



CHICAGO STATE UNIVERSITY

EMPLOYEE HANDBOOK

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CHICAGO STATE UNIVERSITY

WELCOME!

As a public university, Chicago State University (CSU) is accountable to our students, faculty, staff, community, and the State of Illinois for achieving our academic mission. We are not, however, defined by our mission alone. We are also defined by how we achieve it. Our daily choices and interactions, whether large or small, make an impact. This is why we have the responsibility to act with the highest ethical standards in everything we do.

Acting with the highest ethical standards requires us to be accountable for our experience, how we engage with the people, information, and situations around us, and to speak up about what matters. It requires an unshakable commitment to integrity and honesty. Our success hinges on our people, ideas, programs, and services; we cannot and will not tolerate unethical or dishonest behavior. We must work together to uphold and promote this ethical culture. This is a key component of our **Code of Conduct**, which you can read more about on our website.

I am proud to welcome you to our CSU Community and look forward to the great work we will all do together. While this Employee Handbook is not intended to create any contractual agreement between the University and its employees, it is our hope, as explained below, that it will assist you in understanding your rights and responsibilities while employed at Chicago State University.

Sincerely,

Zaldwaynaka (“Z”) Scott, Esq.
President, Chicago State University

OUR STORY

Chicago State University (CSU) was founded as a teacher training school in Blue Island, Illinois on September 2, 1867. Today, CSU is located in a residential community on the south side of Chicago, approximately 12 miles from Downtown. The 161-acre campus has contemporary buildings, attractively placed in a carefully preserved woodland setting. CSU is conveniently served by the Dan Ryan expressway, the Chicago Transit Authority, Metra, and several bus routes. Ample parking is also available.

CSU is a fully accredited, public, urban commuter and residential institution. The primary purpose of CSU is instruction. Degrees are conferred at the Bachelor's, Master's, and Doctoral levels. CSU offers undergraduate programs through the College of Arts and Sciences, the College of Business, the College of Education, and the College of Health Sciences and through the Division of Continuing Education and Non-Traditional Programs. CSU offers graduate programs through the College of Arts and Sciences, the College of Education, the College of Pharmacy, and the College of Health Sciences. In addition to degree programs, CSU offers many courses, certificates and programs of study for in-service education available through late afternoon, evening, and Saturday classes, and in summer sessions and extension courses.

CSU is committed to increasing equity through education. The University of Southern California's Race and Equity Center recently ranked CSU first in Illinois and tied for second nationwide among public 10 universities for educating and supporting African American students. Additionally, a 2017 study on economic mobility conducted by Harvard University economist Raj Chetty, and featured in the New York Times, showed that graduates of CSU were among the most likely to improve their economic status with a college degree. In ranking the nation's best universities for economic mobility, CSU ranked #2 out of 103 colleges and universities in Illinois, and in the top 4% nationwide out of over 2,000 colleges and universities.

OUR MISSION

CSU transforms students' lives by innovative teaching, research, and community partnerships through excellence in ethical leadership, cultural enhancement, economic development, and justice.

OUR VISION

CSU will be recognized for innovations in teaching and research, community development, and civic engagement. We will promote excellence, ethical leadership, entrepreneurship, and social and environmental justice. We will embrace, engage, educate, propel, and elevate our students and community to transform lives locally and globally.

OUR VALUES

- Personal and academic excellence
- Personal, professional, and academic integrity
- Diversity, quality, and inclusion
- Creative and innovative thinking and learning
- Pride in self, community, and the university
- Lifelong learning and collaboration
- Leadership, service, philanthropy, social justice, and entrepreneurship

THIS HANDBOOK

CSU is providing this Handbook as a reference tool for its Faculty and staff (its "Employees") and intends it to be used for informational purposes only. This Handbook includes information about terms and conditions of employment but does not contain all details of the policies, procedures, manuals, and Code of Conduct that apply to Employees. This Handbook does not override University Policies, and it does not negate nor minimize any authority vested with the University's Board of Trustees. To the extent that this Handbook conflicts with any

University Policy, the University Policy shall control. CSU leadership may modify this Handbook, University Policies, and Departmental Policies at any time.

Departments within CSU may have additional policies, procedures, guidelines, and rules not addressed in this Handbook (“Departmental Policies”) and CSU expects Employees to review and comply with these additional Departmental Policies as well.

Employees should direct any questions about this Handbook or University and Departmental Policies to their manager or to the Office of Human Resources at hr@csu.edu.

Some Employees are in positions that are covered by a collective bargaining agreement. Certain CSU Policies referenced and addressed in this Handbook may be different than the terms of such collective bargaining agreement and the terms of the collective bargaining agreement will govern. Employees who are covered by a collective bargaining agreement should obtain a copy of the collective bargaining agreement from their union steward to understand those differences.

Some Employees are subject to employment agreements between them and CSU, laying out specific terms and conditions of their employment. Certain CSU Policies referenced and addressed in this Handbook may be different than the terms of such employment agreement and the terms of the employment agreement will govern.

As set forth below, this Handbook is not intended to be and does not create an employment contract between CSU and any Employee, nor does provide assurance of or create an expectation for continued employment.

EMPLOYMENT

AT-WILL EMPLOYMENT

Employees of CSU are employed on an at-will basis unless otherwise set out in a collective bargaining agreement or written employment agreement. At-will employment means that either the Employee or CSU is free to end the employment relationship at any time and for any reason.

No CSU manager or Employee has the authority to limit or otherwise modify the at-will status of any Employee or to enter into any agreement for employment for a specified period without the approval of the Board of Directors or the President. Such limitations will only be valid if in writing.

EQUAL EMPLOYMENT OPPORTUNITY

CSU is committed to equal opportunity in employment and prohibits any form of discrimination as set forth in CSU's Diversity and Equal Opportunity Policy Statement.

DIVERSITY AND INCLUSION

CSU values the diversity of its workforce. As an institution of higher learning, CSU believes that it is important for all Employees to feel free to share their own cultures, backgrounds, and viewpoints and to learn from and be allies of people who are different from themselves. CSU is dedicated to fostering an inclusive culture where all forms of diversity are celebrated and seen as real value for the CSU community.

BACKGROUND CHECKS

CSU conducts pre-employment background checks on all individuals who have been extended an offer of employment. Such background checks will be conducted on individuals prior to their beginning employment, regardless of whether they have previously been employed by CSU or are transferring from another state university.

All job offers made by CSU are contingent upon satisfactory completion of the background check process that may include verification of employment history, education, references, criminal record, a motor vehicle record when driving is a requirement, and any other data that may be necessary to analyze a candidate's qualifications for a position. All candidates must sign CSU's Notice and Release Form before the background check process begins and refusal to do so will disqualify an individual from employment with CSU.

CSU reserves the right to perform additional background checks during an individual's employment with CSU in certain circumstances. CSU will conduct such background checks in accordance with applicable law.

ELIGIBILITY

All prospective Employees of CSU must verify their identity and eligibility to work in the United States as required by the Immigration Reform and Control Act. Failure to meet such requirements will make a candidate ineligible for hire or result in the withdrawal of an offer or termination of employment.

On or before their first day of employment, all newly-hired Employees are required to:

- Present documents establishing their identity and authorization to work in the United States; and
- Complete and sign an Employment Eligibility Verification (Form I-9) attesting to their eligibility to work in the United States.

