



Employee Handbook

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About Your Handbook

Mount Mary University's Administrator and Support Staff Handbook has been given to you to use as a guide to help answer questions about our policies and procedures, benefits and other useful information. We encourage you to read it carefully and refer to it frequently.

Periodically, various parts of this handbook will be reviewed and revised. Mount Mary University reserves the right to change policies and procedures at any time, without notice, to interpret these policies and to make the final decision on questions that may arise.

The language in the handbook is not intended to create, nor should it be considered to be a contract between Mount Mary University and any of its employees. Employment at Mount Mary University is "at will" in nature and may be terminated, at any time, either by the employee or the University with or without cause.

I. General Information

Mission

Mount Mary University, an urban Catholic University for women sponsored by the School Sisters of Notre Dame, provides an environment for the development of the whole person. The University encourages leadership, integrity, and a deep sense of social justice arising from sensitivity to moral values and Christian principles.

Mount Mary commits itself to excellence in teaching and learning with an emphasis on thinking critically and creatively. The baccalaureate curriculum integrates the liberal arts with career preparation for women of diverse ages and personal circumstances; the programs at the graduate level provide opportunities for both men and women to enhance their professional excellence.

Purposes of Mount Mary University

In order to achieve the mission of Mount Mary University the following statement of purposes has been articulated. These purposes provide direction for planning, programming and administration of the University.

The purposes of the University are to:

1. provide undergraduate and graduate programs that stimulate students to seek knowledge, think critically and creatively, communicate thought effectively and appreciate the rich diversity of the University community and the world around them;
2. offer all students a basis for intellectual convictions, ethical values based on Christian principles and an aesthetic framework to enrich their lives;
3. effectively integrate the liberal arts with career preparation at the undergraduate level;
4. prepare students to use leadership qualities and to demonstrate a strong sense of social responsibility by providing curricular and co-curricular opportunities for growth, both on campus and in the larger community;
5. foster excellence in teaching based on an environment of academic freedom and a commitment to ongoing professional development;
6. continue to serve in the tradition of the School Sisters of Notre Dame whose mission includes providing for the needs of women in a changing and diverse society;
7. operate with fiscal responsibility in the context of implementing the mission of Mount Mary University.

Vision

Mount Mary University is a diverse and inclusive learning community that educates students to transform the world.

Aims of Mount Mary University

The primary purpose of Mount Mary University is to educate the student of today for the future, within the framework of Christian principles. In educating for the future, Mount Mary realizes that maturity develops along a self-directed path. Thus, the University provides the opportunity for increased choices within the liberal arts curriculum. This curriculum, which is a liberal, equitable exposure to a core of studies rooted in the arts, the humanities, the social and natural sciences, includes the option of professional training as well.

In addition to choices within the academic sphere, Mount Mary also provides the opportunity for the student to develop her social and cultural potential and to cultivate her ability for leadership. Such potential is fostered in an atmosphere which places importance on the individual.

Mount Mary, as a small, women's university located in a metropolitan area, recognizes that it bears a responsibility to the community in which it exists. This responsibility manifests itself in a social consciousness, which the student develops not only through university experiences, but also through those experiences which extend beyond the classroom into the community.

Finally, Mount Mary acknowledges that to fulfill its primary purpose, the responsibility of assuring and respecting general conditions conducive to the freedom to learn must be shared by all members of the academic community. Administration, faculty, staff, and students depend on one another to protect the freedom of the educational process.

History of Mount Mary University

In many ways the history of Mount Mary University parallels that of the state of Wisconsin. In 1850, Mother M. Caroline Friess brought School Sisters of Notre Dame to Milwaukee and began the establishment of quality educational institutions in Wisconsin. One of these, in Prairie du Chien, was to become St. Mary's College, later known as Mount Mary College.

In 1872, through the generosity and at the express request of General John Lawler, the site of old Fort Crawford on the banks of the Mississippi became the campus of St. Mary's Institute, with Mother M. Seraphia Minges as its first Director. St. Mary's Hall was erected in 1877 by General Lawler and Peter Doyle, Secretary of State in the mid-1870's under Governors William R. Taylor and Harrison Ludington.

In 1913, St. Mary's Institute/Academy achieved college status and was chartered by the State of Wisconsin as a full-fledged, four-year, liberal arts college with the privilege of granting degrees. College buildings proper were erected in 1914. The college's academic

standards were accepted by the National Catholic Educational Association in 1921 and by the North Central Association of Colleges and Universities in 1926. Credit for the development of St. Mary's College throughout this time is given to Mother M. Seraphia Minges, Sister M. Stanislas Maline and Sister Mary Eugene Coleman.

In 1929, the College was moved to Milwaukee, where its programming was available to a wider population and where students would enjoy access to the advantages of a metropolitan center.

It was then known as Mount Mary College. The cornerstone of the first building erected on the new site was laid on September 12, 1928, by the Most Reverend Sebastian G. Messmer, then Archbishop of Milwaukee. Notre Dame Hall and Caroline Hall were completed on time for the arrival of the first students in September 1929. Other buildings followed: 1954--Kostka Hall and Fidelis Hall; 1964--Bergstrom Hall; 1977--Dominic Hall (adaptation); 1981--Haggerty Library; 1983--Campus House (adaptation). The Fitzpatrick Level of Haggerty Library was completed in August of 1989. In 1990, the former Social Hall was redesigned to be used for concerts, lectures, retreats, meetings, workshops and seminars. It was named Helfaer Hall to honor benefactors Mr. and Mrs. Evan Helfaer. In 1983, the former main room of the original library and the former President's room on the second floor of Notre Dame hall were redesigned to be used as a conference center, and to provide a display area for items from the University's historical costume collection. They are named the Walter and Olive Stiemke Memorial Hall and the Stiemke Conference Center to honor the benefactors. Completed in the fall of 2004, the Gerhardinger Center houses the Natural Sciences, Nursing and Occupational Therapy programs on the second and third floors. The first floor is a campus community center comprised of quiet and social lounges, a cyber-café, electronic lecture hall and meeting rooms. The Eileen Bloechl Recreation Center, the newest building on campus, opened in fall 2006. It contains basketball and volleyball courts as well as the Fitness Center. In 2019 an academic showcase was created directly across from the President's office in Notre Dame Hall to display the fashion archives (renamed historic costume collection) and other various of academic merit. In 2021 the old swimming pool and locker room in Caroline Hall were remodeled into a health sciences center featuring a nursing skills lab, multiple simulation rooms, a CPR training rooms and office space.

Since its move to Milwaukee, Mount Mary College prospered under the dedicated and vigorous leadership of 13 presidents: Mother M. Angela Schott (1922-1929); Edward A. Fitzpatrick, Ph.D. (1929-1954); (Sister Mary Dominic Cunningham, SSND, Ph.D. served as acting president from 1942 to 1945, while Colonel Fitzpatrick was on leave in Washington, D.C.) Sister M. John Francis Schuh, SSND, Ph.D. (1954-1969); Sister Mary Nora Barber, SSND, Ph.D. (1969-1979); Sister Ellen Lorenz, SSND, Ed.D. (1979-1987); Sister Ruth Hollenbach, SSND, Ph.D. (1987-1995); Sally Mahoney, M.S. (Interim President, 1995 - 1997); Patricia D. O'Donoghue, Ph.D. (1997-2006); Linda Timm, Ph.D. (2006-2008); Eileen Schwalbach, Ph.D. (2008-2017); and Christine Pharr, Ph.D. (2017-2022); and Isabelle Cherney, Ph.D. (2022-)

With a core curriculum firmly rooted in the liberal arts, students benefit especially from the integration of these liberal studies within their chosen curricula. Several thousand

graduates have found fulfillment in teaching on every level, their preparation endorsed by State and National accrediting associations since the 1920's. In 1961, 1969, 1979 and 1987, the National Council for Accreditation of Teacher Education (NCATE) granted full approval to the Teacher Education Program. In 1987, the program continued its approval by the Wisconsin Department of Public Instruction. And in February 1990, a Master of Arts in Education: Professional Development was approved by the North Central Association of Colleges and Schools.

The fusion of the liberal and the practical branched out from teaching as early as the 1940's when the College began to train medical technologists. (This program was discontinued in 1988.) The Occupational Therapy Program, begun in 1941, has been most recently granted reaccreditation in 2011 by the Accreditation Council for Occupational Therapy Education (ACOTE). In addition, in 1995 North Central granted accreditation to a post professional program for Occupational Therapists, Master of Science in Professional Development. In 2019, ACOTE granted Candidacy Status to admit students to a new Professional Entry Doctoral Program beginning in September 2020.

Two other programs that had their inception in 1929 also continue to thrive. The baccalaureate Social Work Program was reaccredited by the Council on Social Work Education in 2017. (The social work accreditation dates from 1974 when Mount Mary was recognized as the first private college in Wisconsin to have been granted such endorsement.) In 1973 the American Dietetic Association Council on Education Division of Education Accreditation/Approval approved the Coordinated Undergraduate Program in Dietetics which was established initially in collaboration with St. Luke's Hospital. With the change in program emphasis from clinical to general in 1982, the St. Luke's collaboration was discontinued. The program, though, has continued to enjoy full accreditation, most recently in 2011. In 1982 the North Central Association approved Mount Mary's first graduate program, the Master of Science in Dietetics. In 1988 that program was expanded to include the Approved Pre- professional Practice Program component which is accredited by The American Dietetic Association Commission on Accreditation for Dietetics Education. In 2020 the Accreditation Council for Education in Nutrition and Dietetics was approved to reorganize the Coordinated program into a Future Education Model graduate degree beginning in summer of 2021.

While adult learners have always been welcomed into many college programs, in 1971 Mount Mary initiated an Office for Continuing Education, initially handling both credit and non-credit programming. In 1973, the program was expanded with the development of ENCORE, a program of admissions and advising specifically designed for the degree candidate twenty-five years of age or older or for women who had discontinued formal education for five or more years. Later this office operated as CEPA, the Center for Educational and Professional Advancement. At about the same time, Mount Mary opened its Child Care Center, one of the first such on-campus facilities in the region. The center closed in 2016.

The present core curriculum, introduced in 1972, and revised most recently in 2007 strengthened the fusion of the practical with the purely liberal, of the professional with the purely creative. The contemporary curriculum resulted in many new emphases, among

them the Art Department's Art Therapy, Interior Design (holding accreditation from the Council for Interior Design Accreditation (CIDA), formerly known as FIDER, most recently in 2016), and Graphic Arts; Fashion's joining with business in Fashion Merchandising; the Business Administration Department's new emphases on business administration and accounting.

In 1979, the University initiated CAMPUS PM, a program permitting students to earn degrees with majors in some departments by attending evening classes only.

A post-baccalaureate institute in art therapy was added in 1981 to provide appropriate background for students to become registered art therapists. In July, 1990 the University received North Central approval for the Master of Science in Art Therapy, with that degree program replacing both the institute and a subsequent Master's degree affiliation with Lesley University (Massachusetts).

The introduction of the Ewens Center in 1985 permitted an expansion of non-credit programming options for women interested in areas such as career, personal, cultural, spiritual and physical fitness development.

In 1988, the Business Administration Department established the Business Advantage Program, an accelerated degree-completion program designed to meet the needs of adult students. The students had at least two years of acceptable University credits in place and met in classes which convened one night a week for 96 weeks. Successful completion led to a Bachelor of

Science in Business Administration. Because of the changes in educational practices the program was phased out.

An accelerated evening program introduced in the fall of 1998 provided students with the opportunity to begin and complete a degree in a shorter period. Two majors can be earned in this format: Business Administration and Accounting. Courses are offered in five eight-week terms throughout the year. Students take from one to three courses per term.

In the fall of 1998, a new Master of Arts in Gerontology was approved by the North Central Association of Colleges and Schools; however, the program became inactive in 2006.

In fall of 2002, Mount Mary entered into a partnership with Columbia College of Nursing (CCON) offering a joint Bachelor of Science in Nursing. The joint partnership ended in 2013 when CCON became its own degree granting institution. The Master's Degree in Counseling was added in 2004 with current concentrations in Clinical Mental Health, School Counseling and Clinical Rehabilitation Counseling. The Clinical Mental Health Program received the Council for Accreditation in Counseling and Related Educational Programs (CACREP) accreditation in 2015. Two new Masters programs were added in 2007, Master of Arts in English and Master in Business Administration. A Professional Doctorate in Art Therapy was added in 2011 and a Post-Professional Doctorate in Occupational Therapy in 2014.

In July of 2012, Mount Mary College and the Medical College of Wisconsin signed a collaborative agreement to provide a dual degree program for students to earn a four-year baccalaureate degree from Mount Mary and a one-year Master of Public Health degree from the Medical College. It is the first 4+1 program of its kind to be offered by the two institutions.

In 2013, Mount Mary celebrated its 100th anniversary through numerous events and celebrations, including a Centennial Dinner and a special historical exhibit depicting the 100 year history of Mount Mary was displayed in the Marian Gallery. In July, Mount Mary was renamed Mount Mary University. The institution's Board of Trustees approved the name change February 12, 2012.

In the fall of 2013, the Mount Mary launched the Creative Campus Initiative where a commitment to teaching, learning and applying attributes of creativity including agility, experimentation, imagination, open-mindedness and navigating complexity, was infused throughout all University operations. The assessment of student learning outcomes was also expanded to include measurement of these attributes as developed in the classroom, as well as through co-curricular activities.

An RN to BSN program was added in the fall of 2016, as well as the Nursing 1-2-1 programs with MATC (2017), WCTC (2018) and Moraine Park (2019). The Nursing program also received Commission on Collegiate Nursing Education (CCNE) in June of 2019. A Food Science major was also added in the spring of 2017 with a Master's program to follow in fall 2019.

The most recent changes to academic programming include a four-year Bachelor of Science in Nursing and a PhD in Counselor Education & Supervision. The Counseling program's distinctive in that it marks the first PhD program in University History. Both programs are prepared to launch in fall 2021. The MBA program structure was also revised to include flexible online or on campus attendance, and stackable certificates.

Mount Mary's accreditation by the Higher Learning Commission has been continuous since 1926. The next reaccreditation visit is scheduled for the 2022-2023 academic year.



The Seal

The Seal of Mount Mary University is circular in form, the circle suggesting its traditional symbolic meaning, eternity, true and final measure of all human values. The ring surrounding the central design indicates the harmony that unites faculty and students in the pursuit of common aims and ideals. The words, *Virtus et Scientia*, inscribed in the open Book of Wisdom, epitomize the ideals and aims of the University. The book is wreathed with oak, symbol of strength, the palm, sign of victory won and success achieved. The M above the book stands for the Blessed Virgin Mary, the Seat of Wisdom under whose protection the School Sisters of Notre Dame have placed the University where virtue and knowledge are sought.

