

# Employee Handbook

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## SECTION I. PURPOSE

To help provide clarity about the university's expectations for employees, St. Thomas has established policies and guidance to supplement its mission, vision and convictions. This Employee Handbook comprises institutional, employee and staff policies that apply to all St. Thomas faculty and staff employees university-wide. Some of the policies are contained directly in this handbook, and others are linked from this handbook.

## SECTION II. SCOPE AND APPLICABILITY

The Employee Handbook applies to all St. Thomas staff, and it also applies to St. Thomas faculty to the extent not superseded by the [Faculty Handbook](#). This Employee Handbook also applies to staff employees covered by collective bargaining agreements. However, where the handbook conflicts with a collective bargaining agreement, the terms of the collective bargaining agreement will take precedence over the handbook.

While some of the leave and conduct policies referenced in this handbook apply to student workers, student workers are not covered by this Employee Handbook. Policies applicable to student workers are set forth in the Student Employee Handbook and in the [University Policy Repository](#) on OneStThomas.

Individual divisions, departments and other units may establish other policies and expectations that apply to employees working in or obtaining services from those units. Unit policies are not contained in this handbook but still apply to employees covered by those unit policies.

## SECTION III. OBLIGATION TO COMPLY WITH POLICIES AND EXPECTATIONS

All employees are expected to uphold the St. Thomas [Mission, Vision and Convictions](#). You are additionally responsible for complying with all other policies and expectations applicable to you, including but not limited to those set forth in the Employee Handbook. It is your responsibility to be familiar with, understand and comply with all of these policies and expectations. If you have questions about this handbook, the policies linked from this handbook, or any other policies or expectations that apply to you, please contact your supervisor, the policy owner identified on the policy, or the Office of Human Resources.

## SECTION IV. UNIVERSITY POLICY REPOSITORY AND ONESTTHOMAS

All institutional, employee, staff, faculty and academic policies applicable to employees, and some unit policies, are available in the [University Policy Repository](#) on OneStThomas:

1. [Policies Applicable to Faculty](#)
2. [Policies Applicable to Staff](#)

If a link from this handbook does not take you to the content you expect, please contact the Office of Human Resources. You also may locate the information directly on OneStThomas.

## **SECTION V. MODIFICATION; NO BINDING CONTRACT**

The information contained in or linked from this Employee Handbook is in effect at the sole discretion of St. Thomas and may be withdrawn or changed at any time without notice. When changes are made to the information contained in or linked from this Employee Handbook, the updates replace and supersede prior handbooks, policies and information. This handbook and St. Thomas policies generally are not intended to be a binding contract, and they will not be construed as a binding contract.

## **SECTION VI. EMPLOYMENT AT WILL**

St. Thomas recognizes that many factors affect an employment relationship, and an employee or St. Thomas may determine that ending their employment relationship is appropriate for various reasons. St. Thomas employees who do not have a written employment contract signed by the president or the president's designee are employed at will and may resign their employment from St. Thomas at any time, for any reason. St. Thomas similarly has the right to end the employment of an at-will employee at any time and for any reason. Nothing contained in this handbook or other university policy prohibits St. Thomas from terminating an at-will employee at any time for any reason.

## **SECTION VII. EMPLOYEE RECORDS**

St. Thomas retains information on each employee that is directly related to the employee's position with the university. The information includes, but is not limited to, a job application or resume, payment authorization forms, personal data changes, performance evaluations, letters of commendation and disciplinary records. Employees who wish to review their records may submit a request in writing to the Office of Human Resources.

It is each employee's responsibility to ensure the accuracy of the personal information they submit to St. Thomas (such as name, home address, telephone number, emergency contacts) is accurate. Employees may update this information through the self-service function in Murphy Online or by contacting the Office of Human Resources.