An Employee must bring the required identification and employment eligibility documentation with them on their first day of work. Failure to do so may result in the delay of employment for up to three days. If the required identification and documentation is not provided within three days, an employee's offer of employment may be

withdrawn. If, within the first three days of employment, the Employee provides proof of application for replacement identification or employment eligibility documentation, they may begin employment as a conditional Employee. However, such Employee must present the required documents within 90 days or their employment will be terminated.

OTHER REQUIREMENTS

Employees must sign any employment-related agreements (*e.g.*, confidentiality agreements) that CSU may, in its sole discretion, require employees to sign. Such agreements must be signed at the time of hire and periodically thereafter upon the request of CSU.

Many employees at Chicago State University work in departments and classifications that require interactions with confidential information. It is expected that no confidential information will be released to unauthorized agencies or personnel. Employees are required to agree to the CSU's "Confidentiality Agreement" at: <https://www.csu.edu/humanresources/policies.htm>, and any violation of the Confidentiality Agreement provision will be considered a serious work rule violation subject to disciplinary action as set forth in the Confidentiality Agreement. In addition, violation of confidentiality may be referred to the Ethics Office and Office of Labor and Legal Affairs for further action.

EMPLOYMENT TYPES AND CLASSIFICATIONS

There are various types of employment at CSU and such categorizations are used to define eligibility for benefits and the applicability of some CSU policies. For purposes of CSU's policies and procedures, the following general job types and classifications apply:

For Administrative (Non-Civil Service) Employees:

Temporary: A position that is expected to continue for less than 12 months.

Regular: A position that does not serve in a temporary or seasonal capacity.

Full-time: A position that is scheduled to work 35 hours or more per week

Part-time: A position that is scheduled to work less than 35 hours per week.

For Civil Service Employees: Civil Service Employees receive a "Notice of Employee Status" when they begin work at CSU. Notices are updated when a change in employment status occurs. The Notice of Employee Status is the official document denoting classification, pay, and other conditions of employment.

Status Appointment: A full-time status appointment is made to a position which CSU has the intention of continuing on a regular basis of six or more months. It entitles an Employee to all benefits of employment with CSU.

Non-Status Appointment: There are several types of non-status appointments, discussed below:

- Provisional Appointment: A provisional appointment is made in the absence of a register when no person has passed the appropriate examination. An employee may continue in a provisional appointment only until they pass the examination for the new job classification. Once the employee passes the examination and has served in the new position successfully for six months, they may receive a status appointment. A provisional employee may continue in their position as long as there is no eligible candidate for the appointment from the appropriate Civil Service register.
- Temporary Appointment: Work which is seasonal or temporary is filled by temporary appointments. These appointments are made for periods not to exceed three months, although it may be renewed upon request from the appropriate CSU Vice President, with the approval of the

Director of the State Universities Civil Service system. However, in no case may the appointment exceed six months.

- **Extra-Help Appointment:** Extra-Help appointments are made on an “as need basis” or are of an emergency nature and meet the following conditions: (1) the Employee is called for service occasionally; (2) services are not required on a constant, repetitive basis; (3) the amount of time is unpredictable; (4) payment is made on an hourly basis; and (5) the work cannot be readily assigned on a straight time or overtime basis to status Employees. Extra-help employees are not permitted to work in excess of 900 hours per appointment. Extra-Help Employees are not eligible for any benefits.

PROBATIONARY PERIOD

All newly-hired Employees and promoted Civil Service employees who move into a new job classification (due to an internal job transfer or job reclassification) are subject to probationary period as they start their new job with CSU. This probationary period allows CSU managers the opportunity to determine whether the newly hired, transferred, or reclassified Employee demonstrates the ability and qualifications necessary to satisfactorily perform their new job. Throughout the probationary period, a manager will discuss the Employee’s progress with them. If the Employee fails to demonstrate the ability and qualifications necessary to perform their job during the probationary period, the Employee may be terminated or returned to their previous CSU job.

The probationary period shall begin on the date of hire or assignment to a new role and shall generally last for six to 12 months thereafter. The actual duration of an Employee’s probationary period will be set forth in their offer letter. Use of accrued leave earned in current class is subject to the supervisor’s approval, pursuant to applicable law. An employee who has completed the probationary period and who is transferred to another position within the same classification will not be required to serve another probationary period.

INTERNAL TRANSFERS AND PROMOTIONS

CSU supports the professional development of its Employees and encourages them to seek internal job opportunities as part of their professional growth. Employees are eligible to apply for internal positions if:

- They have completed their probationary period;
- They have maintained a satisfactory job-performance;
- They have not been subject to corrective action in the prior year; and
- They must meet the minimum qualifications of the position.

For Civil Service Employees:

If a Civil Service Employee’s position is within a promotional line (more responsibility and pay within the same job family), the Employee may take an examination for a higher position if they have passed probation in their current job and qualify for the next higher position. The Employee’s name will be listed in order of test scores with others who took the promotional exam and, with eligibility on the promotional register, the Employee will be considered before non-promotional applicants.

An Employee can take examinations for jobs outside their promotional line if they qualify for the examination for the higher position. The Employee’s name will be listed with others who took the exam, and if their score places them at the top on the register they will be considered for vacancies along with other applicants. All promoted non-negotiated Employees will be eligible to receive an appropriate increase. At no time will a promotional increase be above the maximum of the range.

A Civil Service Employee’s seniority is the amount of service they have in a classification or in a promotional line. Seniority begins to accrue after an Employee has passed their probationary period and dates back to the first

day of full-time permanent employment in a class, or in any other class in which they have served. Seniority does not accrue during periods of suspension, leaves of absence without pay, or layoff, if such leave is for more than 30 consecutive calendar days. Seniority accrues during periods of leave for military service. For more information on seniority, see Section 250.120 of the State Universities Civil Service Statute and Rules.

EMPLOYMENT OF RELATIVES

CSU makes employment-related decisions based solely on CSU's needs and individual qualifications, performance, and any applicable bargaining unit criteria. CSU does not discriminate in favor of or in opposition to the employment of relatives (by blood or marriage).

This policy is not intended to prohibit CSU from simultaneously employing relatives. However, CSU does prohibit the appointment of relatives to any position where a direct or indirect supervisory relationship would exist between relatives or would create a perceived or actual conflict of interest. To avoid potential conflict, no CSU Employee should be involved in decisions regarding a relative's hiring, salary, performance evaluation, and promotional opportunities. Rather, those decisions should be made by other members of management.

"Relative" includes an individual's spouse, ancestors and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing.

PERSONNEL FILES

A personnel file is an employer's saved documentation of the history and status of the entire employment relationship with an individual employee. CSU maintains a personnel file for every employee. The file is maintained on a confidential basis and will not be provided to persons outside CSU without the employee's consent, legal authorization, or subpoena/court order. Employees may review their personnel files by submitting a request in writing to the Office of Human Resources.

PROGRESSIVE DISCIPLINE

CSU uses a progressive discipline process when needed to address an employee's performance or behavioral issues, including misconduct or violation of policies, procedures, and rules.