Signature Events

There are annual long-standing traditions that invoke the spirit and identity of Mount Mary. While these events are planned by specific groups, their purpose and outcomes serve the entire institution.

Investiture is the formal welcoming of new students into the community of scholars. It takes place in August in the week before classes begin. The Teaching Excellence Award is given at this time.

Mass of the Holy Spirit occurs at the beginning of each semester and is a time for the entire community to gather in prayer for blessing on the semester.

Founders Day, celebrated in February, honors the School Sisters of Notre Dame who founded the University. Heritage Awards are presented to employees who have been nominated by their colleagues for exemplifying SSND spirit. Students receive the Mother Theresa and Mother Caroline awards.

Commencement Liturgy is celebrated the evening before graduation and brings the Mount Mary community together in prayer with family and friends. Mass concludes with the passing on of the Light of Learning, a ritual that began when the University was located in Prairie du Chien in 1926. Leadership and Service awards are also announced.

The Graduation Ceremony is the culmination of the academic journey for both undergraduate and graduate students. The ceremony takes place at the close of each semester.

Code of Ethics

Mount Mary University recognizes and adheres to certain standards and practices in regard to the admission of students, financial arrangements, employment, academic achievement and ethical conduct of both faculty and students. These standards and practices are stated in the *Academic Catalog*, the *Faculty Handbook*, and the *Student Handbook*.

Admission of Students

The right of admission to the University and its programs on the basis of individual merit and without regard to race, religion, age, ability, sexuality, national origin, and other

protected classes. Mount Mary retains the status as a women's university and reserves the right to accept only those identifying as women to its Bachelor degree programs, unless otherwise indicated by specific programs. Master's and Doctoral programs, post-baccalaureate programs and RN to BSN nursing program are open to all.

The Academic Catalog accurately reflects the programs offered and the qualifications required for admission at the time of printing. Amendments are available to undergraduate applicants in the Office of Admissions and to graduate applicants from the relevant department. The Academic Catalog is available on the university website: www.mtmary.edu.

At-Will Employment

The procedures and policies outlined in this handbook are not conditions of employment nor do they create an employment contract or guarantee of continued employment. While we hope our employment relationship is a long and mutually satisfying one, the employment relationship between you and the university is at will, and not contractual. That means that the employee has the freedom to terminate their employment with Mount Mary for any reason or no reason at all, with or without notice, at any time and Mount Mary may do the same within the law. No person other than the President has the authority to make any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be in writing and signed by the President and the staff employee.

Employment

Mount Mary University welcomes and encourages applications from qualified candidates and all will receive consideration for employment regardless of race, color, religion, sex, national origin, age, ethnicity, pregnancy, disability, genetic information or any other groups protected by law. Mount Mary seeks to hire and retain personnel who will make a positive contribution to its mission, vision and values.

Academic Achievement

The academic policies for faculty members as well as their duties and responsibilities are accurately stated in the Faculty Handbook. The procedures for faculty advancement in rank and tenure are clearly stated in the Faculty Handbook.

The academic requirements for students are accurately stated in the Academic Catalog.

The intellectual freedom of both faculty and students is safeguarded according to the provisions of the Faculty Bill of Rights and the Student Bill of Rights as found in the respective handbooks.

Fair and impartial procedures for handling grievances are provided as stated in the Faculty Handbook and the Student Handbook.

The Academic Catalog and Student Handbook accurately describe the extracurricular services that the University offers to students. All students are provided equal access to these services.

The health and safety of all faculty and students are adequately safeguarded.

Ethical Conduct

The administration, faculty and staff are bound by the laws of the nation and state, the clearly accepted ethical standards of their profession and the duties and responsibilities stated in the Faculty Handbook and the Employee Handbook.

The students are bound by the laws of the nation and the state, and the institutional policies regarding conduct stated in the Academic Catalog and the Student Handbook.

A fair and impartial method of appeal in connection with disciplinary action resulting from violations of ethical standards is provided as stated in the Faculty Handbook, and the Student Handbook.

Mount Mary University Accreditation List

With full power to confer degrees, Mount Mary University is approved by the State of Wisconsin and is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. It also has approval for particular academic programs from the following organizations and associations:

The Accreditation Council for Occupational Therapy Education
Accreditation Council for Education in Nutrition and Dietetics
Council for Accreditation of Counseling and Related Educational Programs
Council on Social Work Education
Council for Interior Design Accreditation
Wisconsin State Department of Public Instruction for Teachers' Certificates
Commission on Collegiate Nursing Education

Mount Mary University holds institutional membership in:

American Art Therapy Association
American Association of Colleges and Universities
American Association of Colleges for Teacher Education
American Association of University Registrars and Admission Officers
Association of Catholic Colleges and Universities
Association of Governing Boards
Commission on Collegiate Nursing Education
Council of Independent Colleges
Higher Education Regional Alliance
National Association of University Admissions Counselors
National Association of University and University Business Officers
National Association of Independent Colleges and Universities
Wisconsin Association of Independent Colleges and Universities

Wisconsin Association of Collegiate Registrars and Admissions Officers
Women's University Coalition

II. Governance of the University

The University is owned and sponsored by the School Sisters of Notre Dame, Central Pacific Province, Inc., a religious congregation of the Roman Catholic Church, and consistent with the congregation's apostolate, exists to serve academic, religious, and cultural needs of its students and those of the larger civic community, regardless of race, color, creed, handicap, or national origin in compliance with all federal and state laws, rules and regulations pertaining thereto. It has been organized, governed, and operated by the Congregation whose leadership constitutes the membership of the Corporate Board of this University. The primary interest of the University is the maintenance of the highest educational standards for youth and adults.

Corporate Board

Membership

1. The Provincial Leader of the Central Pacific Province of the School Sisters of Notre Dame shall serve as an ex officio member of the Corporate Board as long as she remains Provincial Leader and shall serve as chair of the Corporate Board. Thereafter, her successors shall serve in such capacity. The chair shall have authority to effectively direct the activities of the Corporate Board, including the appointment of any committees deemed necessary.
2. Three or four Sisters who are members of the Provincial Council of the Central Pacific Province shall be appointed to serve as members of the Corporate Board, concurrent with their status as members of the Provincial Council. If any member shall cease for any reason to be a member of the Provincial Council of the Central Pacific Province, she shall cease to be a member of the Corporate Board.
3. Additional Members of the Corporate Board, who are other members of the Congregation, are elected on a staggered basis to serve a three-year term with no more than three consecutive terms. These members shall be elected by the majority vote of the Corporate Board and shall consist of no fewer than three and not more than four persons. Any additional member who has served three consecutive terms may be re-elected after one year has lapsed prior to her re-election. It is preferable that such additional members have experience in higher education.

The annual and regular meetings of the Corporate Board shall be on such date and at such place and time as is determined by the Chair of the Corporate Board in accordance with the notice requirement. Special meetings of the Corporate Board may be called by the Chair of the Corporate Board or by the written request of at least three members of the Corporate Board on such date and at such place and time as is determined by the Chair of the Corporate Board.

Powers Reserved to the Corporate Board

The following powers and responsibilities are reserved exclusively to the Corporate Board:

- To identify the Mission of the University, ensure that it is in harmony with the Mission of the School Sisters of Notre Dame, and to monitor its effectiveness;
- To amend, restate or modify the Articles of the Incorporation and the Bylaws of the University, upon the recommendation of the Trustees;
- To approve any acquisition, purchase, sale, mortgage, lease, transfer or encumbrance of any interest in real property by capital expenditure for the University that exceeds \$1,000,000, or such other amount that may be established by the Corporate Board from time to time;
- To approve the purchase of all lands and buildings for the University and the construction of new buildings and/or major renovation of existing buildings in excess of \$1,000,000;
- To approve the acquisition, creation, consolidation, merger or dissolution of the University or any subsidiary corporation, or the participation of the University any partnership or joint venture exceeding \$1,000,000;
- To dissolve or terminate the existence of the University and to approve and determine the distribution of all assets upon such dissolution or termination;
- To approve the aggregate borrowing of the University for any single purpose in excess of \$1,000,000. For purposes of these Bylaws, the term “borrowing” shall mean any commitment for the payment of the money pursuant to any contract;
- To appoint one School Sister of Notre Dame to any nominating or selection committee for the appointment of the President of the University and to receive the report of such Committee and offer recommendation to the Board of Trustees regarding the appointment and removal of the President. In matters of grave cause derogating the Catholic mission and integrity, to urge the Trustees to remove the President of the College;
- To approve the acceptance of any gift made to the University, except for gifts of cash, marketable securities or personal property that do not impose any material condition of the University in relation to acceptance;
- To establish a Board of Trustees for the University and to assess its effectiveness;
- To appoint Trustees and to provide for the replacement or removal of Trustees;
- To assess regularly the effectiveness of Corporate Board members’ performance;
- To exercise such other powers as may be reserved to the Corporate Board of the University in the Articles of Incorporation, Bylaws and Wisconsin Statutes.

Board of Trustees

Membership

The Board of Trustees shall consist of no fewer than three persons and no more than thirty-five persons, including the following:

1. The Provincial Leader, or her designee, of the Central Pacific Province of the School Sisters of Notre Dame, who shall serve in a non-voting, *ex officio* capacity as long as she remains the Provincial Leader. The Provincial Leader, or her designee, may designate another member of the Provincial Council to attend any meeting of the Board in her stead; however, such person appointed shall function in an *ex officio*, non-voting capacity;
2. A minimum of two voting Trustees appointed by the Corporate Board who shall be School Sisters of Notre Dame who are not members of the Corporate Board or active employees of the University.
3. The remaining Trustees shall be appointed by the Corporate Board upon recommendation of the full Board of Trustees. Each Trustee (excluding *ex officio*, non-voting Trustees) shall be appointed for a three-year term, and may be reappointed for no more than two additional three-year terms. A full year must elapse following the completion of three consecutive terms of three years before a Trustee is eligible for reappointment to the Board. Trustees appointed to fulfill an unfulfilled term may serve two subsequent terms

The Board, upon the recommendation of the Executive Committee, may nominate certain individuals to the position of Trustee Emeritus in recognition of one's extraordinary service to the University as a Trustee. The Corporate Board shall determine, by majority vote, whether to appoint an individual as Trustee Emeritus. A Trustee Emeritus shall be entitled to attend the annual and regular meetings, but shall not be eligible to vote. Emeritus Trustees, at the request of the Chair, shall be entitled to serve in an advisory capacity.

The Annual Meeting of the Trustees shall be held in the spring of each year. The Board of Trustees shall hold a minimum of three regular meetings each academic year, inclusive of the Annual Meeting. Special meetings of the Board of Trustees may be called at any time by the Chairperson, upon the written request of the President of the University, or upon the written request of any five Trustees. In extraordinary circumstances, the Board may take action without a meeting by means of a written consent resolution, as outlined in the Bylaws.

All regular and special meetings of the Board are open to only those invited by the Board.

Powers Reserved to the Trustees

The Corporate Board delegates to the Trustees all powers and responsibilities necessary for the successful and efficient operation of the University, in accord with the University's Mission Statement, the guidelines and directives of the Corporate Board, and the policies of the Board of Trustees. The duties and responsibilities shall include the following:

- Maintain the viability and integrity of the University in fulfilling the distinctive purpose for which it was established;
- Take and maintain a proactive role in assisting the President and the Development Team to ensure the success of the University's fundraising programs;
- Maintain the academic and financial well-being of the University, while recognizing that the University's administration and faculty are in the best position to develop and implement the daily academic, administrative and operational policies and procedures of the University, and recommend matters of concern to the Board;
- Monitor the effectiveness of the University in fulfilling its stated Mission;
- Approve, monitor and support long range planning which strengthens and improves the academic programs, student needs, and physical facilities;
- Approve and support the functions of the University; approve the initiation or discontinuation of academic degree programs; and provide ongoing review of degree and non-degree program activity;
- After receiving the recommendations of the Corporate Board, appoint the President and if necessary an acting President, during an absence or vacancy. Delegate the Administration of the University to the President; assess the performance of the President and support the President in the implementation of approved plans and policies;
- Make the final decision regarding the award of faculty tenure or promotion in faculty rank;
- Authorize the granting of earned academic degrees upon the recommendation of the University's faculty and administration; authorize the award of honorary degrees upon the recommendation of the President;
- Approve an annual budget; review recommendations of the Finance Committee regarding fiscal policies; ensure adequate financial management and provision of financial resources; authorize the President and other officers of the University who may sign financial documents and engage in transactions on behalf of the University; review and accept an annual financial audit; authorize the construction of buildings, major building renovations, building or land rental, subject to the approval of the Corporate Board, to the extent required by the Bylaws;
- Authorize any changes in tuition of the University;
- Review and approve major fund raising, development, endowment and fund investment plans;
- Assess the effectiveness of the Board and individual Trustee's performance;
- Recommend to the Corporate Board the appointment and/or reappointment of Trustees;

- Recommend to the Corporate Board changes in the Bylaws that relate to the Trustees;
- Establish an Executive Committee and additional committees as necessary to implement the Trustees' duties and responsibilities;
- Elect or remove officers of the Board consistent with procedures described in Article IX;
- Perform other such acts as may be reasonably required to carry out these powers and fulfill these responsibilities.

Board Committees

The Board of Trustees shall create such standing and special committees as it deems appropriate for the discharge of Board responsibilities and the proper operations of the University. Each committee shall have such authority as is granted by the Board of Trustees. There shall be the following Standing Committees:

- Executive
- Chairs
- Governance
- Academic and Student Affairs
- Alumnae & Donor Relations
- Audit and Risk Management
- Buildings and Grounds
- Finance and Investment

Each committee shall have a written statement of purpose and primary responsibilities, as approved by the Board of Trustees, and such rules or procedure of policy guidelines as the committee of the Board approves. Each committee shall have an Officer of the University or a member of the University's administrative staff, as designated by the President of the University, to assist with its work. The Board of Trustees shall approve one member of the Faculty Assembly, recommended by the President, to serve in an ex officio, non-voting capacity on all Standing Committees, with the exception of the Executive and Audit Committees and the Governance Committee. Each faculty shall be appointed for a three-year term and may be reappointed for no more than two additional terms. For the Academic and Student Affairs Committee, the Chair of the Faculty Assembly shall serve in the ex officio, non-voting capacity for the length of his/her term as Chair of the Faculty Assembly. The Chair of the Board shall appoint a Trustee member of each committee to serve as Committee Chair.

The purpose of each Committee is to advise and make recommendations to the Board of Trustees Executive Committee and/or Administration for the improvement of the University; to assist in the articulation, communication and achievement of the University's goals and objectives; and to advise on its evaluation for the enhancement of University life. The Committees also shall be responsible to evaluate recommendations of the University's

staff, monitor key activities and submit recommendations to the Board, Executive Committee and Administration.

