' Relatives

Effective January 28, 2008, an eligible staff member who is the spouse, domestic partner, son, daughter, parent or next of kin to a covered service member is entitled under the FMLA to a total of twenty-six (26) workweeks of unpaid leave during a twelve (12) month period to care for a covered service member. ***Please review the policy at: [Leave of Absence](#)***

## Time Off to Vote

Staff members eligible to vote in an election may request up to four (4) hours without pay to vote. The supervisor must be notified before Election Day if an employee plans to take time off to vote. The supervisor may specify the hours during which an employee may be absent to vote.

## Education Assistance

### Tuition Remission, Undergraduate

Upon completion of nine (9) months of continuous full-time service at Butler University, regular, full-time staff and their spouses (or domestic partners) are eligible to take courses at Butler University under a tuition remission program. A waiver of the nine (9) month waiting

period may be granted if the individual has been an employee at another institution of higher education for at least one (1) year of employment at the same employment level (ie. part-time, adjunct, full-time, etc.) prior to joining the Butler community. Dependent children (under the age of 26) of regular, full-time employee may attend Butler University under the tuition remission program in the undergraduate division only. All applicants for tuition remission must meet University entrance requirements. A dependent child is defined as an unmarried natural, adopted, or stepchild. The employee and student are required to complete the annual FASFA filing by March 1st. Requests for tuition remission must be filed each semester along with an administrative fee payable to the University.

Regular part-time staff members who work at least 20 hours a week for 12 months a year will receive tuition remission for themselves only, at a rate of one-fourth remission, after one year of employment, and one-half remission after three years employment.

### Tuition Remission, Graduate Course Work

Regular, full-time staff and their spouses are eligible to take graduate course work at Butler University under the tuition remission program. There is an administrative fee payable to the University each semester.

Regular part-time staff is eligible to receive tuition remission benefits for themselves **only**. Review the full policy for details.

### Tuition Exchange

Dependent children (as defined above) of regular full-time staff who choose to attend another accredited college or university in a full-time undergraduate program, in pursuit of the first baccalaureate degree, are eligible to participate in the Tuition Exchange Program for eight (8) semesters. This program enables dependent children of one institution to receive benefits from another Tuition Exchange member institution depending on space availability in the other institution.

### Children and Spouse of Deceased Staff Member

Surviving children of employees who die while employed with Butler University and who qualify for admission are eligible for both tuition remission and tuition exchange in accordance with the established policy. Surviving spouse of employees who die while employed with Butler University and who qualify for admission is eligible for tuition remission in accordance with the established policy.

**Please review the policy at: <https://www.butler.edu/hr/policies>**

## RETIREMENT

### Retirement Eligibility

Employees are eligible to retire at age 55 with 15 years of service. If Medicare eligible at the time

of retirement, the retiree may participate in the Medicare supplemental plan (medical/Rx/dental) offered through a University-selected third-party administrator.

## Retirement Plan

In 2009, the Butler University Retirement Plan established that the two previous plans are essentially one plan as defined by the Internal Revenue Service. The two components of the plan, The Defined Contribution and Tax Deferred Annuity, support the ability to separate earnings eligible for matching purposes.

### Defined Contribution

A Defined Contribution component is available to regular, full-time and eligible part-time employees upon completion of one year of continuous full-time service at a qualified institution or a 12-credit hour teaching commitment within the last twelve (12) consecutive months. This service requirement can be met if the employee's previous employer was any higher education institution with no more than a 3-month break. Participation in the plan is not required but is strongly recommended.

This component calls for Plan members to make a pre-tax contribution equal to 5% of their gross eligible compensation. In turn, the University contributes 10% of the gross eligible compensation. Details of the retirement plan are available in HR.

### Tax Deferred Annuity (TDA)

All employees are eligible to contributions to the TDA component after one hour of service and contributions may begin as early as the first of the month following the date of hire. Additional information is available in HR.

## Retirement Benefits

Retired staff members are entitled to a continuation of tuition remission benefits at Butler University as outlined in the tuition remission policy. A copy of the policy and procedures is located in HR or on-line at <https://www.butler.edu/hr/policies>

Retired staff members are entitled to continued participation in college activities, use of the University's facilities and services such as the library, as well as the opportunity to pay for a membership to the Health & Recreation Complex (HRC). They are entitled to an identification card and any discounts associated with the use of the identification card. They may use special equipment and room space to the extent of availability.

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