In general, a manager will address a minor, first offense informally with a verbal warning. A manager will address a serious or continuing issue with more formal corrective action, up to and including termination. The steps of progressive discipline typically include:

1. Verbal Warning
2. First Written Warning
3. Final Written Warning
4. Unpaid Suspension
5. Termination

Although the steps above are the typical progression of progressive discipline, a manager may escalate any corrective action to a higher level based on the severity of the issue. The manager will document corrective-action process and all documentation will be maintained in the employee's personnel file.

TERMINATION

At the discretion of CSU and pursuant to applicable law, termination of employment may occur with or without cause. CSU recognizes two types of termination: voluntary and involuntary.

Voluntary

Voluntary termination of employment occurs when an Employee informs their manager of their intent to resign or retire. CSU requests Employees to provide written notice of their intent to resign or retire to their direct manager and to the Office of Human Resources. Executives, Deans, Directors, and Academic Chairpersons are requested to give at least four weeks' notice. All other Employees are requested to give at least two weeks' notice.

A termination due to the death of an Employee is also considered a voluntary termination and will be effective as of the date of death. Upon receiving notification of the death of an employee, a manager must notify the Office of Human Resources immediately. The Office of Human Resources will process all necessary beneficiary payments in accordance with applicable law and benefit plans.

Involuntary

Involuntary termination of employment is a CSU-initiated dismissal for any legal reason. Grounds for involuntary termination include, without limitation: misconduct, tardiness, absenteeism, and unsatisfactory performance. In some cases, CSU's progressive discipline process may be used, prior to termination, to correct a performance deficiency. However, certain types of misconduct are so severe that one incident of misconduct may result in immediate dismissal without prior use of progressive discipline. Examples of misconduct that may lead to involuntary termination without prior corrective action include insubordination, theft, assault, and sexual harassment. In addition, Employees may be involuntarily terminated as a result of a reduction in force (RIF) or layoff.

Final Pay

The final paycheck will be issued no later than the next normal pay period. In the event of a death, the final paycheck will be paid to the estate of the Employee or as otherwise required by applicable law.

Employee benefit coverage will end as of midnight on the last date of employment. The State of Illinois's Central Management System (CMS) Office will notify terminated Employees in writing of any benefit conversion options for which they are eligible. All eligible Employees will have the option to continue their health care coverage for a period of time as set forth in the applicable plan, at the Employee's expense.

CSU COMMITMENTS

PROFESSIONAL WORKPLACE

CSU expects all Employees to act professionally at all times in the workplace or when representing CSU. Whether or not a specific action is addressed in this Handbook does not limit the authority of management to make judgments of any act as being unprofessional or detrimental to the welfare of CSU or its Employees. Employees should consult CSU's Code of Conduct for more information, and if a conflict exists between this Handbook and the Code of Conduct, the Code of Conduct controls.

DISCRIMINATION AND HARASSMENT-FREE WORKPLACE

CSU is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. To keep this commitment, CSU strictly prohibits unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, marital status, age, disability, citizenship, veteran status, genetic information, or any other characteristic protected by state, federal, or local laws.

This policy applies to all Employees, contractors, and vendors. Employees who violate this policy will be subject to corrective action, up to and including termination.

Sexual Harassment

In compliance with federal, state, and local laws, including Title IX and the Illinois Human Rights Act, CSU strictly prohibits sexual harassment in the workplace, as well as other forms of sexual misconduct including assault, domestic violence, dating violence, and stalking.

There are two types of sexual harassment: *quid pro quo* and hostile environment.

Quid Pro Quo

Quid pro quo sexual harassment occurs when an Employee's submission to or rejection of a superior's sexual demands affects employment decisions, either positively or negatively. Examples include:

- conditioning a promotion, compensation increase, or other employment decision on providing sexual favors; or
- demoting or terminating an employee who refuses to provide sexual favors.

Hostile Environment

Hostile environment sexual harassment occurs when an individual subjects another individual to a pattern of unwanted sexual behavior that has the intent or effect of interfering with the individual's job performance, or which creates an intimidating or hostile work environment. Examples include:

- making comments or jokes about sex or private body parts;
- making unwanted sexual advances or invitations;
- sharing or displaying sexually oriented photography, videos, cartoons, drawings, images, notes, or other materials depicting private body parts, sexual activity, or sexually suggestive acts;
- using sex or gender-related labels that demean others; or
- submitting another person to unwanted physical contact, blocking of normal movement, or interfering with another person's work because of that person's sex or other protected characteristic.

Reporting Issues

An Employee may report sexual harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving

the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

In addition to reporting to the Title IX Coordinator, any person may report sexual harassment to any CSU employee with managerial authority over other employees, including cabinet members, deans, department heads, unit supervisors, and other managers (collectively "Reporting Officials") who must promptly forward such report of sexual harassment to the Title IX Coordinator. CSU employees who are not Reporting Officials are encouraged, but are not required to, forward reports of sexual harassment to the Title IX Coordinator.

CSU is committed to promptly and thoroughly investigating and responding to every complaint and incident so that problems can be identified and remedied internally. However, an Employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) to file a formal complaint.

Contacts

- Chicago State University Title IX Coordinator - 773-995-2068
- *Chicago State University Police Department* - 773-995-2111
- Illinois Department of Human Rights (IDHR)
- United States Equal Employment Opportunity Commission (EEOC)

For additional information on CSU's prohibition of Sexual Harassment and other sexual misconduct see CSU's Title IX Policy in Appendix A.

PREVENTING VIOLENCE IN THE WORKPLACE

CSU is committed to providing a safe work environment for all Employees and has zero tolerance for violence or threats of violence against Employees, students, visitors, or other individuals. This includes domestic violence that may occur on CSU property, as well as outside threats of any kind. It also includes acts of violence or threats of violence that are work-related, even though they may occur away from the workplace.

Examples of threatening behavior include:

- Threatening or abusive behavior (written, verbal or physical);
- Possessing weapons;
- Vandalism;
- Harassment, including sexual harassment;
- Intimidation (written, verbal, physical);
- Assault (verbal or physical); or
- Physical contact (hitting, shoving, fighting).

Prohibition of Weapons in the Workplace

CSU prohibits the possession of weapons including, but not limited to, firearms, explosives, and knives on property owned, leased, controlled, operated, or used by CSU. This includes offices or other facilities where work is performed, parking facilities (including vehicles within parking facilities), and anywhere that an employee acts within the scope of their employment away from CSU property. This prohibition does not apply to CSU police officers who are required to carry weapons in order to perform their duties.

All Employees should be able to work in a safe and secure environment and share responsibility for ensuring each other's safety. Any potentially dangerous situation must be reported immediately to a manager or the Office of Human Resources, Legal Affairs, or the President's Office. Reports of workplace violence may be made

anonymously and investigated accordingly. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. CSU will take appropriate action at any indication of a potentially hostile or violent situation. CSU reserves the right to report such acts of violence or potential violence to appropriate law enforcement agencies and to pursue criminal charges as it deems appropriate.

While CSU does not expect Employees to be skilled at identifying potentially dangerous persons, Employees are expected to exercise good judgment and to report if any Employee or third-party exhibits behavior which could lead to a potentially dangerous situation. Such behavior includes, but is not limited to:

- Discussing dangerous weapons and/or bringing such weapons into the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Exhibiting sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to corrective action, up to and including termination.