Executive Committee. The Executive Committee shall be comprised of no fewer than three Trustees and shall include the Chairperson of the Board, Vice-Chairperson of the Board, President of the University, Provincial Leader, Secretary and Treasurer of the Board, immediate past Chair of the Board, and the Chairs of all Standing Committees. The Executive Committee shall, in general, be responsible to:

- Represent the Board of Trustees between scheduled meetings and take action in special situations that may arise regarding the affairs of the University, provided that no action taken by the Executive Committee shall conflict in any way with the policies established by the Board of Trustees, and provided further that all actions of the Executive Committee shall be subject to either advance authorization of or the subsequent approval of the full Board, or, where necessary, the approval of the Corporate Board.

Chairs Committee. The Chairs Committee shall be comprised of the Chairperson of the Board, the Vice Chairperson of the Board, and the immediate Past Chairperson of the Board. The Chairs Committee shall, in general, be responsible to:

- Set goals for the evaluation of the President's performance and compensation; make recommendations to the Board on issues related to succession planning; serve as counsel to the President as requested by the President.

Academic and Student Affairs Committee. The Academic and Student Affairs Committee shall be comprised of no fewer than three Trustees. The Chairperson of the Board shall serve as a voting, ex officio member. The President, the chief academic officer, the chief student affairs officer, chair of the Faculty Assembly and president of Student Government, or her/his designee, shall serve in a non-voting, ex officio capacity. The chair of the Faculty Assembly is eligible to serve for the length of one's appointment as chair of the Faculty Assembly. The president of Student Government is eligible to serve one (1) year and may be appointed for a second one-year term. The Academic and Student Affairs Committee shall, in general, be responsible to:

- Address the academic and student life programming within the University, including monitoring, evaluating, and reviewing policies and key performance indicators, and recommending the development of appropriate action plans relative to program planning, new academic programs, academic quality, budget, admission criteria, faculty promotion and tenure, student services and student due process.

Governance Committee. The Governance Committee shall be comprised of no fewer than three Trustees. The Chair of the Board shall serve as a voting, ex officio member. The Provincial Leader and the President of the University shall serve in a non-voting, ex officio capacity. The Committee on Trustees shall, in general, be responsible to:

- Determine the most effective composition of the board and to develop practices and policies that enhance board performance.

Audit and Risk Management Committee. The Audit and Risk Management Committee shall be comprised of no fewer than three Trustees. The Audit and Risk Management Committee will remain an independent committee. The membership shall

include the Chairperson of the Board, the Treasurer of the Corporation, and an individual to be appointed by the Corporate Board shall serve as voting, *ex officio* members. The Chief Financial Officer shall serve in a non-voting, *ex officio* capacity. The Audit Committee shall, in general, be responsible to:

- Review the findings of any examinations conducted by regulatory agencies, as well as the reports of the University's external auditor, and communicate these findings to the full Board on at least an annual basis; ensure that appropriate accounting policies and controls are maintained; assess the University's system to monitor compliance with applicable State and Federal laws and regulations; and review the qualifications and performance of the external auditor and recommend to the Board of Trustees the final approval of the appointment or discharge of the auditor;

Buildings and Grounds Committee. The Buildings and Grounds Committee shall be comprised of no fewer than three Trustees. The Chairperson of the Board shall serve as a voting, *ex officio* member. The President, the chief financial officer, the director of buildings and grounds, the director of information technology, and a faculty representative, recommended by the President and approved by the Board, shall each serve in a non-voting, *ex officio* capacity. The Buildings and Grounds Committee shall, in general, be responsible to:

- Address those areas which pertain to the integrity of the physical plant and campus environment of the University, including buildings and grounds, construction, master planning, space utilization, budget, and selection of contractors and consultants to ensure effective and efficient use of buildings and grounds.

Alumnae and Donor Relations Committee. The Alumnae and Donor Relations Committee shall be comprised of no fewer than three Trustees. The Chairperson of the Board shall serve as a voting, *ex officio* member. The chief alumnae and donor relations officer shall serve as a non-voting *ex officio* co-chair of the committee. The President and a faculty representative, recommended by the President and approved by the Board, shall each serve in a non-voting, *ex officio* capacity. The Alumnae and Donor Relations Committee shall, in general, be responsible to:

- Partner with the President of the University and other University staff to institutionalize the philanthropic process by review, discussion, evaluation, and assistance to implement development action plans; provide guidance and counsel on revenue-generating strategies and initiatives that support the Board's due diligence function related to assuring fiscal health through philanthropy and fund development.

Finance and Investment Committee. The Finance and Investment Committee shall be comprised of no fewer than three Trustees. The Chairperson of the Board shall serve as a voting, *ex officio* member. The President, the chief financial officer and a faculty representative, recommended by the President and approved by the Board, shall each serve in a non-voting, *ex officio* capacity. The Finance and Investment Committee shall, in general, be responsible to:

- Oversee, in collaboration with the President of the University, the fiscal management of the University, including the establishment of the University's annual budget, authorization of changes in tuition, the ways and means of securing income for the University, and the review and approval of long-range financial planning.

- Assume the responsibility for the development of a sound investment policy, select investment council, and monitor and plan for investment fund growth.

President of the University

The President shall be responsible for the operation and management of all the activities of the University in accordance with its Mission, the guidelines and policies of the University, and the policies of the Board of Trustees, and shall serve as an ex officio, non-voting member of the Board of Trustees and of all Board Committees, except the Audit Committee. The President may delegate to qualified officers of the University the performance of certain duties. Except as otherwise expressly provided by law, the Articles of Incorporation, or the Bylaws, the President shall, in the name of the University, execute such deeds, mortgages, bonds, contracts, checks or other instruments which may be authorized by the Board.

Duties and Responsibilities

The duties and responsibilities of the President shall include, but are not limited to, the following:

- Promote the Mission of the University and ensure its implementation;
- Select the administrative team for the University, who shall serve at the pleasure of the President;
- Exercise leadership in working with the Board of Trustees, faculty, staff, students, donors, alumnae/alumni and the larger University community;
- Oversee the implementation of University policies established by the Board of Trustees or the Corporate Board;
- Collaborate with the Board of Trustees in the development of strategic planning and the implementation of planning objectives;
- Supervise all business affairs of the University, provide financial reports to the Board of Trustees and the Corporate Board on a regular basis, and act as the duly authorized representative of the Board of Trustees in all matters for which the Board has not formally designated some other person for that specific purpose;
- Sign and execute, in accord with designated authority, instruments or documents on behalf of the University;
- Participate in performance assessments in accord with procedures established by the Board of Trustees and the Corporate Board;
- Ensure the preparation and effective management of the annual budget;
- Oversee the maintenance of all the physical properties of the University for the purpose of ensuring that they are kept in good repair and good operating condition;
- Ensure that the educational services provided to students by the University meet all appropriate standards; and ensure the continued accreditation of the University and its programs with appropriate agencies;
- Ensure the recruitment and retention of qualified faculty in order to achieve the University's academic goals;
- Serve as the spokesperson for the University;
- Ensure the design and achievement of fund raising and other development goals, and personally engage in fundraising efforts to ensure the success of development initiatives; and,
- Perform other duties that may be necessary to further the best interests of the

University.

Vice President for Academic Affairs

The Vice President for Academic Affairs reports to the President of the University, is a member of the President's Council and has the responsibility for supervision of faculty, academic programming, the registrar, the library, and for the implementation of the University's educational policies.

Vice President for Student Affairs

The Vice President for Student Affairs reports to the President of the University, is a member of the President's Council and has the responsibility for oversight of student affairs staff as well as policies related to student life.

Vice President for Enrollment Services

The Vice President for Enrollment Services reports to the President of the University, is a member of the President's Council, and has the responsibility of coordinating recruitment of all graduate and undergraduate students; administering the scholarship program; and overseeing the financial aid program.

Vice President for Finance and Administration

The Vice President for Finance reports to the President of the University, is a member of the President's Council and is responsible for assuring effective management of the University's financial and staff resources. The Vice President supervises accounting, buildings and grounds, public safety, information technology, and related contract services.

Vice President for Mission and Justice

The Vice President for Mission and Justice reports to the President of the University, is a member of the President's Council and is responsible for articulating, enhancing and promoting the University's Catholic mission to both internal and external communities in the spirit of the School Sisters of Notre Dame. The Vice President collaborates with diverse campus constituencies to recognize, embrace, and celebrate differences in religion, race, ethnicity, lifestyle and intellectual perspective.

Vice President for Alumnae and Donor Relations

The Vice President for Development reports to the President, is a member of the President's Council, and is responsible for providing vision, strategic direction, and implementation for the University's fundraising and alumnae services.

Group Meetings

President's Council

The President's Council, chaired by the President of the University, includes the nine major administrators of the University: the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Enrollment Services, the Vice President for Finance and Administration, the Vice President for Mission and Justice, and the Vice President for Alumnae and Donor Relations, and the Senior Director of Human Resources,

the Senior Director of Marketing and Communications and the Director of Institutional Research

Faculty Assembly

Faculty attendance and participation in Faculty Assembly meetings:

Faculty Definition:

- a. Persons with faculty status, as defined by their contracts, and who teach at least one course per academic year, including all full-time and percentage contract faculty.
- b. Part-time faculty who have taught at least four semesters and whose department chairpersons have verified that they have been sufficiently integrated into the University to be knowledgeable about the issues being discussed.

Attendance: All members as defined above, may attend and participate in the Faculty Assembly meetings. Any member of the University community may be invited (or request an invitation) at the discretion of the Executive Committee of the Faculty Assembly. They would then be welcome to participate and observe by voice.

Staff Assembly

Beginning in Fall 2021, the Staff Assembly will meet at least four times per semester. Meeting topics will include, but are not limited to, campus communications, professional development, and committee activity.

The purposes of the Staff Assembly are to:

- Actively participate in the University shared governance process.
- Advocate for matters of importance to the staff/administration of the University.
- Encourage leadership and professional development of staff at the University.
- Increase a sense of pride, identity, recognition, and worth of each staff member in their relation to the University.
- Improve communications, understanding, and morale throughout the whole of our respective communities, and to increase efficiency and productivity in campus operations.
- Create resolutions that express consensus on matters of importance to Staff Assembly.
- Provide recommendations to the President's Council of the University.

Membership:

No person shall be excluded from membership on the basis of race, religion, color, sex, disability, national origin, ancestry, sexual preference, marital or parental status, and, to the extent specified by law, age, or veteran status.

Staff definition includes:

- All full and part-time employees
- Exempt and non-exempt employees
- Staff and Administration including Deans
- Grant-funded employees

Excludes:

- Faculty
- Students
- President Council (except for designated President's Council Liaison)

Attendance: All members as defined above, may attend and participate in the Staff Assembly meetings. Any member of the University community may be invited (or request an invitation) at the discretion of the Executive Committee of the Staff Assembly. They would then be welcome to observe and participate by voice.

Dean's Council

The Deans for the Schools of Arts & Design and Business; School of Humanities, Social Sciences & Interdisciplinary Studies; School of Natural & Health Sciences and Education; the Dean of Student Success and the Registrar meet with the Vice President for Academic Affairs to facilitate communication among the various areas and to work on joint projects.

Department Meetings

Department meetings are called regularly by the Directors or Chairs of respective departments.

Department Chairs and Graduate Program Directors

Department Chairs, Graduate Program Directors, Deans and the Vice President of Academic Affairs meet monthly during the academic year to:

- Facilitate consistent communication between academic schools and all Academic Affairs and Student Affairs areas;
- Have open exchange of questions, answers and ideas to ensure mutual support between faculty, staff and administration;
- Provide important information about policy, procedures, processes and other University updates;
- Stay connected on administrative calendar and due dates for efficiency.

University Committees

President's Council

All-University Committees

Mission Committee
Budget Committee
Educational Outcomes and Assessment
Strategic Planning
Innovative Technology in Education

Faculty Assembly Committees

Executive
Academic Standards and Curriculum
Admissions
Faculty Development

Faculty Service
Graduate Council
Grievance
Honors Program
Promotion and Tenure

Staff Assembly Committees

Engagement and Outreach
Communications

External Advisory Committees

Art Therapy
Business Administration
Communication
Counseling
Teacher Education
Sociology
Food Science
Nursing

Operation Work Groups

Critical Incident Team
Institutional Review Board
Probation
Secondary Education Coordinating

Shared Governance Structure and Process at the University*

The University is owned and sponsored by the School Sisters of Notre Dame, Central Pacific Province, Inc., a religious congregation of the Roman Catholic Church, and consistent with the congregation's apostolate, exists to serve academic, religious, and cultural needs of its students and those of the larger civic community, regardless of race, color, creed, physical abilities, or national origin in compliance with all federal and state laws, rules, and regulations pertaining thereto. It has been organized, governed, and operated by the Congregation whose leadership constitutes the membership of the Corporate Board of this University. The primary interest of the University is the maintenance of the highest educational standards for students. Governance of the University, under a shared governance model, will be outlined in this chapter along with a thorough description of the membership and powers granted to each level of governance at MMU and, where applicable, the responsibilities assumed by that entity.

Constituent Groups

CORPORATE BOARD
BOARD OF TRUSTEES
PRESIDENT OF THE UNIVERSITY
VICE-PRESIDENTS
DEPARTMENT CHAIRS & DIRECTORS
DEANS
ASSISTANT/ASSOCIATE DIRECTORS
FACULTY
ADMINISTRATIVE PERSONNEL AND STAFF

****The governance structure at MMU is one where dialogue is expected as an essential component of the processes outlined in our Shared Governance Model.***

Principles of Governance

“Shared governance is the process by which various constituents (traditionally governing boards, senior administration, and faculty; possibly also staff, students, or others) contribute to decision making related to college or university policy and procedure. When done well, shared governance strengthens the quality of leadership and decision making at an institution, enhances its ability to achieve its vision and to meet strategic goals, and increases the odds that the very best thinking by all parties to shared governance is brought to bear on institutional challenges. When done well, shared governance engenders an institution culture of collective ownership and accountability for the institution’s present and future. Further, when faculty, administrators, and board are actively and collaboratively involved in decision-making processes, decisions are implemented more quickly and effectively” (AGB Press, 2017).