## **SECTION VIII. SELECTION, EMPLOYMENT AND TERMINATION**

1. [Background Check Policy](#)
2. [Equal Employment Opportunity Policy](#)
3. [Employment of Foreign Nationals Policy](#)
4. [Staff Recruitment and Selection Policy](#) (staff only)
5. [Termination of Employment Policy](#) (staff only)

## **SECTION IX. EMPLOYEE CONDUCT AND OPERATIONAL EXPECTATIONS**

1. [Code of Professional Conduct](#)
2. [Conflict of Interest Policy](#)
3. [Consenting Relationships Policy](#)
4. [Data Security Classification Policy](#)
5. [Corrective Action Policy for Staff Employees](#) (staff only)

6. Equal Opportunity Statement and Notice of Nondiscrimination
7. Gift Acceptance Policy
8. Nondiscrimination and Anti-Harassment Policy
9. Hours of Work Policy
10. Intellectual Property Policy
11. Naming Policy
12. Policy Management Policy
13. Political Activity Policy
14. Record Retention and Management
15. Reporting Suspected Child Abuse
16. Responsible Use of Computing Resources Policy
17. Sexual Misconduct Policy
18. Staff Serving as Adjunct Faculty Policy (staff only)
19. Student Records Privacy Policy
20. Tobacco-Free and Smoke-Free Campus Policy
21. Travel Policy
22. Vision Trip and Study Abroad Policy (staff only)
23. Weapons Policy
24. Whistleblower and Non-Retaliation Policy
25. Working Remotely Program (staff only)
26. Workplace Conduct Policy

## **SECTION X. ABSENCES FROM WORK**

1. Bereavement Leave Policy
2. Family Medical Leave Act (FMLA) Policy
3. Holidays & Religious Observances Policy
4. Hourly Employees Purchased Leave Time Program (HEPLT) Policy (staff only)
5. Jury Duty Policy
6. Military Leave Policy
7. Minnesota Paid Family and Medical Leave Policy
8. Paid Leave Time (PLT) for Non-Exempt (Hourly) Staff Policy (staff only)
9. Parental Leave Policy (See Family Medical Leave Act)
10. School Conference and Activities Leave Policy
11. Sick and Safe Time Leave Policy
12. Vacation Time for Exempt/Salaried Staff Policy (staff only)
13. Voting Leave Policy

## **SECTION XI. EMPLOYEE REWARDS AND RECOGNITION**

### **A. BENEFITS**

St. Thomas offers a comprehensive benefits program designed to provide employees with the resources they need to maintain their well-being. Information about the benefits program, employee benefit plans and summary plan descriptions are available [on the Human Resources Benefits site](#).

For time off policies, see Absences from Work in the preceding section of this handbook.

### **B. COMPENSATION**

St. Thomas maintains a compensation program that is designed to attract, retain and motivate a high-caliber, diverse workforce, while linking employee compensation with the university's strategic goals and objectives. Compensation policies and resources are available at the following links:

1. [Compensation Policy](#)
2. [Compensation Resources and Frequently Asked Questions](#)
3. [Payroll Resources and Frequently Asked Questions](#)

### **C. PERFORMANCE MANAGEMENT**

St. Thomas maintains a performance management program to help ensure that employees are meeting the university's expectations and to help managers understand employees' work and challenges and ensure employees are appropriately recognized for their contributions. Performance management policies and resources are available at the following links:

1. [Performance Assessment and Management](#) (staff only)
2. [Performance Assessment Resources](#)

### **D. TALENT DEVELOPMENT**

St. Thomas offers training and development programs and resources to help employees develop both professionally and personally. Training and development resources are available [on the Human Resources Talent Development site](#).

### **E. EMPLOYEE RECOGNITION**

St. Thomas maintains the following programs to recognize employees for their service, honor employees upon their death, and show support for employees who experience a death in their family:

1. [Employee Service Award Program](#)
2. [Memorials for a Deceased Employee or Employee Family Member](#)

## **SECTION XII. LEGAL NOTICES**

In compliance with federal and state laws, St. Thomas posts various notices and posters for employees regarding their legal rights. Physical copies of these notices are available in various locations, including outside the Human Resources Office in 217 Aquinas. In addition, electronic copies of several notices are available on [OneStThomas](#).