Reporting Incidents

Employees who witness or are on the receiving end of violence or the potential for violence should assess whether the situation is likely to result in immediate bodily harm. An employee who believes that a situation is resulting in, or is likely to result in, immediate bodily harm, should immediately call 911 or the CSU Police Department at 773-995-2111. When able to do so safely the Employee should also notify their manager and the Office of Human Resources. If a situation is not immediately threatening, an Employee should notify a member of management and/or the Office of Human Resources.

If threats were communicated on paper, by voicemail, or by e-mail, this correspondence should be preserved. If a threat concerns a domestic situation, the Employee should provide copies of any pertinent orders of protection or restraining orders to the CSU Police Department. Incidents and concerns reported by Employees under this policy will be kept confidential to the extent possible in accordance with the best interests of all Employees and the CSU community.

Managers who observe or are notified about violence or potential violence should promptly contact the Office of Human Resources and should not attempt to handle or investigate the situation themselves. The Office of Human Resources will involve the CSU Police Department and other necessary parties to investigate and resolve issues. CSU reserves the right to report such violations to appropriate law enforcement agencies and to pursue criminal charges at its sole discretion.

Managers and Employees are encouraged to contact the Employee Assistance Program (EAP) provider for counseling support and referrals. Call 1-833-955-3400 or contact the Office of Human Resources for more information about the EAP.

OPEN DOOR POLICY

CSU is committed to maintaining an environment in which Employees feel free to speak up about their concerns. The purpose of CSU's open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to an Employee. By hearing from Employees, CSU will be able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Most problems can and should be solved in discussion with an Employee's immediate manager, so CSU recommends Employees use that as the first step in resolving a concern. An employee may also discuss their issue with the next levels of management and/or with a representative of the Office of Human Resources or Office of Legal Affairs. This is especially appropriate when an Employee's concern involves conduct by their immediate manager. Regardless of how a concern is communicated, managers at all levels of the university are willing to listen and to help bring about a solution or a clarification.

While there may not be an easy answer or solution to every concern, CSU Employees always have the opportunity to be heard. This open-door policy includes an assurance from CSU that an Employee who pursues their right to talk to any level of management will experience no retaliation or interference from the Employee's immediate manager or from anyone else.

Employees who feel they have experienced or witnessed a violation of CSU's policies or procedures should address their concerns with the appropriate person or department at CSU. Employees may also address personal or professional issues that affect their work experience.

An employee who brings forth a concern, problem, or questions can expect such matter to be dealt with in a professional and timely manner. Depending on the nature of the issue, the Employee's matter may be escalated to another person or department for review and resolution. In addition, if an Employee thinks their issue has not been resolved by their first point of contact, they may escalate the matter with another manager or a representative from the Office of Human Resources.

CSU strictly prohibits retaliation against any employee who raises a concern, problem, or question pursuant to this policy.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

CSU is committed to providing equal employment opportunities for qualified individuals with disabilities. This applies to both Employees and applicants for employment. CSU complies with the Americans with Disabilities Act ("ADA") which prohibits discrimination against qualified individuals with a disability. CSU enables qualified individuals with disabilities to request one or more reasonable accommodation that will enable them to perform the essential functions of their job or seek employment with CSU.

Examples of a reasonable accommodation for Employees with a disability include restructuring jobs, altering the layout of workstations, modifying equipment, or allowing flexibility in work schedules or break periods. Examples of reasonable accommodations for job applicants include modifying the application, screening, or interview process to ensure the process is accessible.

To make a request, an Employee must complete a "Request for Reasonable Accommodation Form," which can be obtained from the Office of Human Resources. This form will help CSU understand the basis for the requested accommodation and a discussion with the Employee may be conducted to discuss the requested accommodation and/or other options to address the Employee's needs.

CSU prohibits retaliation against Employees for requesting a reasonable accommodation, participating in an approved accommodation process, or otherwise engaging in protected conduct under CSU's equal employment opportunity policy.

ACCOMMODATIONS FOR PREGNANCY AND MILK EXPRESSION

Pregnancy

CSU is committed to providing equal employment opportunities for Employees and applicants for employment who are pregnant, recovering from childbirth, or have a condition related to pregnancy. Such individuals have the right to ask for a reasonable accommodation which would allow them to continue to perform their job during their pregnancy. Examples of such accommodations include modifications of physical requirements, such as lifting or standing, or time off to recover from pregnancy. CSU will not require an Employee to accept an unsolicited accommodation and will not tolerate any discrimination or retaliation against an Employee for exercising their rights.

Employees who need a pregnancy-related accommodation should contact the Office of Human Resources to discuss their need. CSU reserves the right to ask an Employee for a medical certification to support their request for an accommodation.

Milk Expression

For up to one year after the birth of their child, an Employee who is expressing milk for their child will be provided reasonable break times to do so. CSU has designated private rooms for such use or an Employee may choose to express milk in their own office. Expressed milk can be stored in common use refrigerators and must be labeled with the name of the Employee.

In determining what constitutes a reasonable break time for purposes of expressing milk, a manager will take into account the location of the lactation room and the time it will take an Employee to retrieve and set up their pump and other supplies. If possible, the time taken to express milk should run concurrently with any break time already provided for the Employee. In addition, an Employee may be offered a flexible time schedule or flexible assignments to accommodate time needed to express milk.

ACCOMMODATIONS FOR RELIGIOUS BELIEFS AND PRACTICES

CSU is committed to providing a work environment that is respectful of the religious beliefs and practices of its Employees. CSU complies with Title VII which includes a prohibition against discrimination based on religion. CSU will make good faith efforts to provide reasonable religious accommodations to Employees who have sincerely held religious beliefs and practices conflict with a requirement of their job, unless such an accommodation would create an undue hardship for CSU.

A religious accommodation is a reasonable change in the work environment or work requirement that enables an individual to practice or observe a sincerely held religious practice or belief without undue hardship on CSU. Examples of reasonable religious accommodations include modifications to schedules or job duties and exceptions to CSU's dress code.

Employees may request a reasonable religious accommodation to alleviate any conflict between their job requirements and sincerely held religious beliefs or to exercise religious practices. An Employee who needs a reasonable accommodation for religious beliefs and practices should contact the Office of Human Resources for further information. An accommodation request form will be required to help CSU understand the basis for the requested accommodation and a discussion with the employee may be conducted to discuss the requested accommodation and/or other options to address the employee's needs.

CSU prohibits retaliation against Employees for requesting a religious accommodation, participating in the religious accommodation process, or otherwise engaging in protected conduct under CSU's equal employment opportunity policy.

THE WORKPLACE

EMPLOYEE CONDUCT & CONFIDENTIALITY

CSU expects all Employees to act with the highest ethical standards in performing their duties and interacting with others. Additionally, Employees have a duty to safeguard and retain the confidentiality of all confidential information and must comply with applicable local, state, and federal laws and CSU policies with regards to confidential information.

CSU has therefore adopted a Code of Conduct which outlines CSU's ethical standards. Employees should familiarize themselves with the Code of Conduct and use it as an on-going guide when issues arise. If an employee believes that the Code of Conduct has been violated, it is their responsibility to speak up. An employee may report a concern to CSU's Ethics Officer at ethicsoffice@csu.edu or by phone at 773-995-3519. If an employee needs to file a complaint, they should contact CSU's Ethics Officer or use the Office of Executive Inspector General (OEIG) Hotline at 1-866-814-1113.