Preamble

We, the community that is Mount Mary University, seek a governance structure that frees us to promote the intellectual, personal, and spiritual development of the students who desire to be educated in the tradition of the School Sisters of Notre Dame. The shared governance of the University is the result of a joint effort by governing boards, administrative officers, faculty, administrative staff, support staff, and students. Embedded in this concept of shared governance is recognition of the principle that the relative weight of constituent voice is determined by the responsibility of that constituent component for the matter under consideration. Open and respectful interaction among constituencies is essential to this governing concept. Mount Mary University's governance structure has two tiers. The first tier is the Corporate Board. The second tier is the Board of Trustees. Together they work to maintain general educational, financial and related policies for the effective administration and development of the University according to the By-Laws. The Corporate Board (School Sisters of Notre Dame) appoints Trustees to the Board of Trustees, recommends the appointment of the President to the Board of Trustees, and retains reserve powers related to the philosophy, mission and assets of the University and the School Sisters of Notre Dame. The Board of Trustees works with the University administration to assist, monitor and maintain the academic and financial well-being of the University according to their powers and responsibilities outlined by the Bylaws. The Board of Trustees appoints to the President based on the recommendation of the Corporate Board, and delegates authority to the President to develop and implement the daily academic, administrative and operational policies and procedures of the University, and to recommend matters of concern to the Board. The President, in turn, delegates internal governance to appropriate internal governance groups and individuals. The internal governance bodies will utilize the resources of the Corporate Board, the Board of Trustees, and external resources, as appropriate. Drawing authority to govern from the commission delegated to each group by the Board of Trustees through the President, this model of governance is based on three interrelated principles:

- Voice and vital participation of all constituent groups;

- Clear delineation of authority and responsibilities;
- Efficiency and effectiveness in timely decision-making and communication of decisions to appropriate groups.

The internal constituent groups are administrative officers, faculty, administrative staff, support staff and students. Participation of constituent groups in the shared governance process includes but is not limited to bringing issues to appropriate bodies, serving on committees, consulting with committees, implementing decisions, and evaluating decisions. We recognize that each group has a specific role that utilizes its expertise to best fulfill the mission of the University.

The Tenets of Shared Governance at Mount Mary University

Mount Mary University is committed to a process of shared governance that is an extension of our mission and vision, is predicated on the foundational principles of transparency, trust, and relationships, and is enacted based on a system of aligned priorities.

Furthermore, the process of shared governance at this institution requires that members of the Mount Mary community be given an opportunity to authentically participate in decision making along with the acknowledgment that some constituents may, at times, play a more intricate role in the process because of the level of responsibility and accountability for the decisions rendered. Voice, but not necessarily ultimate authority, is offered to all. Shared governance at MMU is a process that is implemented at the beginning of a decision-making moment and is not intended to be a conflict resolution process to address post-decision concerns.

Steps in the Shared Governance Process

Step one: Does this decision warrant a shared governance process?

Many decision-making processes already exist at MMU (e.g. the budget committee process, the strategic planning committee process). Those processes already in place and functioning effectively should remain intact. However, when a question arises outside of the existing decision-making frameworks, a shared governance process will (shall) be implemented when any two of the three listed elements can be answered in the affirmative:

- The decision to be made is directly related to MMU's mission;
- The decision to be made will directly impact a large number of MMU constituents; or
- The decision to be made is one that has significant consequences for the institution (i.e., high importance as it relates to financial viability, risk management, the health/wellness of the institution, public perception, etc.). Decisions that may carry high stakes for individual people but not the institution as a whole are not included in this element.

In situations in which members of the MMU community are unsure whether a situation meets two of the three listed elements, it is recommended that the shared governance process be implemented.

<i>Step two: Who, and in what capacity, should be involved in the shared governance process?</i>

The process of shared governance at Mount Mary recognizes that all members of the community be given an opportunity to authentically participate in decision making. However, some constituents may, at times, play a more intricate role in the process because of the level of responsibility and accountability for the decisions rendered. Once it is determined in step one that a decision should, in fact, initiate a shared governance process for the campus and/or key constituents, it is in the best interest of the institution to determine the level of responsibility of each of the key constituents.

Prior to a decision, everyone should be aware of their decision-making responsibility and its parameters:

Levels of Decision-making Responsibility

Consultation Required (C): The body or individual is recognized as vital to the decision-making process and as such their verbal and explicit contribution (i.e., advice and opinionⁱⁱⁱ) is required prior to the decision being rendered.

Recommends Decision (R): The body or individual makes a preliminary (internal) decision and then forwards the recommendation to another body that has final authority to render a decision.

Consent Required (S): The body or individual is recognized as holding primary purview over the broad area and their consent (i.e., the act or result of reaching an agreement^{iv}) is required prior to a move toward a final decision. This designation is used with the spirit of intent embodied by the School Sisters of Notre Dame to gain consent and consensus through authentic dialogue.

Makes Decision (D): The body or individual denoted has authority to make a final decision.

Voice (V) - A distinct level of contribution allows for all members of the community to offer comment and feedback: This active, bidirectional process implies that all members of the Mount Mary University community are afforded the opportunity to bring forward their ideas and give their feedback. Implicit in the voice process is that the body or the individual making the decision may not have knowledge of the nuances of a decision unless all or certain members of the university community are able to participate. Voice may be overtly requested and/or may be offered unsolicited. When a decision has met the criterion for the implementation of the shared governance process, the individuals or bodies granted the decision-making authority are encouraged to explicitly solicit voice from all impacted MMU constituents. Furthermore, a unique strength of the MMU community is our connectedness with colleagues and those in leadership roles. In the spirit of the SSND's, members are encouraged to talk openly with one another about matters that are occurring in our university community and to share their ideas with those in leadership.

Step three: Have the responsible parties communicated with the individuals and/or groups that are charged with the decision-making process?

The individuals and/or groups that are identified in step two will be contacted. Once contacted, it is vital that all individuals and/or groups understand and mutually agree upon their level of responsibility in the decision-making process (i.e. consultation, recommendation, consent, decision), and the time frame for the process to occur.

Step four: Has the rationale for the decision rendered been made to the MMU Community?

When a shared governance process has been undertaken, members of the MMU community will be made aware of how and why the final decision was reached. This ensures that, regardless of the number of people involved in the final decision or the number of people impacted by the decision, the community will be assured that the shared governance process was undertaken before a decision was implemented. As an Institution of Higher Education, this step in the shared governance process is critical to living out our mission to search for truth and engage in feedback during critical processes. This step works to ensure that decision-makers authentically engaged with feedback during the process and makes transparent the rationale for the decision.

There may be shared governance situations in which some information must be kept confidential. In these cases, those responsible for making the decision may only be able to share their rationale with a limited constituency, or may need to limit the details shared with the wider community.

Step five: Has the Shared Governance PROCESS that was undertaken to arrive at a decision been evaluated to identify strengths and pain points and has the FINAL DECISION been evaluated to identify strengths and pain points?

The evaluation of the process is a key component of the shared governance model as it ensures that our process is agile, flexible, and when needed, open to change. This evaluation process will include all those with roles in the model as well as an opportunity for voice from the larger MMU community.

The Shared Governance Process Grid offers examples as to how the institution can examine the key constituents and level of decision-making responsibility as described in step two. Not all levels of responsibility may be necessary (consultation, consent, recommends, decision), and not all constituents will be involved in every decision. However, in situations in which members of the MMU community are unsure whether an individual or group should be directly involved, it is recommended that they be contacted for consultation.

In order to build a community of trust and openness, *voice* is assumed throughout the Shared Governance Process Grid. Those offering their ideas should offer them freely, constructively, and be willing to gain greater understanding; those receiving the ideas of others should listen carefully and offer additional information, if possible. The grid

functions as a broad overview of the type of decisions that are expected to be addressed using a shared governance process.

Finally, shared governance works better when the community has a general understanding of each other's role in the university structure. The decision-making system is a *process* that needs to be implemented carefully using the steps above. Different from the decision-making process is an understanding that certain groups on campus are generally responsible for areas of their expertise.

Time Sensitive Decision-Making Process

There are times when a time-sensitive or emergency situation arises and the need for a swift and immediate decision is required. Therefore, it may be necessary to deviate from the shared governance process that is outlined in this chapter. Incumbent upon the individuals or groups deviating from the shared governance process must be a satisfactory explanation as to why such deviation was necessary. Routine events or regularly scheduled disruptions like holidays do not *in and of themselves* define an emergency necessitating the need to deviate from the shared governance process. However, critical decisions may rise to the level of a shared governance process as described in step one, but require a swift and immediate response from key campus leaders.

An emergency decision-making process *can be invoked by the Corporate Board, the SSNDs, the BOT, or the President*. Other constituents may bring a matter of potential emergency to one of the aforementioned bodies. Critical decisions and emergent incidents are fluid and ambiguous; however, every effort should be made to include as many campus constituents as possible during the emergent process. When an emergency decision-making process is invoked, the President will communicate this to the wider university community at the soonest possible time. Essential elements to the communication should include:

- A description of the events leading up to the decision to bypass the shared governance process in favor of the emergency decision-making process.
- An explanation of why it was necessary to invoke the emergency decision-making process.
- An explanation of the decision.
- Any other pertinent information.

The University is encouraged to establish and disseminate specific protocols for how to implement this *Time Sensitive Decision-making Process*.

Pause and Review Procedure

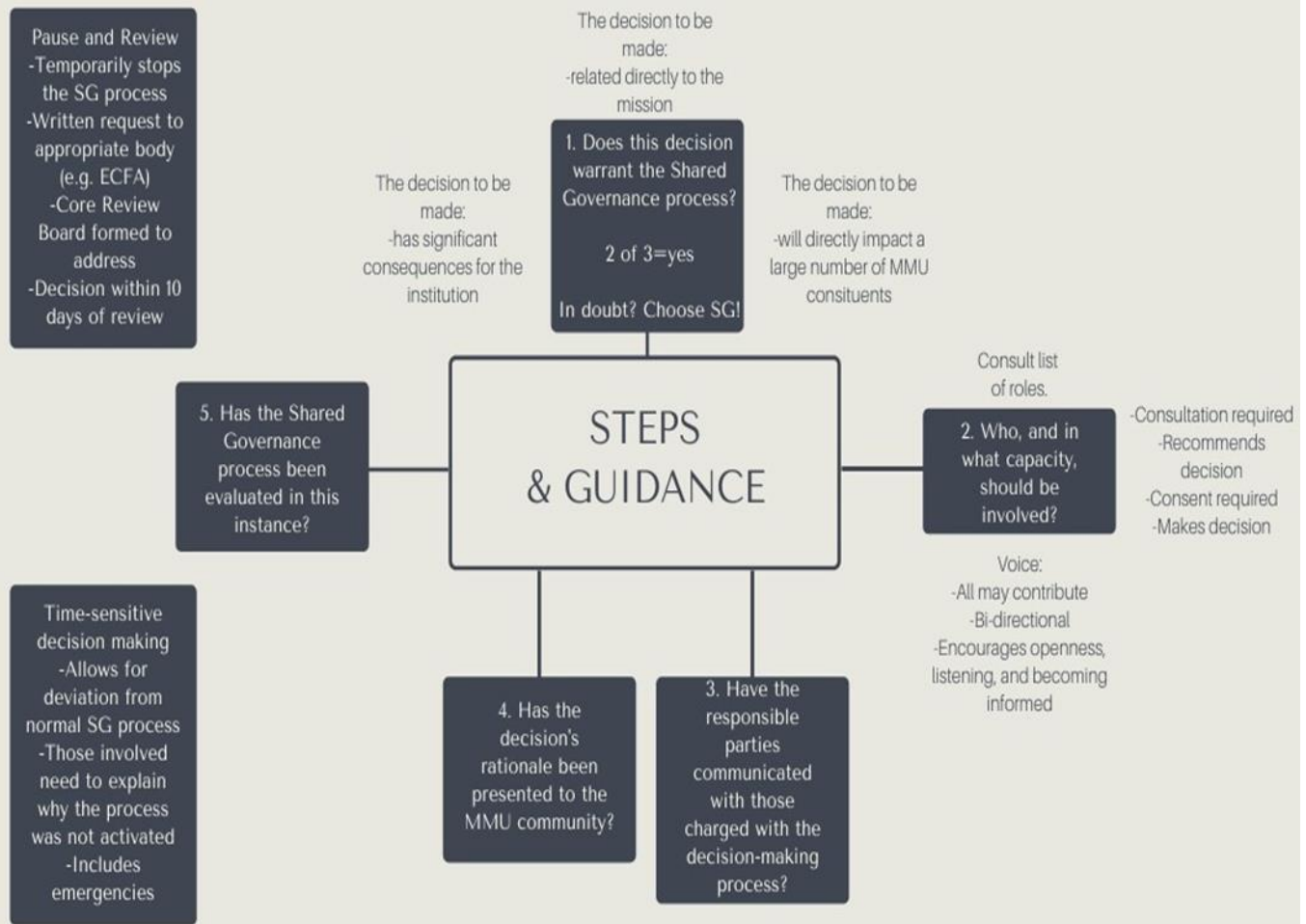
Some members of the Mount Mary University community raised the important question as to the need for a pause mechanism in the process outlined in this document. The recommendation asserted the need for guidelines for what to do if/when a body or an individual within our system was not following the prescribed process or if one of the constituent groups and their intended level of contribution was not followed. The Shared Governance Committee thoughtfully considered this item and has developed a "pause and review" procedure

Pause and review can be requested at any point in the Shared Governance process when an individual or group believes the Shared Governance process has not been followed, and the decision rendered or the pending decision would be different with their input.

- Pause and review temporarily stops the existing process.
- An individual or group who requests a pause and review shall write a written request to the executive committee of their perspective governing body (i.e., the ECFA, ECSA, and President's Council). One representative from the three main governing bodies on campus shall form a Core Review Board and review and evaluate the concern. If the concern is found valid, the Core Review Board will decide where to restart the process so that the new information can be incorporated. If the concern is found to be invalid, the process will resume at the point that it was paused.
- The Core Review Board will render an opinion on the pause and review request and collaborate with President of MMU under a "consent required" decision.
- It is understood by all individuals and groups involved in the pause and review process that this procedure is conducted efficiently and quickly. Decisions should be rendered within 10 days of the initial Core Review Board meeting.

THE SHARED GOVERNANCE PROCESS

The aim of Mount Mary's Shared Governance process is to understand clearly who is involved and how they contribute to decision making, which will yield openness and trust.



