

UNIVERSITY OF DALLAS

Employee Handbook

Revised 09/13/2019

6.4	Defined Contribution Retirement Plan	50
6.5	Vacation	

Section 1: General

1.1 Introduction

Welcome! Whether you have recently joined the University of Dallas or have been with us for a while, it is our hope that you find your time here both personally and professionally rewarding. We are confident that your individual talents, skills, and abilities will make a valuable contribution in support of our vision and mission.

This handbook summarizes

their calling as men and women of faith in the world.

Core Values

The University of Dallas is committed to the study and development of t

September, 1956, on a 1,000 acre tract of rolling hills northwest of the city of Dallas which is now part of Irving/Las Colinas.

Members of the Cistercian Order and the Sisters of Saint Mary, together with three Franciscan fathers and a number of laymen, comprised the original faculty of the University of Dallas. Dominican priests joined the faculty in 1958 and established

Braniff Memorial Tower, at the south end of the mall opposite the Braniff Graduate Building, rises 188 feet above the campus. The Tower is a memorial to Tom and Bess Braniff. It serves as a landmark and as a symbol of the University. The Braniff Tower houses four bronze bells, The Cowan Bells. A gift of King Foundation, the bells are named in honor of Donald A. Cowan, president of the University from 1962 until 1977, and Louise S. Cowan, professor of English, who designed the University's literary tradition sequence.

Anselm Hall houses offices for the departments of Modern Languages and Classics along with faculty offices and classrooms.

Augustine Hall, Gregory Hall and Jerome Hall are the residence halls on the west side of campus. They house approximately 225 students. Augustine Hall holds offices on the first floor which include Career Services, Rome and Su

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William A. Blakley Library, dedicated to a principal of the University, is connected to the Braniff Memorial Library. Together they house the library's reference, periodicals, reserve, and circulating library collections. These include more than 150,000 catalogued volumes and more than 70,000 volumes in microforms.

UNIVERSITY OF DALLAS

1845 E. Northgate Dr.
Irving TX 75062



9. Cowan-Blakley Memorial Library/
Braniff Graduate Building



1.6 Offices and Services

Academic Success Office: Provides academic and support services for students

Admissions: Undergraduate admissions

Advancement Services: Philanthropic giving, gift processing, donor relations, prospect research, and database programs, alumni relations/communications, volunteer options, and eve

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of conduct that come to his/her attention. Managers have a special duty to adhe

Section 2: Equal Employment Opportunity, Affirmative Action, and Nondiscrimination

2.1 Equal Employment Opportunity and Affirmative Action

A

Placement of incumbent employees into appropriate job groups with a statement of the percentage of minorities and the percentage of women employed in each job group,
Determination of available applicants for job groups to establish a

and/or duration that a major life activity is impaired. An impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active.

Direct threat means a significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable ac2 reW*ⁿBT/F3 10.08 Tf1 0 0 1 276.82

Section 3: Safety and Security

The Police Chief has the responsibility to assist each department in the establishment of an effective safety program. A portion of this responsibility includes identifying safety deficiencies and problems, assisting in the development of written programs for compliance with governmental safety regulations, and assisting departments in the establishment of safety procedures.

p Deans, Directors, Managers, and depart

by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes.

Controlled Substance: A substance listed in Schedule

3.3 Smoking on

enter the building until fire officials indicate that it is safe for you to do so. You will receive this information from the fire department, the police, and your floor deputy or Physical Plant personnel.

For your own safety, please observe the following practices:

Become familiar with all exits and stairwells in your building. In the

3.4.8 Occu

working

3.9 Network Acceptable Use

The intentions for publishing a security awareness and acce

Use encryption of information when appropriate.
Because information contained on portable compu

spoofing, denial of service, and forged routing information fo

3.11 Parking Management and Vehicle Use

Vehicles parked on campus by students, faculty or staff must display a current University of Dallas registration sticker. Faculty and staff on the first day of employment complete new hire paperwork and are escorted to the University of Dallas Police Department to obtain their parking sticker. Students receive written instructions on the process and at student orientation. Students may choose a parking plan. In all cases, individuals requiring parking stickers need to have the license number, make, and model of their vehicle to complete the parking sticker request at the University of Dallas Police Department.

Parking on Campus: Parking regulations are enforced year round including weekends, break

3.13 Identification Cards

All e

any unexpected absen

Temporary positions do not require posting.

Step Three: Evaluation and Recommendation of Candidates

only American citizens and registered aliens who are authorized to work in the United States. Employment eligibility will be verified with the completion of the I-9 Form. Human Resources will verify the employment eligibility of all employees, including faculty, st

4.8 Promotions, Transfers, and Demotions

It is the intent of the University to achieve optimum utilization of an employee's knowledge, skills, and abilities by filling positio

Direct Deposit: All employees are required to participate in direct deposit. A copy of the direct deposit advice

Section 5: Employee Relations

working days following the date of the appealed decision. The hearing should be conducted as soon as practical

other business reason it determines is beneficial to the management of the University. A term appointee, if selected for termination during a staff reduction, may be terminated prior to the expiration of the appointment.

Section 6: Employee Benefits

6.1 Summary of Benefits and Eligibility

The statements contained in the empl

and staff members of participating colleges and universities. CARES was formed in 2004 an

Years of Employment	Annual Accrual Hours/	Days	Monthly Accrual	Maximum Accrual
Hire 1 year year 2 4	80 hours 96 hou	10 days	6.67 hours	120 hours

specifically

employee who works 30-39 hours a week and 4 hours for an employee working 20-29 hours a week.

6.7 Personal Unpaid Leave

For situations that do not fall under the Family Medical Leave Act (see below), staff members may requ

6.8.2 Intermittent Leave/ Reduced Sche

to apply for any position that is

waiver after a 6 month waiting period. Employees eligible for this benefit cannot be considered a dependent of another employee for purposes of the tuition waiver.

6.14.3 Tuition Waiver Eligibility

Employment Status	Tuition Waiver Eligibility	Waiting Period
Full-time Employees working (40 hours/week)	Waiver for employee, eligible spouse and eligible dependents.	Employee & Spouse 90 days from employee's date of hire or benefits eli

6.14.7 Credit Limits, Benefit Limits and Limits on Class Times

All persons (employee, spouse or dependent child)

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Section 7 Employee Services and Resources

7.1 University Services

Athletic Facilities

The University athletic facilities include a pool, running/walking paths, tennis courts, weight room and various other facilities. Employees may use the athletic facilities on a non-work day, at no charge with a valid employee ID card. The families of employees may use the athletic facilities during operating hours on a non-work day with a valid employee ID card and children.

Employees may

Indoor athletic facilities contact the Athletic O