COLLECTION AND USE OF SOCIAL SECURITY NUMBERS

To protect the social security numbers of individuals from unauthorized disclosure in compliance with Illinois's Identity Protection Act, CSU restricts the collection and/or use of social security numbers to only those Employees who must collect and/or use social security numbers in order to perform their job duties. All Employees who must collect and/or use social security numbers shall be trained on the proper procedures for handling information containing social security numbers from the time of collection through the destruction of the information.

Social security numbers requested from individuals must be provided or recorded in a manner that makes the social security number easily redacted if required to be released as part of a public records request. When collecting a social security number or upon request by the individual, a statement of purpose or purposes for which CSU is collecting and using the social security number must be provided.

No Employee may do any of the following:

- Publicly post or display a social security number in any manner;
- Print a social security number on any card required for the individual to access products or services provided by CSU;
- Require an individual to transmit a social security number over the internet, unless the connection is secure or the social security number is encrypted;
- Print a social security number on any materials that are mailed, e-mailed, or otherwise delivered to an individual, unless state or federal law requires the social security number to be on the document;
 - EXCEPTION: Social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number, or in connection with the administration of the Unemployment Insurance Act, or in connection with any tax administered by the Department of Revenue. However, no social security number may be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or is visible on an envelope without the envelope having been opened.
- Collect, use, or disclose a social security number from an individual, unless:

- Required to do so under state or federal law, rules or regulations or the collection, use or disclosure of the social security number is otherwise necessary for the performance of the Employee's duties and responsibilities; and
- The need and purpose for the collection of the social security number is documented before the collection of the number; and
- The collection is relevant to the documented need and purpose;
- Require an individual's social security number for that individual to access any of CSU's internet websites; or
- Use a social security number for any purpose other than the purpose for which it was collected.

This policy does not preclude Employees from using a social security number as needed to perform their duties and responsibilities or for internal verification or administrative purposes. The following are examples of permissible uses for social security numbers:

- To identify student records as applications for admission, registration-related documents, grade reports, transcript and certification request, medical immunization records, student financial records, financial aid records, and permanent academic records;
- To determine eligibility, certify school attendance, and report student status;
- To use as an identifier for grants, loans, and other financial aid programs;
- To identify and track employment or medical records;
- To comply with court orders or subpoenas; and
- To assist in the collection of any state debt or an investigation or for the prevention of fraud

COMPUTER USAGE

CSU makes computing and communication resources including computers, data storage systems, mobile devices, electronic data, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resource available to Employees to perform their duties. Such resources should only be used by Employees to perform their job or for other purposes expressly authorized by the university. Employees are expected to use appropriate measures to protect the security and integrity of the computer and communication resources including following guidance provided by CSU's Information Technology Department.

CSU expects Employees to use the computing and communication resources in a professional and lawful manner. Examples of prohibited actions with respect to CSU's computer and communications resources include:

- sending, saving or downloading material that is sexually explicit or suggestive, derogatory against racial, ethnic or religious groups, or otherwise offensive
- sending, saving or downloading unlawful material including threats of violence, child pornography and harassing communications
- using computer and communication resources for private business or commercial activities, or for fundraising or advertising on behalf of non-CSU organizations
- infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information
- misrepresenting or forging the identity of the sender or source of an electronic communication
- unauthorized attempts to use passwords or computer accounts of others
- revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization

For additional information regarding the use of CSU computer and communications resources see [Computer Usage Policy](#).

SMOKE-FREE WORKPLACE

CSU adheres to the Smoke Free Illinois Act. Smoking, including the use of electronic cigarettes and vaping, is prohibited in all CSU buildings and within 25 feet of building entrances, as well as in all CSU vehicles. For more information see Environmental Health and Safety at CSU.

ALCOHOL-FREE AND DRUG-FREE WORKPLACE

CSU prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on CSU premises or while conducting university business off-site. Additionally, all Employees are prohibited from consuming alcohol or being under the influence of alcohol on CSU premises or while conducting CSU business off-site, except as permitted at social events or meetings. When alcohol will be served and/or permitted at such events, Employees who choose to consume alcohol must do so responsibly and only if they are of legal age. Those hosting such events must take reasonable steps to ensure that the acquisition, distribution, and consumption of alcohol otherwise complies with applicable law. Violation of this policy may result in immediate termination of employment or other appropriate disciplinary actions.

Employees must notify the Office of Human Resources of any arrest, citation, or conviction under a criminal drug or alcohol statute for violations occurring on or off CSU premises while conducting CSU business. Such notification must occur no later than five days after the occasion.

An Employee who is found to be under the influence of alcohol (unless permitted at an event) or a controlled substance in violation of this policy, or who has been arrested, cited, or convicted of a criminal alcohol or drug statute violation occurring on CSU property, is subject to corrective action or discipline, up to and including termination.

If an Employee's use of alcohol or a controlled substance causes poor attendance or performance problems, CSU will counsel the Employee to seek treatment. Employees may contact the Employee Assistance Program at 833-955-3400 for assistance. The Office of Human Resources will maintain and periodically publish a list of available CSU and community resources for alcohol or drug treatment, including information about resources that offer assistance, rehabilitation programs, and the dangers of alcohol and drug abuse in the workplace.

The legalization of marijuana under Illinois state law does not change the application of this policy with respect to marijuana. The manufacture, possession, use, distribution, sale, or purchase of marijuana is prohibited on CSU property, when off-site performing work or attending work-related functions, and when operating CSU equipment, including vehicles. Working under the influence of marijuana is likewise prohibited.

Employees taking over the counter or medication prescribed for them must be aware of any effect the medication may have on the performance of their duties. The Employee should discuss their job duties with the physician prescribing such medication to make certain that the drug will not interfere with the employee's safe and effective performance of their job duties. If the use of any medication has or may have an adverse effect on an employee's ability to effectively and safely perform their essential job duties, the employee must report this information to the Office of Human Resources. Such information will be kept confidential, and the Employees will be reasonably accommodated to the extent required by law.

When a manager has a good faith belief that an Employee is impaired while in the workplace, while offsite performing work or attending a work-related function, or while operating CSU equipment, the manager must immediately notify the Office of Human Resources. Based on the assessment of the Office of Human Resources or an appropriate professional determined by the Office of Human Resources, the Employee may be required to

promptly submit to a drug and alcohol test to determine if they are impaired. Refusal to be tested for impairment as instructed may result in corrective action, up to and including termination. Likewise, if the drug and alcohol test determines that the Employee is impaired, the employee may be subject to discipline, up to and including termination.

PROFESSIONAL DRESS POLICY

The head of each department is responsible for determining the appropriate attire for Employees in that department. It is the Employee's responsibility to dress within the identified departmental guidelines and as appropriate for their position. For example, Employees who represent CSU off-site or at public functions are expected to dress in professional attire. Employees with questions about what is acceptable are encouraged to ask their manager or to contact the Office of Human Resources for guidance. CSU remains committed to supporting our Employees' religious, ethnic, cultural beliefs, and identity.

INVOLVEMENT IN OUTSIDE ORGANIZATIONS OR ACTIVITIES

CSU must give prior written approval before an Employee may represent or otherwise serve as an officer or director on behalf of CSU with any non-university related organization. Without such written approval, Employees should be aware and make clear to others that they are acting solely on their own behalf and do not represent CSU in any way. Employees having questions regarding their participation in outside activities or organizations should contact the Office of Human Resources.