Constituent Group Roles in Governance, Communications and Operations

Governance	Communications	Operations
Primary focus is developing policy.	Primary focus is to insure timely communication of information necessary for effective operations and governance decision-making.	Primary focus is daily operations and implementing policy.
Administrative Officers	Administrative Officers	Administrative Officers
President, Vice President for Academic/Student Affairs and Vice Presidents bring issues to governance hierarchy seeking consultative input for shaping policy, implementing policy and operational issues.	President, Vice President for Academic/Student Affairs and Vice Presidents bear primary responsibility for communication among all constituent groups, will ensure that consultative input is sought.	President, Vice President for Academic/Student Affairs and Vice Presidents direct the plan for implementing policies and make decisions in designated operational areas of responsibility.
Faculty	Faculty	Faculty
Develop policies in designated areas of responsibility and are consulted regarding implementation of policies and operational issues. Faculty are expected to seek consultative input from administrative staff in reaching decisions. Faculty participate in developing policies as members of All-University Committees and Faculty Assembly.	Will seek information from administrative staff and other constituent groups about the impact of operations on policies and will seek feedback during the development of policy.	Develop and teach the curriculum and participate in implementing policies.
Administrative Staff	Administrative Staff	
Consulted on policy issues and serve as resource persons for policy-making committees. Administrative staff participate in developing policies as members of All-University Committees.	Provide timely information regarding impact of issues on operations, and on the implementation of policies.	Develop procedures for implementing policies and carry out daily operations in designated areas.
Students	Students	Students
Participate in developing policies as members of relevant All-University and Faculty Assembly Committees and as members of the Student Government Association.	Receive timely information on relevant issues.	Receive services from daily operations of the University.

STAFF ASSEMBLY BY-LAWS

NAME

The name of the organization shall be the Mount Mary University Staff Assembly, referred to hereafter as “Staff Assembly.”

PURPOSES

The purposes of the Staff Assembly are to:

1. Actively participate in the University shared governance process.
2. Advocate matters of importance to the staff/administration of the University.
3. Encourage leadership and professional development of staff at the University.
4. Increase a sense of pride, identity, recognition, and worth of each staff member in their relation to the University.
5. Improve communications, understanding, and morale throughout the whole of our respective communities, and to increase efficiency and productivity in campus operations.
6. Create resolutions that express consensus on matters of importance to Staff Assembly.
7. Provide recommendations to the President’s Council of the University.

MEMBERSHIP

No person shall be excluded from membership based on race, religion, color, sex, disability, national origin, ancestry, sexual preference, marital or parental status, and, to the extent specified by law, age, or veteran status.

The staff definition includes:

1. All full- and part-time employees
2. Exempt and non-exempt
3. Staff and administration including Deans
4. Grant-funded employees

Excludes:

1. Faculty
2. Students
3. President’s Council (except for the designated President’s Council Liaison)

Attendance: All members, as defined above, may attend and participate in the Staff Assembly meetings. Any member of the University community may be invited (or request an invitation) at the discretion of the Executive Committee of the Staff Assembly. They would then be welcome to observe and participate by voice.

EXECUTIVE COMMITTEE

The Executive Committee will be elected from the voting members of the Staff Assembly and will be composed of a Chair, Vice-Chair, and Secretary. Members of the committee must have a minimum of 6 months of employment.

The responsibilities of the Executive Committee include:

1. To consider, discuss and review problems, concerns, innovations, and suggestions to recommend items for consideration by the Staff Assembly or to refer items to other appropriate bodies.
2. To ensure confidentiality, if requested, by individuals bringing issues to the Executive Committee.
3. To receive and decide upon issues as appropriate business for the Staff Assembly.
4. To prepare agendas and convene meetings of the Staff Assembly.
5. To establish, charge and monitor committees of the faculty.
6. To hold meetings bi-weekly or as needed.

OFFICERS

The officers of the Staff Assembly are the Chairperson, Vice Chairperson, Recording Secretary, and Coordinator of Committees. The responsibility of the officers shall be as follows:

Chairperson

1. To call meetings of the Staff Assembly, ordinarily at least four times a semester. To preside at all meetings of the Staff Assembly.
2. To call meetings of the Executive Committee of the Staff Assembly.
3. To represent the staff in conveying resolutions and recommendations of the staff to the President's Council Liaison, or relevant party.
4. To represent the staff in any other matter in which the staff wishes its chief officer to speak or act on its behalf.

Vice-Chairperson

1. To preside at meetings of the Staff Assembly in the absence of the Chairperson.
2. To assume the office of Chairperson in the event of a vacancy.
3. To coordinate the election process for the Executive Committee.
4. To create the agendas for Staff Assembly meetings.

Recording Secretary

1. In conjunction with the Chair, coordinate meetings of the Executive Committee and Staff Assembly
2. To record meeting minutes, maintain membership information, maintain Staff Assembly website, and communicate with the Staff Assembly on behalf of the Executive Committee.

Coordinator of Committees

1. Oversees establishing and disbanding Staff Assembly committees and workgroups. The establishment or disbanding of a committee must be announced before the Assembly body at a regular convened meeting and can be overruled by the body with a majority vote of members present.
2. Appoints Committee Chairs on an as needed basis.
3. Maintains record of standing committees, date established/disbanded and a standing committee member list.
4. Hold a transition meeting with the incoming coordinator prior to the July meeting.

Terms and Expectations of Executive Committee Membership

1. Officers of the Executive Committee are elected to serve a two-year term.
2. Officers can be elected for up to two consecutive terms of the same Officer position. After serving two consecutive terms, members must sit out of the Executive Committee for at least one term.
3. At the discretion of the Chair, the former Chair may serve as ex-officio to assist with the leadership transition.
4. The term of office will commence July 1 of each term.

COMMITTEES

Standing Committees: Committee Chairs serve two-year terms and will be appointed by the Coordinator of Committees.

Committee membership is open at any time. One-year minimum terms are preferred.

All members of Staff Assembly have the opportunity to serve on committees and vote in elections. Some options for committees include, but are not limited to:

- Communications
- Health & Wellness
- Professional Development
- Engagement & Outreach
- Acknowledgement & Accolades

Special Committees: Appointed as needed and cease existence as soon as they have completed a special task.

NOMINATIONS & ELECTIONS

1. An online ballot will be available via the MMU Announcements beginning the third week of May and ending on the last business day of May.
2. Electoral Process

- a. Elections shall be held each year for Staff Assembly positions whose terms have expired, and for those seats that are currently vacant.
- b. A call for nominations will be published campus-wide on the first business day of May.
- c. Nominations can be self-nominations or made by another staff member.
- d. An online nomination form will be available via the MMU Announcements and Staff Assembly website.
- e. Nomination forms are due by the end of the second week of May.
- f. Each nominee should confirm their nomination by the third week of May.
- g. Officers will be chosen based on the highest number of votes cast.
- h. Should there be a tie, the Executive Committee will select the individual to represent the area based on years of experience, standing with the University, performance of work and perceived contributions to Staff Assembly.
- i. If an insufficient number of candidates run to fill available seats, the election will be uncontested, and those candidates will win terms by default.
- j. An email from Staff Assembly will be sent to new officers informing them of their election to Staff Assembly by the first week of June.
- k. An announcement will be made to the MMU community regarding new officers by the second week of June.

VACANCIES

Vacancies may be due to resignation from Staff Assembly or termination of employment. Vacancies shall be filled by appointment and at the discretion of the Chairperson, with consultation provided by the Executive Committee. When a vacancy is filled by appointment, the expiration of the term remains the same as the officer they replaced, and this appointment must be announced before the Staff Assembly at its next convened meeting.

QUORUM & VOTING

A quorum of the Staff Assembly Board shall consist of a simple majority ($1/2 + 1$) of the voting members. Motions shall require a simple majority vote of those present and voting under the quorum rule. Voting members unable to attend may submit a written proxy vote to the Chair of the Staff Assembly for any planned votes. Any representative absent from a Board meeting may not submit a proxy vote for any impromptu votes during Board meetings. The Chair will have the power to vote only to break a tie and will vote last. Prompt notification shall be given to all representatives of any anticipated action by the Board due to a completed vote.

The outcome of motions advanced during Staff Assembly meetings shall be determined by a simple majority vote of the members present. Voting members unable to attend may submit a written proxy vote to the Staff Assembly Executive Committee by email or web form no less than two (2) hours prior to the scheduled meeting for any planned votes. Any Assembly member absent from a meeting may not submit a proxy vote for any impromptu votes during

Assembly meetings. Prompt notification shall be given to the full membership of any anticipated action by the Assembly due to a completed vote

MEETINGS

The Staff Assembly meets four times per semester. It must meet at least once per semester.

The agenda for the Staff Assembly will be available and communicated 72 hours prior to the next meeting. Minutes of each meeting will be posted to the Staff Assembly website prior to the next meeting.

Special meetings can be held by the Chair of the Staff Assembly for specific purposes. The time, place, and purpose of meetings must be sent to all members one week prior to the meeting.

Only business specified for the meeting can be discussed.

PARLIAMENTARY AUTHORITY

A modified version of Robert's Rules of Order, Newly Revised, will be used to conduct meetings. The Chair may, at their discretion, appoint an official parliamentarian.

AMENDMENT PROCEDURES

1. Any Staff Assembly Member may propose an amendment to the Staff Assembly Bylaws.
2. A vote will be taken to determine if the proposed amendment requires a bylaws workgroup; the majority will be required. If no workgroup is required, the Staff Assembly may vote on the proposed amendment; a majority will be required.
3. If the vote determines a bylaws workgroup is required, then a bylaws workgroup will be established to review the proposed amendment.
4. After review, the bylaws workgroup will submit its recommendation to the Executive Board to be placed on the agenda for the next meeting.
5. The amendment will then be brought before the full Staff Assembly to vote. The majority will be required.

Amendments to the Bylaws shall be considered official and adopted upon a passing vote by the Staff Assembly.

All-University Committees

All-University Committees are governance committees that are assembled with permanent status to consider, investigate and make decisions regarding policy matters.

Purpose

To consider, investigate and make decisions regarding policy matters.

Membership

Members are a select group drawn from constituencies including faculty, administrative staff, support staff, and students. Faculty will be selected by their respective Assembly Committee and appointed by the President. Administrators will be appointed by their representative on the President's Council. Support Staff and students will be selected in consultation with the Director of Human Resources.

Responsibilities

To consider and recommend policies in a specified area of authority

To consult with stakeholders named by the charging body as well as identify any other stakeholders the committee deems appropriate.

Procedures

Committees may receive charges from Administrative Officers or the Faculty Assembly. Charges include a specified task, timeline and stakeholders to be consulted. Committee progress reports are given to the group originating the charge. Communication about committee activities will be made available to the University community. Administrative officers are responsible to plan for the implementing of policies.

Ex officio members of all committees are non-voting members. Administrative Officers who are *ex officio* may designate someone to attend meetings on their behalf.

All-University Committees Information Chart

<u>Committee Name</u>	<u>Membership</u>	<u>Responsibilities</u>
Educational Outcomes Assessment Committee	<ul style="list-style-type: none"> • 5 faculty (appointed for 3-year term) • Chair: Vice President for Academic Affairs • Director of Institutional Research • Dean of Student Success • Director of Liberal Arts Core Assessment 	<p>Monitor the plan for systematic assessment of curricular, co-curricular and administrative aspects of the University.</p> <p>Review, interpret and distribute assessment data.</p> <p>Submit regular progress reports (minutes & pertinent committee documents) to originator of a charge.</p> <p>Present annual summary of committee work to Vice Presidents for Academic and Student Affairs.</p>
Innovative Technology in Education (ITEC) Committee	<p>Co-Chairs:</p> <ul style="list-style-type: none"> • Instructional Design Technologist and Deputy Director of Information Technology • 6 faculty appointed by Faculty Assembly • Student Government Association Representatives • 3 Deans from the Academic Schools • Registrar • Library Director 	<p>Serve in an advisory role to constituencies at the University on academic technology and learning Spaces</p> <p>Maintain a reciprocal role in communication to and from operational areas about academic technology needs and delivery</p> <p>Support processes and procedures related to instructional design, quality assurance for distance delivery and online course development, classroom upgrades including technology and furniture, technology hardware and software requests</p>

Strategic Planning Committee	<ul style="list-style-type: none"> • 4 faculty elected by Faculty Assembly • 1 faculty appointed by President • Chair of the Faculty Assembly • 2 administrative staff <ul style="list-style-type: none"> ○ 1 support staff ○ appointed for 2-year term • 2 students <ul style="list-style-type: none"> ○ appointed for 1-year term • President, <i>Ex-Officio</i> • Vice President for Mission and Justice • Vice President for Academic Affairs • Vice President for Finance and Administration • Vice President for Alumnae and Donor Relations • Vice President for Enrollment Services • Vice President for Student Affairs • Senior Director of Information Technology • Director of Institutional Research 	<p>Design and oversee the process for the development of a University-wide strategic plan.</p> <ol style="list-style-type: none"> 1) Develop the strategic plan based on the processes and in collaboration with University stakeholders. To that end, the committee will <ol style="list-style-type: none"> a) identify priorities, b) set timelines, c) and recommend resources. 2) Assist in implementation of strategic plan as needed. 3) Monitor and assess implementation of the strategic plan. 4) Evaluate the effectiveness of the overall plan regularly and updates the process as necessary. 5) Present annual update of strategic plan to University through University website and all-campus meeting if possible.
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Budget Committee	<p>Co-Chairs:</p> <ul style="list-style-type: none"> • All Members of President's Council • All Deans • 3 faculty appointed by the President • Senior Director of Business Office/Controller • Finance & Business Analyst • Executive Director of WLI; Corporate & Donor Relations • Associate Director of Information Technology • Senior Director of Human Resources • Director of Institutional Effectiveness • Director of Buildings & Grounds • Director of Undergraduate Admissions • Director of Public Safety • Director of Marketing & Communications • Director of Admissions Operations Team • Associate Director of Financial Aid • Director of Athletics 	<p>Serve as reviewers of all requested capital and operating requests from the campus.</p> <p>Discuss and prioritize all requests and make recommendations to the President about priorities in each category.</p>
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Making Changes and Updating the Governance Document Or Updating the Staff Handbook

1. Any member of the Mount Mary Community may submit a proposal for change in the governance document to any member in the appropriate government body.
 - Proposals that affect the entire University community are submitted to the President's Council.
 - Proposals that affect the faculty are submitted to the Executive Committee of the Staff Assembly.
 - Proposals that affect the administration are submitted to the President's Council.
 - Proposals that affect the support staff are submitted to the Staff Assembly.
 - Proposals that affect student governance are submitted to the Executive Board of Student Government.
2. The governing body will decide whether or not the proposal is a governance issue.
3. The person(s) who submitted the proposal will be notified in a timely manner regarding its

status.

- If the governing body does not take up the proposal, a reason will be provided and an alternative route may be recommended.
 - If the proposal is accepted, the respective governing body will decide if it requires the consent of that constituent assembly or whether it can be acted on in another way.
4. If the President's Council accepts a proposal and they determine that the matter needs approval by multiple constituent bodies, they will set up the appropriate process, e.g.
- Meetings for information sharing,
 - E-mail and/or hard copy of information,
 - Ballot voting on designated days or by ballot vote within each assembly.

