

# Employee Handbook

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## SECTION I. PURPOSE

The reputation and success of the University of St. Thomas are dependent on the dedication and contributions of its employees. Through their day-to-day decisions and actions, St. Thomas employees work to advance the university's mission and to create a culture that reflects its convictions and supports the achievement of its vision.

To help provide clarity about the university's operational and behavioral 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.

This handbook also contains or links to information about St. Thomas benefits and other programs designed to reward employees for their service. St. Thomas considers its employees to be extremely valuable, and it is the university's intent to provide a work environment that develops and recognizes employees and promotes career opportunities within the spirit of 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The Employee Handbook applies to all St. Thomas staff, and it also applies to St. Thomas faculty to the extent not superseded by the [Faculty Handbook](#).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](#) and the university's [commitment to diversity](#) and [sustainability](#). 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. This Employee Handbook

contains links to the repository and to other information contained on the Office of Human Resources site on OneStThomas. 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.

Within the University Policy Repository, policies may be searched alphabetically, numerically or by applicability:

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

## **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. [Hate Crimes and Bias-Motivated Incidents 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. [Faculty Family and Medical Leave Benefits](#) (faculty only)
3. [Family Emergency Leave Policy](#) (See Family Medical Leave Act)
4. [Family Medical Leave Act \(FMLA\) Policy](#)
5. [Holidays Policy](#)
6. [Hourly Employees Purchased Leave Time Program \(HEPLT\) Policy](#) (staff only)
7. [Jury Duty Policy](#)

8. [Military Leave Policy](#)
9. [Paid Leave Time \(PLT\) for Non-Exempt \(Hourly\) Staff Policy](#) (staff only)
10. [Parental Leave Policy](#) (See Family Medical Leave Act)
11. [Religious Observances Leave Policy](#)
12. [School Conference and Activities Leave Policy](#)
13. [Sick and Safe Time Leave Policy](#)
14. [Vacation Time for Exempt/Salaried Staff Policy](#) (staff only)
15. [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. [Total 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](#)