CSU recognizes that Employees may wish to belong to non-university organizations or participate in certain activities outside of their employment, including but not limited to social service groups, charities, and political parties. In participating in such organizations or activities, Employees must remember and make clear to others that they are doing so as an individual and are not acting as a representative of CSU. CSU does not object to Employees belonging to organizations or participating in activities outside of CSU, provided that these outside activities:

- Do not interfere with the performance of their job responsibilities;
- Are not performed during work hours or using CSU property, equipment, supplies, or resources;
- Are lawful and consistent with established CSU standards, policies, and sound business practices;
- Are not in conflict with the interests of CSU or do not create the appearance of a conflict;
- Do not discredit the reputation of CSU, including members of the CSU community or the university's educational mission;
- Do not involve the misuse of influence; and
- Do not result in the disclosure of confidential information.

Participation in such organizations or activities does not require approval by CSU. Employees who have questions regarding their participation in outside activities or organizations should contact the Office of Human Resources.

MEDIA RELATIONS

CSU understands that having an effective relationship with the media is critical to CSU's mission and to the public's continued support for CSU. To maximize CSU's relationships with the media and to ensure that accurate information is communicated to the public, inquiries from the media about issues of general university-wide impact or situations should be directed to the Office of External Affairs.

Employees must notify the Office of External Affairs as soon as possible to inform them of requests from the media regarding their research, scholarship, or professional expertise. The Office of External Affairs will review and approve all press releases, public statements, and/or research study findings prior to internal and/or external distribution.

SOCIAL MEDIA

Social media means websites and applications that enable users to create and share content or to participate in social networking. Employees should not use social media during working hours or when using CSU equipment, except to the extent such use is required by their job responsibilities. Employees who are authorized to use social media for work-related purposes should make sure they are aware of their department's specific standards regarding social media usage. Employees who will be using social media as part of their job duties should do so in conjunction with the Office of External Affairs.

Employees who use social media for personal purposes outside of working hours should be mindful of the impact their use may have on CSU. Employees should ensure that they clearly state that their views do not represent CSU or its community. In addition, Employees should never share any CSU intellectual property, confidential information, or information about their work assignments on social media.

Employees must not use social media to harass, threaten, or disparage other Employees or anyone affiliated with CSU. In addition, Employees should not post discriminatory, offensive, or illegal language on social media, even if done outside of working hours. If a personal social media account directly or indirectly identifies the owner of the account as an Employee of CSU, CSU reserves the right to ask such Employee to remove statements posted to their social media that reflect negatively on CSU and the Employee may be subject to corrective action.

BENEFITS & TIME OFF

CSU recognizes the value of benefits to its employees and their families. Through the State of Illinois, eligible Employees enjoy a robust benefit program sponsored by Central Management Systems. During the orientation process and during open enrollment each May, benefit-eligible employees can select their benefits via the MyBenefit.illinois.gov website.

TIME OFF FOR VACATION

Regular, full-time Employees are eligible to accrue vacation days, from the first day of work. The amount of vacation earned is based on an Employee's date of appointment and length of service. Employees must be in an active status to accrue vacation during a pay period.

Rates of accrual can be found on the Office of Human Resources website. Faculty accumulation rates can be found in the Faculty Handbook.

Employees should make every effort to schedule their vacation days as far in advance as possible. CSU recognizes that unexpected situations may arise for which Employees are unable to pre-plan their vacation days, but those occasions should be rare.

Managers will consider the department's operating needs when determining whether to grant requests for using vacation time. Managers may develop guidelines regarding vacation scheduling for your work area. The guidelines may include statements about: preferred minimum and maximum length of vacations, best and worst times of year to be out of the office, how much prior notification is expected, possible emergency situations requiring last minute arrangements, and whether your vacation requests need to be written or verbal.

TIME OFF DUE TO ILLNESS

Regular, full time Employees are eligible to accrue "sick days" beginning their first day of employment. Eligible employees can use accrued sick days to take paid time off for the following reasons:

- for the Employee's own illness or injury;
- for the Employee's illness or disability related to pregnancy and childbirth;
- for the Employee's doctor or dental appointments; or
- for an Employee to be with their spouse, domestic partner, parent, or child for any of the above situations.

Employees who will be absent for one of the qualifying reasons must notify their manager at least one hour before their scheduled start time, or as soon as practicable, and provide a reason for the absence.

HOLIDAYS

CSU provides several paid holidays each year for regular, full-time employees. CSU will provide eligible Employees with paid time off to observe the following holidays each year:

- New Year's Day
- Dr. Martin Luther King, Jr's Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day

- The day after Thanksgiving Day
- Christmas Day

The holiday calendar may be modified on an annual basis at CSU's sole discretion. To be eligible for holiday pay, Employees must work as scheduled on the workday preceding and the workday following the holiday. This requirement is waived if the day preceding and the day following is a pre-approved vacation or personal day(s), approved "sick day," or an excused absence.

TIME OFF FOR BEREAVEMENT

Regular, full-time Employees are eligible for up to three days off for bereavement due to the death of an immediate family member. Such time off must be taken no later than three days after the funeral. For purposes of this policy, an immediate family member is defined as a spouse, domestic partner, parent (including a step-parent and parent-in-law), grandparent, sibling, child, or grandchild. Documentation may be requested to identify date of funeral and relationship.

Additional leave may be available pursuant to applicable law. If you have questions about your leave entitlement, please contact the Office of Human Resources.

TIME OFF FOR JURY AND WITNESS DUTY

Regular, full-time Employees are eligible for paid time off to serve on a jury duty or to attend the court proceeding when subpoenaed to serve as a witness in a court proceeding unrelated to CSU. Employees must provide a copy of the jury duty summons or the subpoena to their manager as soon as they receive it. In addition, CSU may request additional documentation to confirm an Employee's participation on a jury or as a witness.

If an Employee needs to take time off due to a court proceeding for a personal legal matter, the Employee must use vacation days. CSU, at its sole discretion, may consider requests to take the time off on an unpaid basis.

TIME OFF FOR VOTING AND ELECTION JUDGE LEAVE

Employees are generally able to vote either before or after their working hours and are expected to do so unless not possible due to their work schedule. If necessary, based on poll hours and an Employee's work schedule, Employees may request up to two hours of paid time off from their scheduled work time in order to vote. The Employee is required to notify their manager no later than the previous workday that they will need to take time off to vote. To minimize the impact on CSU's operations, CSU reserves the right to specify the two hours during the workday that an employee may be absent to vote. CSU may also request proof that an Employee has voted during the time off.

Employees appointed to serve as election judges may be entitled to be absent without pay for serving in that capacity. Notice of leave request must be provided in writing to the Office of Human Resources at least 20 days prior to the employee's absence. CSU may deny requests for leave if 10% or more of employees will be on leave pursuant to this policy on the same election day.

DONATION LEAVE

Employees who have worked for at least six consecutive months and who meet all the following eligibility criteria may take blood, bone marrow, or organ donation leave.