Updating of the Governance Document and Handbook

The authority to make additions and/or deletions of information in these documents remains the right and responsibility the appropriate constituencies. To assist in the clerical work associated with this task and to assure consistency in the documents:

- All proposals for changes in governance policy must be submitted and approved by the respective governance body/constituencies.
- Hard copies will be available in the library archives.

III. Administration and Staff

Definitions

The Administrators of the University consists of Administrative Officers, Department Directors, and staff paid on an hourly basis who are appointed as Administrators. These Administrators are appointed to positions that involve one-half or more of their responsibilities in duties primarily associated with higher education other than teaching. Administrators can be both exempt and non-exempt employees.

The Officers of the University include the President, the Vice President for Administrative Services and Finance - CFO, the Vice President for Academic Affairs, the Vice President for Alumnae and Donor Relations, the Vice President for Enrollment Services, the Vice President for Student Affairs and the Vice President for Mission and Justice. Officers are exempt employees.

Employment Classifications

The following describes the employment classifications of employees at Mount Mary University:

Exempt: Exempt staff members are paid on an annual salary basis and meet FLSA (Fair Labor Standard Act) criterion for exemption classification. Exempt employees are not eligible to receive overtime pay.

Non-Exempt: Non-Exempt staff members are paid for hours worked on an hourly basis and meet FLSA (Fair Labor Standard Act) criterion for non-exemption. Non-Exempt employees are eligible to receive overtime pay for all hours worked over 40 per payroll week.

Employee Categories

The following describes the categories and classifications of employees at Mount Mary University:

Administration/Staff: An employee whose primary function and job responsibilities support the University in a non-teaching role. A staff employee's classification can be either exempt or non-exempt based on FLSA criterion.

Faculty: An employee whose primary function and job responsibilities support the University in a teaching role. All Faculty members are considered exempt employees based on FLSA criterion.

Student Worker: An employee who is enrolled at the University on a full-time or part-time basis who is associated with the University primarily in the pursuit of an academic degree.

Graduate Assistants: An employee who may or may not be enrolled at the University on a full-time or part-time basis who is associated with the University primarily in the pursuit of an academic degree.

Seasonal/Temporary Employee: An employee whose length of employment is not known or temporary in nature.

Employee Types

The following describes the employment types of employees at Mount Mary University:

Faculty

Full-time Faculty: Faculty member teaching 12 credits+ per semester.

Percentage Faculty: Faculty member teaching a proration of the full-time credit load. The percentage is based on the credit load the faculty member was responsible for.

Adjunct Faculty: Faculty member teaching occasionally as needed and contracted through the University.

Administration/Staff

Full-time Employee An employee that works a minimum of 30 average hours per week. Full-time employees are benefit eligible employees and are offered time off, health and other benefits

(see Benefits Summary for more specific detail). Employee working an average of between 30-39 hours per week are eligible for prorated time off benefits. Employees working an average of 40 hours per week will receive full time off benefits.

Part-time Employee: An employee that works under 30 average hours per week. Part-time employees working between 20-29.9 average hours per week are eligible for prorated time off benefits. Part-time employees working under 20 hours per week will receive no time off or other benefits and are considered non-benefit eligible.

Seasonal/Temporary Employee An employee that only works 4 months out of the year and is not eligible for benefits.

Note: A Personnel Action Form must be completed through the Human Resources office in order for an employee's classification to officially change.

Job Descriptions

Job Descriptions detail the responsibilities, qualifications, skills and abilities, and physical requirements for each job and as such required for all employees. Job descriptions provide a basis on which to develop and assess most employment-related activities. This includes hiring and promotion decisions, training and development, goal and expectation setting, and performance evaluation and appraisal, pay determination, and career developments. Mount Mary is committed to maintaining and updating job descriptions periodically. Job descriptions for each position are provided to every employee, and are also on file in the Human Resources Office. The job description is not an exhaustive list of each employee's responsibilities, and at any time, an employee may be requested to perform duties and responsibilities not specifically described in their job description. Employees are expected to be familiar with their job description, the expected standards of performance required for their position, and the position's place within the organizational structure of Mount Mary's employees. If you have any questions regarding your job description, they should be discussed with your supervisor.

Job Vacancies/Applications

When a position is vacated or becomes available through the formation of a new job, a notice of the vacancy will be posted on My Mt Mary for internal interest followed by posting on Mount Mary University's employment website.

Employment information submitted to Mount Mary University is subject to verification. Providing false information will be reason for non-acceptance or dismissal.

Employee Relations

Mount Mary is dedicated to continuing and supporting an excellent employee relations program. We work to maintain a good working and learning environment, competitive wages and benefits, open communication and employee involvement. Regular attendance at department, staff and committee meetings is expected. Informational emails contain important information and need to be read regularly and responded to in a timely manner, as appropriate.

Open Door Policy

Because of the importance of open communication and fair dealings, Mount Mary University is fully committed to an open-door policy. If you have a problem, making an effort to have it resolved as quickly as possible may prevent a minor problem from developing into a more serious situation. In many cases your supervisor may be in the best position to help you.

If for any reason your problem cannot be satisfactorily resolved at this step, or if you feel that you cannot discuss the situation with your supervisor, you are encouraged to contact the next level of supervision. The usual progression in reviewing a problem is as follows:

1. Supervisor
2. Supervisor's next level Manager
3. Director of Human Resources
4. Vice President
5. President

If a problem arises and you feel you cannot use normal channels, we want you to feel free to contact the Senior Director of Human Resources or seek out a person in management who you feel might be able to assist you. Discussions will be kept confidential to the extent possible given the possible need to investigate harassment claims, or protect the University or individuals.

Orientation

The employee orientation process helps new employees understand their job responsibilities and the department's and universities expectations, as well as how Mount Mary works and how to take advantage of the resources and benefits Mount Mary has to offer. Orientation will include a meeting with the Human Resources Department to complete employment papers, review benefits, present general safety information and go over the employee handbook.

Probationary Period

For every new employee, the first three months of employment is a probationary period. During this time, employees learn about Mount Mary, their job and new surroundings. During this time, your supervisor will also observe and evaluate your performance, attendance, attitude, and overall interest in the position. If a new employee fails to demonstrate the commitment, performance and attitude expected by Mount Mary, corrective training or instruction may be offered. During the probationary period, Mount Mary may terminate employment immediately, with or without cause or advance notice. Successful completion of the introductory period does not change or alter the "at-will" employment relationship and does not guarantee continued employment. You continue to have the right to terminate your employment at any time, with or without cause or advance notice, and Mount Mary has a similar right.

Performance Evaluations

While constructive feedback and open communication throughout the year is the heart of a healthy working environment, Mount Mary also conducts annual performance evaluations for all employees. Performance evaluations may be conducted more or less frequently as deemed

appropriate. The evaluation period generally runs from July 1st through June 30th of the following year. The evaluation period for an employee's first year of employment, runs from the employee's hire date through June 30th of the following year. Employees are expected to take an active role in the evaluation process.

Mount Mary believes that regular evaluations help employees achieve their greater potential. Accordingly, the purpose of the performance evaluation process is to:

- Facilitate meaningful communication between you and your supervisor regarding your work assignment, your supervisor's performance expectations, the department's goals, and your relationship with your supervisor.
- Improve your effectiveness and competency by identifying strengths as well as development needs and desires;
- Identify areas of unsatisfactory performance or areas in which improvement is needed;
- Counsel you regarding any concrete steps to be taken to improve your performance in these areas, including but not limited to issuing corrective actions and/or instituting performance improvement plans.

Prior to your performance evaluation meeting with your supervisor, you are expected to complete a self-assessment form. This form will aid both you and your supervisor to prepare for the meeting and will be added to your personnel file in Human Resources. The purpose of the self-assessment is to allow employees to identify what they believe have been their key accomplishments, and assess how they have fulfilled their job responsibilities over the past year, and outline projects/goals they would like to work toward in the coming year. When you've completed the self-assessment, your supervisor will assess your performance utilizing differences in assessment, areas for further development, and goals for the future. This meeting also provides you the opportunity to give feedback regarding your experience working for Mount Mary. Both you and your supervisor will sign the performance evaluation form and submit it to the Director of Human Resources.

Resignation

We ask that employees who are not in Supervisor or Leadership positions give at least two weeks' notice when ending employment with Mount Mary. If an employee is a Supervisor or in a Leadership position, they will be asked to give four weeks' notice. To be eligible for a vacation cashout upon their resignation, the employee must give the required notice period (either two or four weeks' notice) depending on their role.

Should an employee give less than the required notice period, they will not be considered rehirable with the University and will not be eligible to be paid out for unused accrued vacation time upon separation.

Please see the Human Resources department regarding continuing your health, dental or flex benefits after leaving our employment.

Rehire Policy

Employees who are rehired will be considered new employees in all areas, except when necessary for government regulated benefit offerings. Additionally, actual total work time will be considered for service recognition.

Exit Interviews

If you decide to leave your position with Mount Mary University, our Human Resources Department may ask you to complete an exit interview form or talk with you personally, in an effort to determine how we can improve the quality of work-life at the University.

Announcements of Life Events

Bereavement notices for all current students, campus community members or immediate family of campus community members may be announced through a separate notice coming from Marketing/Communications. Other significant life news (births, illness, etc.) may be posted on MMU announcements for immediate family as well as in-laws, grandparents and grandchildren. The message needs to come to Marketing via a Vice President who is responsible for the assurance that the person involved has given permission for the posting. Exemption may be approved by the University President.

Progressive Discipline and Dismissal

Mount Mary University does have certain expectations regarding performance. At times a supervisor/manager may need to use disciplinary action. Discipline may be issued as a verbal written counseling, written warning, followed by a final written warning with or without a suspension, followed by termination. The progressive disciplinary process is a formal four-step process.

- Verbal Written Counseling
- First Written Warning
- Second Written Warning, May Include Suspension
- Termination

These steps might not be followed, depending upon the nature and/or severity of the surrounding circumstances as well as the employee's past conduct and/or work record. One or more steps of the discipline process may be repeated or skipped as deemed appropriate. In some circumstances, immediate discharge may occur.

Causes for discipline include, but are not limited to, the following:

- A. Excessive absenteeism and/or tardiness.
- B. Unsatisfactory work performance.
- C. Failure to carry out the policies of Mount Mary University or the reasonable instructions of a supervisor or direct insubordination of a direct instruction given by a supervisor.

- D. Willful falsification or misrepresentation of any University records, including employment information.
- E. Unprofessional or disrespectful conduct including abusive or inappropriate language directed at the supervisor, another employee, a student or other person on campus.
- F. Theft or unauthorized removal of property belonging to Mount Mary University, a student or another employee.
- G. Willful damages to property belonging to Mount Mary University, a student or another employee.
- H. Unlawful manufacture, distribution, dispensation, possession or use of controlled substances in or on Mount Mary University owned or controlled property. See Drug-Free Workplace Policy.
- I. Unauthorized possession of a dangerous weapon in or on Mount Mary University owned or controlled property.
- J. Conduct that endangers the welfare of another employee, student or visitor.
- K. Sleeping or appearing to sleep on the job; abuse of time during assigned working hours.
- L. Unexplainable absence, including absence from your designated work area during your shift.
- M. Neglect of duty.
- N. Discourtesy toward a supervisor, coworkers, student or other person on campus.
- O. Harassment, including that based on race, color, religion, age, national origin, sex or other protected classification.
- P. Tampering with another employee's time card; or permitting another employee to adjust your time card.
- Q. Conviction for a crime related to your employment or profession.
- R. Unauthorized use of employer's equipment or materials for personal use.
- S. Failure to call by the start of your shift when unable to report for work or when you will be late.
- T. Disclosure of confidential information to unauthorized persons.
- U. Failure to wear Identification Badge, if required.
- V. Smoking in any campus building, or outside designated smoking areas.
- W. Fighting on University premises (any employee directly involved).

Mount Mary strives to treat each employee with respect, especially during difficult times such as an employment termination. Since each employee's circumstances are unique, the University gives careful consideration to minimizing the negative effects of the separation process on the employee, as well as on the entire University community. Reasons for a termination vary, as do the roles and responsibilities of each employee, all of which are factors in shaping the termination process in any particular instance. However, a core principle in every case is the preservation of the dignity of the human person, consistent with the mission of the University, in the decision to terminate and the way in which that decision is carried out.

Grievance Procedure

The University recognizes that individual work-related problems might arise and that most problems can be resolved between employee and supervisor. For problems that cannot be resolved in this manner, a formal procedure is available for employees to follow.

The levels of appeal which are available to the employee are a series of meetings between the employee and:

- The immediate supervisor
- The department supervisor
- The Vice President for the department involved
- The President, whose decision will be final.

The Senior Director of Human Resources and/or an appointee of the Senior Director of Human Resources will be involved and present for all meetings as the neutral third party helping to facilitate the meetings with the primary goal of conflict resolution.

To initiate this procedure, the employee should submit a written request to the immediate supervisor for a review meeting. At each step, the supervisor should make a decision and communicate that decision to the reporting employee within two weeks after the review meeting. If the employee is not satisfied with that decision, within one week after receiving this decision, the employee may request, in writing, a meeting for a review with the next level supervisor.

At any step in the procedure, the employee may choose and request the presence of another employee to assist in presenting the complaint.

The President will reach a decision within two weeks. Any time limit may be extended by mutual agreement.

Grievances against the President should be discussed with the Senior Director of Human Resources. The Senior Director of Human Resources will forward the complaint to the Board of Trustees. The Board of Trustees will review the complaint and provide the Senior Director of Human Resources and the employee a written decision regarding the complaint within ten (10) working days after completing the review.

Furthermore, complaints about harassment as defined by Mount Mary's policy on prohibited sexual and other unlawful harassment and discrimination will be investigated and resolved according to the Title IX Policy (See attached Appendix A).

IV. Compensation and Benefits

Definitions:

All employees hired and assigned to work 20 hours or more per week will be assigned a Full Time Equivalent ("FTE") and benefits will be awarded based on their applicable FTE category.

Full Time Benefitted Employee: An employee hired and assigned to work 30-40 hours per week

Part Time Benefitted Employee: An employee hired and assigned to work 20-29 hours per week

Non-Benefitted Employee: An employee hired and assigned to work fewer than 20 hours a week, student workers, Graduate Assistants, and Adjunct Professors.

Hours of Work

The core working hours for Mount Mary University's staff are dictated by the business need of the University. Generally, all departments are staffed between the business hours of 8:00am-5:00pm. Certain departments or positions may require different, adjusted, or extended working hours (early morning, evening and/or weekends) at various times of the year, dependent on department needs. Working hours specific to each employee will be mutually agreed upon prior to an employee's start with the University. Any schedule adjustments to an employees working hours will need to be approved by a supervisor. Vice Presidential approval is required for any schedule changes and University's operations will dictate any approval of any deviation of core working hours. Mount Mary reserves the right to adjust permanent working hours/schedule based on the business needs of the University at any time and for any reasons deemed necessary. This will be communicated with the impacted employee with appropriate notice and the employee can choose to accept the adjusted shift or voluntarily separate employment as a result of not being able to adjust their working hours to meet the University's needs.