Blood Donation

Eligible employees may take up to one hour of paid leave every 56 days to donate blood. If an employee's attempt to donate blood was unsuccessful as determined by the blood bank, the employee will not forfeit the hour of paid leave. Employees must request leave under this policy by submitting to the Office of Human Resources: (i) a written request, and (ii) written medical documentation of the appointment to donate blood. The written request

for leave and written medical documentation of the appointment to donate blood must be submitted as far in advance as possible, but not less than seven days before the leave is scheduled. Employees requesting blood donation leave must also submit to the Office of Human Resources verification of the employee's blood donation in the form of a written statement from a blood bank confirming that the Employee kept the blood donation appointment.

Bone Marrow and Organ Donation Leave

Employees may take up to 30 days of paid leave per year to donate bone marrow or an organ. Employees requesting this leave must submit to the Office of Human Resources a written physical verification of the purpose and length of the leave. Employees must obtain approval from CSU before being eligible for organ donor leave. An employee may not be required to use accumulated sick or vacation leave time before being eligible for organ donor leave.

TIME OFF FOR SCHOOL VISITATION

Employees are expected to use their earned time off to attend their children's school conferences, classroom activities, and behavioral or academic meetings that cannot be scheduled during nonwork hours ("School Visitation") and should plan accordingly. If an Employee does not have any earned time off, the Employee may take unpaid time off for such School Visitations. Employees must have worked for CSU for at least six consecutive months and be regularly scheduled to work at least 20 hours per week to be eligible. Employee unpaid time off for School Visitation may not exceed four hours in one day and eight hours in one school year.

Employees must provide their manager with a request for time off to attend school activities at least one work week in advance except for emergency situations. Employees must provide CSU with verification of the school visitation provided by an administrator of the school. Such verification must be provided within two days after the school visitation.

TIME OFF DUE TO DOMESTIC VIOLENCE

Employees who are victims of domestic violence or sexual violence or who have a family or household member who is a victim of domestic or sexual violence may take unpaid time off to seek medical attention, counseling, to obtain victim services, to engage in safety planning, relocate, seek legal assistance, or to secure legal assistance or remedies ("VESSA Leave").

Employees are entitled to this leave if they have worked for CSU for at least 12 months. Employees may take up to 12 weeks off in a rolling 12-month period. VESSA Leave may be taken intermittently.

Employees must provide at least 48 hours' advance notice when practicable. Employees must also provide certification that they or their family or household member is a victim of domestic or sexual violence and that leave is being requested for one of the approved reasons. To satisfy the certification requirement an Employee should provide their own sworn statement along with one of the following: (1) documentation from a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the Employee or the Employee's family or household member has sought assistance in addressing domestic or sexual violence; (2) a police or court record; or (3) other corroborating evidence. All information provided to CSU regarding an Employee's request for domestic violence leave shall be retained in the strictest confidence by CSU except to the extent that disclosure is required by applicable law.

MILITARY LEAVE

An Employee may take military leave for the following reasons:

- To perform military service in the Armed Forces of the U.S., the National Guard of any state or territory, and the State Guard. "Military service," includes active duty, active-duty training, initial

active-duty training, inactive duty training, National Guard duty, funeral honors duty performed by National Guard or Reserve members, and absence from work for an examination to determine a person's fitness for any of these types of duty.

- To perform official duties in support of military or civilian authorities resulting from an emergency service as a member of a federally recognized auxiliary of the U.S. Armed Forces.
- For the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the U.S. Department of Defense Military Health System.

Employees must give their manager reasonable notice of their need for a military leave unless providing such notice is prohibited by the military. An Employee who takes a military leave will be eligible for re-employment by CSU so long as their cumulative time off for military service does not exceed five years. At the end of their military service, an Employee must return to work or apply for re-employment in a timely manner in accordance with applicable law or CSU may terminate their employment. CSU will reinstate an Employee who has been honorably discharged from military service to their prior position or an equivalent position unless the position was subject to a reduction in force or if re-employment would cause CSU an undue hardship.

Military leave may be taken on an unpaid basis with certain exceptions. CSU will continue to pay Employees their full pay during military leave taken for annual training for up to 30 days per calendar year. In addition, CSU will pay Employees who take military leave for active duty the difference between their military pay and CSU pay for up to 60 days. An Employee may choose to use accrued vacation days in lieu of unpaid military leave.

An Employee may be eligible for time off related to military service under CSU's Family and Medical Leave Policy.

FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE

CSU provides eligible Employees with unpaid, job-protected leave for qualifying reasons. To be eligible for FMLA Leave, an Employee must have completed a cumulative one year of service with CSU and have worked for 1,250 hours in the 12 months immediately preceding the start of the FMLA Leave.

Requesting FMLA Leave

When the need for FMLA Leave is foreseeable, an Employee must provide CSU with at least 30 days' advanced notice. When the employee becomes aware of the need for FMLA Leave less than 30 days in advance, the Employee must provide notice as soon as practicable. Employees requesting FMLA Leave are required to submit a request by first contacting the Benefits Office and completing the Request for Leave form.

The Office of Human Resources will reply to the Employee's request within five business days. The Office of Human Resources will also inform the Employee of any additional obligations, including a medical certification supporting the need for their FMLA Leave, if applicable. FMLA Leave requests that are not submitted according to policy and as soon as practicable may be delayed or denied based on individual facts and circumstances.

If an Employee is absent from work for a serious health condition, CSU may designate all, or some portion, of the absence as FMLA Leave, to the extent that the absence meets the necessary qualifications.

Medical Certification

CSU requires Employees to provide medical certification for FMLA Leaves taken for the Employee's serious health condition, or for a family member's serious health condition. Supporting documentation may be required to approve FMLA Leave for other qualifying reasons. All certifications and supporting documentation are to be submitted directly to the Office of Human Resources. The Employee must respond with the required documentation within 15 calendar days of the request. Failure to comply may result in delay or denial of leave. If the certification provided by the Employee is incomplete, CSU will provide the Employee with the opportunity to correct or complete the certification. The Employee will have seven calendar days to resolve any deficiencies or the FMLA Leave request may be denied. CSU may request recertification and/or a second opinion (and potentially third opinion) for the serious health condition of the Employee or the Employee's family member as permitted by the FMLA regulations.

The medical certification for intermittent or reduced schedule FMLA Leave due to medical treatments must include the dates on which treatment is expected to be given and the duration of such treatment. Employees who are on an intermittent leave may be required to periodically recertify their medical need for FMLA Leave. Recertification will be required at least every six months for ongoing medical conditions, if the situation described in the prior medical certification has materially changed, or if CSU becomes aware of information that causes it to question the continuing validity of the certification. The failure of an Employee to provide the requested recertification may result in the delay or denial of continued FMLA leave.

Scheduling Leave

When FMLA Leave is needed for a planned medical treatment, the Employee must make a reasonable effort to schedule treatment so as not to unduly disrupt CSU's operations.

Eligible Employees who request FMLA Leave to bond with a newborn child or for a newly placed adopted or foster child may request FMLA Leave. Such FMLA Leave must conclude within 12 months of the birth or placement of the child.

CSU may require an employee taking intermittent or reduced schedule leave temporarily transfer to another position. The transfer would occur during the period that the intermittent or reduced work schedule is required and be to an available alternative position for which the Employee is qualified and which better accommodates recurring periods of leave than does the Employee's regular position. Employees on intermittent FMLA Leave must comply with their department's customary call-in procedures for absences from work. When calling in, the Employee must indicate that the absence is for an FMLA-covered reason. When an Employee takes FMLA Leave on an intermittent or reduced-schedule basis, only the amount of time off actually taken will be counted toward the Employee's FMLA Leave entitlement.

Extension of Leave

If an Employee taking FMLA Leave for their own or a family member's serious health condition, upon advice of their healthcare provider, believes they need additional FMLA leave beyond the dates originally approved, the Employee must contact their supervisor immediately. The Employee must request an extension at least one week prior to their scheduled return to work date. Failure to comply may result in the delay or denial of additional leave. Any employee who exceeds their FMLA entitlement without extension or fails to return to work as scheduled after FMLA Leave may be subject to termination of employment.

PERSONAL LEAVE

Administrative and Civil Service Employees who have completed at least two consecutive years of full-time service at the University may request a personal leave. Employees may request a leave of absence without pay for reasons other than disability, upon approval of their supervisor for Civil Service Employees and upon approval of the President for Administrative Employees, for a period not to exceed six weeks. Requests may be granted

after vacation accrual is reduced to not more than five days. Each request will be considered based on individual merits and the operational needs of the department.

PARENTAL LEAVE

Regular, full-time Employees who have worked for CSU for at least six consecutive months are eligible for paid time off to care for and bond with a newborn, newly-adopted, or newly-placed child. Eligible Employees taking time off as parental leave may take up to five weeks (or 25 work days) of parental leave at full pay. Parental leave is limited to one leave per rolling 12-month period. An employee may also have the right to additional time off as provided for in the Family Medical Leave Act of 1993, utilizing accrued paid leave available.

Parental leave to care for and bond with a newborn must be taken at the time of birth, on a continuous basis. Employees may be required to provide proof of a parent-child relationship such as a birth certificate or other appropriate documentation. In cases of adoption, if the adoption occurs after foster placement, parental leave is permitted only if the child or children has/have not resided with the employee for more than three years. The parental leave can begin either:

- When physical custody of the child or children has been granted to the employee, provided the employee can show that the formal adoption process is underway; or
- In cases of adoption following foster placement, upon filing of the Petition for Adoption.

Employees on parental leave will continue to receive the same benefits as when actively working.

Employees who resign employment before or at the expiration of the parental leave may be required to reimburse CSU for the amount paid to them during the leave.

WORKERS' COMPENSATION

Workers' compensation is a "no fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become injured while on the job. Through the State of Illinois, CSU Employees workers' compensation claims are managed by TriStar Management, a third-party administrator of workers' compensation claims.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and the Office of Human Resources immediately. Proper documentation will need to be completed and submitted in a timely manner. Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA Leave, if applicable.

EMPLOYEE ASSISTANCE PROGRAM

The employee assistance program ("EAP") is a resource designed to provide highly-confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. CSU wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. CSU encourages employees to use this valuable service whenever they have such a need. Employees who utilize any of these services are assured that the information shared remains confidential and is never revealed to CSU. More information on the EAP provided through the State of Illinois can be obtained through the Benefits Office in the Office of Human Resources.

WORK HOURS AND PAYROLL

WORK SCHEDULES

CSU's official business day is 8:30 a.m. to 5:00 p.m., Monday through Friday although some operations are open and functional twenty-four hours, seven days a week throughout the year. A full-time Employee's regularly scheduled work week can consist of 35, 37.5, or 40 hours (depending on job classification), Monday through Sunday. For Employees who are classified as exempt for purposes of the Fair Labor Standards Act (FLSA), the regularly scheduled work week will generally be defined as 40 hours, Monday through Sunday, however exempt Employees are expected to work the amount of time each week required to complete the responsibilities of their position.

Work schedules for each Employee may vary according to their department and job function. CSU reserves the right to change work schedules at any time to meet varying operational needs of the university and its programs.

TIME TRACKING AND APPROVAL

All Employees and managers must adhere to certain timekeeping requirements. These requirements are necessary to ensure that CSU complies with applicable federal and state laws.

All Employees are responsible for accurately recording their time worked. Employees should track their time worked, rest and meal breaks, and time away from work using our electronic Web-Time Entry or sign-in sheet in cases when there may be a technology issue, vacation request forms, overtime authorization sheets, and, if applicable, leave of absence request forms.

All managers are responsible for the oversight of timekeeping records of the employees on their team. Specifically, managers must review the accuracy and completeness of Employee time reports and make any corrections necessary to ensure employees are properly paid. In reviewing time reports, managers must ensure that Employees have included any time off taken (*e.g.*, vacation days, sick days, leave) and that they have taken all required rest and meal breaks. Managers are also responsible for monitoring and managing overtime and its impact on the team.

OVERTIME

There are times when it may be necessary for Employees to work more than their regularly scheduled hours in order to meet CSU's operational needs. Employees who are classified by CSU as "non-exempt" will be paid for the hours worked beyond 40 hours in a work week at the rate of one and one-half times their hourly rate. Employees who are classified as exempt are not eligible for overtime pay.

Employees must get prior approval from their manager before working overtime hours. Employees who work overtime hours without prior approval may be subject to corrective action.

Subject to limited exceptions, non-exempt staff members must have at least 24 consecutive hours off work every calendar week in addition to the regular period of rest allowed at the close of each working day. Managers seeking an exception to this requirement must consult with the Office of Human Resources.

WAGE LEVIES AND GARNISHMENTS

CSU will comply with the requirements of all wage levies and garnishments pursuant to federal, state, and local laws. CSU may be required to deduct amounts from an Employee's paycheck based on the contents of wage levy or garnishments and in accordance with all applicable laws. Employees with questions about pay deductions taken pursuant to a wage levy or garnishment should contact the Office of Human Resources.

ATTENDANCE AND TARDINESS

The promptness and dependability of Employees in reporting to work at their scheduled start time are essential for effective customer service and uninterrupted workflow and are therefore job requirements for all Employees. Employees are expected to arrive and be ready to work at their scheduled start time.

CSU requires Employees who will be absent to notify their manager at least one hour before their scheduled start time and provide a reason for the absence. Employees are expected to make the call themselves. In limited circumstances, including emergencies, CSU will accept a call-in from someone on behalf of the employee. Employees are also required to notify their manager if they are going to be late for work or if they must leave early. Employees who fail to notify their manager of an absence, late arrival, or early departure may be subject to corrective action.

Absences and tardiness/unscheduled early departure will be tracked on a rolling 12-month basis. An unscheduled absence of a single day, occurrence of tardiness or unscheduled late departure will be recorded as one occurrence. Consecutive days of absence due to a single cause will also be recorded as one occurrence. Absences, tardiness, and early departures due to approved leave or reasonable accommodation as required by law will not be counted as occurrences. In addition, limited unscheduled, time-off due to an emergency may not be counted as an occurrence based on management discretion and prior attendance history.

Managers should follow the corrective action progression described below to address occurrences of unscheduled absences, tardiness, and unscheduled early departures. However, depending on the situation, discipline may be accelerated, repeated, or taken out of sequence, and CSU reserves the right to effect immediate termination.

Occurrence in a rolling 12-month period	Corrective Action
1st	Verbal warning
2nd	Written warning
3rd	Final warning or suspension
4th	Termination