Time Cards – Exempt and Non-Exempt Employees

Exempt and non-exempt employees must complete their electronic time cards for each pay period. It is the employee's responsibility to record their working hours and paid time off daily and submit (finalize) their timecards in accordance with the payroll schedule deadlines. To protect employees, as well as to maintain accurate records, employees may not complete time cards other than their own.

All supervisors are responsible for reviewing and submitting their employee's timecards by the appropriate payroll deadlines.

All time off requests (paid or otherwise) should be pre-approved by your department supervisor. Each department's method of requesting time off vary. Check with your supervisor for their approved method of time off requests. It is expected that any time off that is foreseeable be requested as soon as possible and with advanced notice. For unforeseeable time off requests, employee can submit those to their supervisor as soon as possible. The communication method for these requests, should be in writing and/or per the direction of the employee's supervisor. For example: supervisor might request their employee submit their time off request via a paper or electronic calendar.

Pay Periods – Overtime

All non-exempt staff are paid semi-monthly. Paydays are the 15th and the end of the month, except where holidays and off days may occur during this time (see payroll calendar). If payday would occur on a weekend, it will move to the Friday before the weekend. Payroll calendars are available from the Human Resources Department and/or Business Office and are located on MyMountMary intranet site.

All exempt staff are paid monthly. Paydays are the last day of the month, except where holidays and off days may occur during this time (see payroll calendar). If payday would occur on a weekend, it will move to the Friday before the weekend.

Mount Mary requires all employees except for work study employees to enroll in direct deposit. Direct deposit pay stubs are available for viewing on MyMountMary intranet site.

Generally, for non-exempt employees, overtime hours are to be kept to a minimum when possible. All overtime must be approved in advance by the employee's Vice President. If it is necessary for a non-exempt employee to work additional hours, as requested by the department supervisor, the supervisor will try to arrange for the employee to adjust their working hours within the same payroll week (Sunday-Saturday). (e.g., if you are fulltime and you worked ten hours on a Monday rather than the usual eight, you would work two hours less before the end of that week.)

Non-exempt employees will be paid time and one-half for any hours worked in excess of 40 hours in a payroll week (Sunday-Saturday). Mount Mary's work/payroll week is Sunday through Saturday. Holiday pay, vacation days, Gift of Time days, compassionate leave, jury duty and sick days do not count toward actual hours worked, for the purpose of computing overtime.

All exempt staff are ineligible for overtime pay except in cases where government regulations require it.

Telecommuting (Working from Home)

Employees are eligible to be granted short term telecommuting (work from home) privileges per the approval of their Vice President. This is granted on a case by case, limited term basis. Approval will be granted based on the business needs of the department and individual circumstances surrounding the request. Generally, this privilege is granted for employees with a specific "reason" for the need to work from home on a particular day.

It should be noted that in order for telecommuting working time to be considered compensable working time, the employee needs to be completing work duties during the working time versus personal tasks. Personal errands, chores, housekeeping and childcare responsibilities are not

considered to be in the scope of compensable working time.

Rest Periods and Lunch Breaks

While not required under federal or state law, Mount Mary realizes that taking a break from work duties is an important part of staying productive and engaged. Depending on the length of your shift, a lunch break and/or one to two rest periods may be offered. Employees must punch/sign out for their one-half hour lunch break as this is unpaid time. Rest periods are 15 minutes and employees are not required to punch out for these breaks; as paid time employees must remain on campus during those breaks.

As break times are not required, their continuance can be jeopardized by abuse of the privilege. Please check with your department supervisor to be sure of the rest periods and lunch break for your shift. On occasion, the needs of the department may be such that supervisors will request employees to work through rest periods and/or lunch breaks. If the schedule is too busy for a lunch break to be taken, the supervisor will note this on the time card and may arrange for the employee to leave 1/2 hour early.

Reporting of Absences

If an employee cannot report to work as scheduled, they must notify their supervisor before the start of the shift. A supervisor may request a doctor's certification for absences of more than three consecutive days. In general, in the event that the University needs clarification on physical work restrictions or should the University deem it necessary to review documentation to support patterned or continued sick time use a doctor's note may be required.

An employee must notate all time off on their timecard appropriately. This includes: vacation, personal time off, illnesses/sick time/FMLA/leave time, holidays, funeral leaves, Gift of Time and jury duty, whether prearranged or not. It is expected that for foreseeable time off, that an employee notifies their supervisor with advanced notice and seeks approval for the time off. For unforeseeable time off, an employee must notify their supervisor as soon as they are aware they will need time off.

The University offers our benefit eligible employees a rich amount of sick time off annually, as such, the expectation is that it is used in alignment with our policy and with integrity. In general, should an employee be taking an excessive and/or patterned amount of time off or engage in abuse of this benefit, the University reserves the right to engage in the formal disciplinary process.

If an employee fails to report for work without notifying the department supervisor for three or more days, the University will consider that the employee has voluntarily resigned from his/her position.

Vacation Time

Full Time Benefitted Employees and Part Time Benefitted Employees will receive prorated vacation hours based on their FTE as noted in the table below. Vacation hours will be deposited into their Vacation account at the beginning of each fiscal year.

Benefit Eligibility	Hours hired and assigned to work per week	FTE	Vacation in hours per fiscal year
Full Time Benefit Eligible	40	1	160
	36-39	0.9	144
	32-35	0.8	128
	30-31	0.75	120
Part Time Benefit Eligible	24-29	0.6	96
	20-23	0.5	80

Although all hours of an employee's annual vacation award are deposited on July 1 for purposes of convenience and ease of use by employees, vacation is accrued on a monthly basis. Any vacation time used in excess of vacation time accrued must be paid back if the employee decides to leave Mount Mary University. Employees accrue vacation monthly at a rate of 1/12 of their annual allowance.

Vacation time will be deposited into each employees' vacation account on July 1 to be used by the employee as coordinated with and approved by the employee's supervisor. All vacation time taken must be pre-approved by the employee's supervisor and recorded on an employee's timecard. Except for special situations, vacation must be requested no earlier than 90 days and no later than 7 days prior to the requested vacation dates.

Employees are not allowed to take unpaid vacation. Vacation requests with hours in excess of the balance in an employee's account will be denied.

New employees' vacation hours will be prorated upon their hire to reflect when they began their employment in relation to the start of the fiscal year. *For example:*, a 1.0 FTE who starts January 1, 6 months into the new fiscal year, will be awarded 1/2 of the annual 12 month vacation allotment, or 80 hours of vacation. For purposes of proration, a new employee will receive a full month's vacation proration if they start before the 15th of the month and a half a month's proration if they start after the 15th of the month.

Employees hired to and assigned to work fewer than 20 hours per week will not be awarded any vacation time.

Mount Mary University allows up to one (1) week of vacation hours to be carried over into the new fiscal year. Those hours must be used by September 30th of the fiscal year they roll into or they will be forfeited.

The employee does not need to submit a special request to carry over hours, it will be done so automatically. Carried Over vacation hours will always be used first before newly accrued vacation time. Jenzabar will automatically use Carried Over vacation time when documenting vacation, so no special vacation request is needed to use Carried Over vacation hours.

Vacation Cashout at the End of Employment

At the end of employment with Mount Mary University, any employee that has unused, yet accrued vacation will be allowed to cash out up to two weeks of that vacation balance if:

1. The employee has been employed by Mount Mary University for at least a year, and
2. The employee is in good standing with Mount Mary University, and
3. The employee gives and works a full two week notice period

The vacation balance calculation will be prorated based on the date of separation. For purposes of proration, an employee will receive a half a month's proration if their last day worked is before the 15th of the month and a full month's vacation proration if their final day of work is after the 15th of the month. If the employee has already used more than the vacation time they have accrued up to their last day of employment with Mount Mary University, reimbursement to the University for that vacation pay will be taken out of his/her last paycheck.

For purposes of this policy only, an employee leaving employment at Mount Mary University working during a notice period that spans two fiscal years will not have their vacation balanced reduced by the rollover of the fiscal year.

Vacation balances will not be paid out in the case of involuntary termination for cause.

The last two weeks of employment, typically given as professional notice, is an important time of workload transition. Often the department needs the separating employee to be present for cross-training purposes and to ensure a smooth shift of duties. The University reserves the right to decline vacation time off requests made during the last two weeks of employment. Any unexcused or unscheduled absences on the final days of the notice period will result in the final day of employment being retroactively moved to the final day worked. If an employee's notice period becomes less than two weeks due to unscheduled absences and a retroactive reassignment of their final day worked, no vacation hours will be paid out.

Holidays

All benefit-eligible employees are eligible for 13 1/2 paid holidays to include: New Year's Day, Martin Luther King Jr. Day, the Thursday before Good Friday (1/2 Day), Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Day After Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day. Employees will also be able to choose one Floating Holiday per year so that they can celebrate the faith or cultural holiday of their choosing.

All benefit eligible employees will be paid their regular wage based on the number of hours the employee is typically scheduled to work on that day if holiday falls on their day of assigned work. (Note: Although assigned days of work are not changed to obtain holiday pay, reassignment of workdays, necessary to complete specific responsibilities for the good of the University, can be made by the immediate supervisor within the pay period in which a holiday occurs.)

Non-Benefitted Employee: are not eligible for holiday pay.

Some employees such as such as engineers, security officers, and building and grounds staff may be required to work holidays. Please see the section on “Pay for Working a Holiday” for details.

Employees must work the last scheduled day before and the first scheduled day after the holiday to receive holiday pay. If an employee is absent on a holiday he/she is scheduled to work, he/she may not receive holiday pay.

***Note:** "Scheduled day" refers to a day your supervisor expects you to report for work; this does not refer to a prearranged day off.

If a holiday falls within the employee’s regular work week and on one of the employee’s regularly scheduled work days but the supervisor has decided that your office will be closed, the employee is still eligible to receive holiday pay.

If a supervisor determines it is in the best interest of his/her department to shift the schedule of a part-time benefit eligible employee around a holiday, (e.g. rather than working 3 days each week, the employee will work 1 day the week of the holiday and 5 days the week after the holiday) this will not jeopardize an employee's holiday pay.

While President’s Council may make changes when necessary, generally Holidays will be observed as follows: If the holiday falls on a Saturday it will be observed on the preceding Friday and if the Holiday falls on a Sunday it will be observed on the following Monday.

Gift of Time

The University is typically closed between Christmas Day and New Year’s Day annually. All benefit eligible employees could receive an additional three (3) to four (4) days off during this time off. The closure of the University and the “Gift of Time off with Pay” is decided annually by the President.

Pay for Working a Holiday – Non-Exempt

In some departments, a supervisor may determine that it is necessary for a non-exempt employee to work on a holiday or during a holiday break. Pay for hours worked on Mount Mary Holidays (those outlined in the “Holidays” section of the handbook) will be paid at holiday pay (regular hourly rate) for a full working day based on the employee’s typical working hours. Additionally, the employee will be paid at time-and-one-half (essentially the employees’ overtime rate of pay) for all hours worked on the holiday. This benefit is for benefit-eligible non-exempt employees only. **Please note, this benefit does NOT apply to any employee or department that is typically and routinely scheduled to work on holidays as a part of their normal working schedule (i.e. Public Safety).

Hours worked for all Mount Mary “Gift of Time” Holiday days (those provided as an extra benefit from the President’s office and not included in the “Holidays” section of the handbook) will be paid at their regular hourly pay for all hours actually worked on the “gift of time” day. The employee will receive holiday pay (at their regular hourly rate) for any remaining hours (not worked) up to the employees’ normal work hours for that day. For example: An employee typically works an 8-hour shift. The employee works 6 hours on a ‘gift of time’ day and will receive 6 hours of regular pay at their regular rate of pay and 2 hours of holiday pay at their regular rate

of pay; to equal an 8-hour shift. In addition, the employee will be given extra vacation hours, equal to the actual number of hours worked, to be used at a later date in accordance with the vacation policy. This applies to all benefit-eligible non-exempt employees. **Please note, this benefit does NOT apply to any employee or department that is typically and routinely scheduled to work on holidays as a part of their normal working schedule (i.e. Public Safety).

Sick Time

Full Time Benefitted Employees and Part Time Benefitted Employees will receive prorated sick time hours based on their FTE as noted in the table below. Sick time hours will be deposited into their sick time account at the beginning of each fiscal year.

Benefit Eligibility	Hours hired and assigned to work per week	FTE	Sick in hours per fiscal year
Full Time Benefit Eligible	40	1	160
	36-39	0.9	144
	32-35	0.8	128
	30-31	0.75	120
Part Time Benefit Eligible	24-29	0.6	96
	20-23	0.5	80

Sick time may only be taken for the following reasons:

1. The employee's personal illness and to care for a person for whom the employee is the primary caregiver,
2. Doctor appointments for employees and their immediate family members, defined as spouses, children, step-children, parents and parents-in-law
3. Time for recovery and bonding post birth or adoption for parents

If an employee is absent due to illness for 3 consecutive business days or more, they will be required to provide a doctor's note documenting the reason for their absence.

Unused sick time is not eligible for pay out upon separation of employment.

Please note: employees with serious health conditions may be eligible for Family Medical Leave. Please review the FMLA section of this handbook and/or reach out to Human Resources with questions if you believe you may be eligible for leave under FMLA.

Eligibility for Health, Dental & Vision Insurance

Participation in Mount Mary's health, dental and vision insurance coverage is available to only Full Time Benefitted Employees. Coverage for Full Time Benefitted Employee who timely enroll begins the first day of the month coincident with, or following, the employee's date of hire, provided that a signed election form is received. This benefit remains intact through the end of the calendar year and cannot be changed unless an employee has a qualifying life event as defined by law. Employees can make benefit election changes during the annual open enrollment period (usually occurring in Fall) that are effective for the next calendar year.

Upon leaving the University, employees will keep their current insurance designations until the end of their separation month. Employees may continue participating in the health, dental and vision insurance plan through COBRA offerings and in accordance with current COBRA laws, and will personally assume the full payment of the premium in the event that they enroll in COBRA. For more information, contact Human Resources.

Flexible Spending Plan Benefits

Full Time Benefitted Employees and Part Time Benefitted Employees are eligible to enroll in a (Flex 125) "Flexible Spending" or "Dependent Care" account whereby employees pay for out-of-pocket health, dental, vision and/or dependent care costs on a pretax basis. An employee determines how much to deposit into his/her account(s) up to IRS maximum.

Eligible employees are eligible to enroll in a "Flexible Spending" or "Dependent Care" the first day of the month coincident with, or following, the employee's date of hire, provided that a signed election form is received or during open enrollment.

Every Fall there is an open enrollment for our flexible spending plan program, which runs from Jan. 1 - Dec. 31 of each year. This benefit election must be re-enrolled in annually during open enrollment.

Retirement Savings Plan

Full Time Benefitted Employees and Part Time Benefitted Employees may participate in our 403 (b) retirement plan on the first day of the month coincident with, or following, the employee's date of hire, provided that a signed election form is received. The plan will only be offered to those with expected annual service hours of 1,000 hours without a break and those whom have attained the age of 18.

Employees may select a percentage-based contribution amount of their gross base wage income as defined by the Plan document.

Mount Mary offers a discretionary "employer match" for those employees that have worked at Mount Mary or another institute of higher education for a minimum of two (2) years of service at Mount Mary or another qualified institution of higher education. If an employee has worked

two years at a previous institute of higher education, verification of employment history is required to qualify for the match. . The discretionary match can change annually and in alignment with Mount Mary's fiscal year. Any changes of the match will be communicated in June for a July 1st effective date of change.

Summaries of the plan, specific details and more information are available from the Human Resource office.

For purposes of the participation requirements, the term "year of service" means a 12-month period starting with your date of employment--or anniversary date of employment--during which you complete 1,000 or more hours of service. If you do not complete 1,000 or more hours of service by the first anniversary of employment, the hours completed do not count toward establishing a year of service for the discretionary match. You must make a new start toward meeting the hour's requirement during the second year of employment.

Note: See Human Resources for more information on eligibility associated with previous work at another educational institution.

Long-Term Disability

Full Time Benefitted Employees may enroll in a Long-Term Disability Plan (LTD) on the first day of the month coincident with, or following, the employee's date of hire, provided that a signed enrollment form is received. This benefit begins after 180 days of calendar disability. Premiums are based on the employees' wages and Mount Mary University contributes half of the monthly premium. Please see the Human Resources office for a summary of the plan.

Basic Employee Life and Accidental Death and Dismemberment Insurance

Mount Mary provides basic Employee Life and Accidental Death and Dismemberment (ADD) insurance at no cost to Full Time Benefitted Employees. The benefit amount is equal to the employee's annual salary, rolled up to the nearest \$1,000 increment with a maximum benefit of \$50,000.

Tuition Waiver

The primary purpose of the Mount Mary University tuition program is to guarantee that those employees who have made a commitment to Mount Mary have the opportunity for personal enrichment and can provide for their dependents a Mount Mary University education regardless of salary/wage level.

The opportunities and conditions for the tuition waiver program are generally available on a year to year basis. However, the administration reserves the right to change, adapt, or adjust the conditions and requirements as fiscal and environmental factors change. Tuition waiver is offered as a fringe benefit for those who meet the requirements and is available through the

Human Resources office. Prior to the first course, employees and/or dependents must file an application form with the Admissions Office and be accepted to the University.

Tuition waiver ends upon termination of employment at the University. The employee will be allowed to complete any classes they are currently registered for in the semester with which they are terminating.

Full-Time Exempt and Non-Exempt Staff

- a) After 3 months of employment, full-time benefit eligible employees may register for up to 8 graduate, doctoral or undergraduate credits per semester, including summer, on a space-available basis.
- b) Some specialized or practicum-type courses, such as music lessons, tutorials, field internships, etc., are not included in this tuition program.
- c) A tuition waiver form must be submitted with the registration form each semester. Forms can be obtained from Human Resources.
- d) All fees other than tuition and general fees are the responsibility of the employee. (Lab fees are excluded from Tuition Waiver).
- e) Classes should be taken outside the employee's normal work hours. If taken during work hours, prior approval of the supervisor and respective Council Member must be given.

100% undergraduate tuition waiver and 50% graduate tuition waiver will be granted to **spouses and dependents** (as defined by the IRS) **of full-time employees** (those working an average of 30 hours or more per week annually) upon the following conditions:

- a) After 3 months of employment, spouses and/or dependents may register for up to 8 graduate or doctoral or 18 undergraduate credits per semester, including summer, on a space-available basis.
- b) Application for admission to the University must be made through the Admissions Office following the regular admission process.
- c) For dependents attending as full-time students, filing a Financial Aid Form (FAF) each academic year is a prerequisite for obtaining tuition waiver benefits. In the event that a student is receiving financial aid in addition to the University tuition waiver, the University reserves the right to determine the amount of the benefit. Note: For spouses attending as full-time students, a Financial Aid Form only needs to be completed the first year.
- d) Part-time students may not get tuition waiver for specialized courses indicated in (c) above.
- e) Cost of all fees and books are the responsibility of the student.
- f) For graduate level courses, there is no tuition waiver on specialized or practicum-type courses.

Part-Time Benefit Eligible Exempt and Non-Exempt Staff

- a) After 3 months of employment, part-time benefit eligible employees (those working between 20-29.9 hours per week annually) may register for up to 4 graduate, doctoral or undergraduate credits per semester.

- b) All other stipulations are the same as for full-time employees.
- c) Dependents of part-time employees are not eligible for tuition waiver benefits.

Classes taken by employees should be taken outside the employee's normal work hours. If taken during work hours, prior approval of the supervisor must be given, and arrangements made to complete work normally accomplished during that time.

CIC Tuition Exchange

Mount Mary University participates in a network of CIC (Council of Independent Colleges) member institutions willing to accept students from employee families of other colleges and universities on the same basis as each institution accepts other students. Each institution in the network agrees to import a limited number of students from other participating schools on a tuition free basis. Imported students are responsible for all other non-tuition charges (room, board, fees, etc.)

The following conditions apply:

- a) Applicants must first be admissible to the host institution in accordance with regular institutional admission standards and will be notified of the same.
- b) Applicants are required to complete all host institution requirements for filing of financial aid forms and award notices.
- c) Tuition Exchange Benefits will automatically be terminated if either the employee drops below eligibility guideline established by the importing institution or the importing and/or exporting institution fail to renew their membership to the Council of Independent Colleges or pay the Tuition Exchange administrative fee.

To apply for this benefit, an application and proof of dependent eligibility (as needed) must be submitted to the Human Resources department. Human Resources personnel act as the Tuition Exchange Liaison Officer for this program. The tuition exchange benefit ends upon termination of employment at the University. The employee will be allowed to complete any classes they are currently registered for in the semester with which they are terminating.

Courtesy Tuition Discounts

Courtesy tuition discounts will be granted to the following:

- a. As a courtesy to the School Sisters of Notre Dame, Mount Mary University will grant two international SSNDs a complete tuition and fees waiver for study toward a baccalaureate and/or a master's degree. The waiver will continue throughout the semesters and summers of study until the degree is awarded. Only two SSNDs may be in attendance as students at any one time.
- b. Alumnae with a baccalaureate degree from Mount Mary receive a 50% reduction on a maximum of 4 undergraduate credits each semester. They receive no reduction on graduate courses and this discount does not apply to summer session.

- c. School Sisters of Notre Dame not employed by Mount Mary University may take up to a maximum of 8 undergraduate or graduate credits each semester gratis on a space available basis. This discount does not apply to summer session.
- d. Senior citizens (62 or over) receive a 50% reduction for the first 4 undergraduate or graduate credits each semester. This does not apply to summer session.
- e. Retired former faculty and staff who are 62 or older and have worked at Mount Mary University at least 7 years full-time may take up to 8 undergraduate credits gratis each semester on a space available basis. Former employees who worked at least 7 years part-time (teaching at least 6 credit hours per semester or working an average of 20 or more hours per week) may take up to 4 undergraduate credits gratis each semester on a space available basis. This does not apply to summer session.

Discounts cannot be combined and do not apply to fees (except for letter “a” above). Please see the summer bulletin for information regarding summer discounts.

Professional Development

Mount Mary employees may take courses, at Mount Mary or another institution, which the employee's supervisor and appropriate Vice President consider beneficial for enhancing the staff member's skill and ability related to the current position or as preparation for new job responsibilities with Mount Mary University; the following conditions apply:

- Prior approval for the class must be given by the supervisor and appropriate Vice President.
- Tuition, books and fees associated with the course will be paid by Mount Mary University.
- The class may be taken during the employee's normal working hours.

Guidelines for Longevity and Retirement Recognition by Mount Mary University

a) **Recognition Luncheon** - Mount Mary University celebrates employee's longevity each year luncheon which pays tribute to those employees who have given 10, 15, 20, 25, 30, 35 or 40 years of service to the University. For employees who are rehired, actual total years of service will be considered for service recognition.

b) **Retirement Celebration** - Any employee who has a minimum of 2 years of service and retires will be honored at an all-University function and will be eligible for certain "Courtesies" - (see Human Resources for this list). Employees retiring from Mount Mary but are still going to be working for another employer, are not considered retirees.

The recognition as stated, does not preclude that any employee leaving Mount Mary University for any reason cannot be honored or recognized by the individuals they either worked for or are associated with, at Mount Mary University. Employees who are re-hired will be considered for service recognition based on total actual years of service.

Workers' Compensation

Details concerning eligibility for Worker's Compensation may be obtained from Human Resources. Under this program, the University pays the premium to an insurance carrier to provide such benefits to all employees. When and if an employee is injured while working, they must report the injury to the public safety office immediately.

Library

The Human Resources Office will assist any Mount Mary employee to obtain an identification card for the purpose of checking out books, audio tapes, or video tapes from the Library.

Fitness Center

Mount Mary employees may use our Fitness Center according to the schedule posted in the Fitness Center, located in the lower level of Caroline Hall. Please contact our Facilities Coordinator if you need instruction on the use of the equipment or further information. Guests or children of employees are not permitted in the Fitness Center.

Food Service

Mount Mary partners with a food service provider to for cafeteria and catering services to the Mount Mary University community. Generally, cafeteria meals are served in the alumnae dining room Monday through Friday, and in the University dining room on weekends. Both dining rooms are located on the first floor of Caroline Hall. Hours of operation are posted at the entrance to the dining rooms.

The Cyber Café eatery is located on the lower level of Gerhardinger Center. Hours of operation and pricing is posted in the Café.

There vending machines in various locations on campus.

Mail Room

The Mount Mary University Mail Room is located on the lower level of Bergstrom Hall. Employees may purchase stamps, envelopes, and send packages by UPS, airmail, overnight or priority mail.

V. Time Away from Work Family and Medical Leave – Wisconsin & Federal

Statement of Policy

It is the policy of Mount Mary University to comply with the requirements of the State of Wisconsin and Federal Family and Medical Leave Acts (FMLA). Generally, an eligible employee will be granted up to 12 weeks of FMLA leave during a 12-month period on a rolling-backward basis. The leave may be paid, unpaid or a combination of paid and unpaid, depending on the reason for the leave and the benefits for which the employee may be eligible. This policy will be administered in compliance with the National Defense Authorization Act of 2008 as it amends the Family and Medical Leave Act of 1993, and the new regulations implementing the Family and Medical Leave Act of 1993 effective January 16, 2009.

The State and Federal laws differ in a number of areas, and the University will comply with both. When the reason for a leave qualifies under both State and Federal law, the following rules apply:

- The employee is deemed to be exhausting his/her entitlement under both laws concurrently; and
- The provision(s) most generous to the employee will apply.

The taking of leave under this policy will not be used against an employee in any employment decision, including the determination of promotions, discipline, compensation, etc.

Eligibility

To be eligible for Federal leave under this policy, an employee must have been employed by the University for at least 12 months. Periods of employment preceding a 7-year break in service do not count toward the 12 months of employment unless the break in service was due to National Guard Service or Reserve Military Service, or where otherwise provided under written agreement. In addition, in the 12 months immediately preceding the commencement of the leave, the employee must have worked at least 1250 hours:

- To be eligible for Wisconsin FMLA leave under this policy, an employee must have been employed by the University for more than 52 consecutive weeks and compensated for 1,000 hours during the 52-week period immediately preceding the commencement of the leave.

The University will inform employees requesting leave whether they meet the basic eligibility requirements for State and Federal FMLA leave. At the same time, the University will inform the employee of any additional information required to verify that the need for leave is for an FMLA qualifying reason and the employee's right and responsibilities while taking FMLA leave.

Amount of Leave Available

As stated above, an eligible employee is generally eligible for up to a total of 12 weeks of protected leave within a rolling-backward year for any combination of reasons. It is possible that an employee could qualify for leave only on the basis of hours worked under the Wisconsin law, which generally covers shorter periods of time than the 12 weeks provided by Federal law. These situations will be discussed on a case-by-case basis with affected employees.

Types of Leave Covered

A. Birth or Placement for Adoption or Foster Care

Family leave will be available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Such leave must generally be completed within 12 months of the birth or placement (the leave must commence within 16 weeks of the birth or placement for leave taken only under Wisconsin law). Wisconsin law permits up to 6 weeks of leave in a calendar year for this purpose.

B. Serious Health Condition of Employee

An eligible employee who experiences a serious health condition as defined by the State and/or Federal law may take medical leave under this policy. A serious health condition is an illness, injury, impairment, or physical or mental condition for which the employee:

- Receives inpatient care in a hospital, hospice or nursing home;
- Suffers a period of incapacity of more than three consecutive full calendar days accompanied by continuing treatment/care by a health-care provider;

Subject to certain conditions, the continuing treatment requirement must be met by the period of incapacity combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment; or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Medical leave may be taken all at once or, when medically necessary, in smaller increments. The need for leave must be documented by the employee's treating health-care provider through the medical certification process.

An employee may be paid for all or part of a medical leave to the extent s/he is eligible for benefits such as short-term disability or sick time.

A fitness-for-duty statement will be required in order for an employee to return from a medical leave. Failure to provide the statement may result in a delay in the return to work. Wisconsin law permits up to 2 weeks of leave in a calendar year for this purpose.

C. Serious Health Condition of Immediate Family Member

An eligible employee may take family leave under this policy in order to care for a son, daughter, spouse or parent with a serious health condition (see above section for general definition). (The Wisconsin FMLA also covers the serious health condition of an employee's parent-in-law, domestic partner (registered or unregistered) and domestic partner's parent.) This leave may be taken all at once or, when medically necessary, in smaller increments. It will be necessary for the family member's treating health-care provider to document the need for leave through the medical certification process. An employee may be required to provide certification of domestic partner relationship.

Wisconsin law permits up to 2 weeks of leave in a calendar year for this purpose.

D. Qualifying Exigency for Military Family Leave

An eligible employee may take family leave under this policy while the employee's spouse, son, daughter, or parent (the "covered military member") is on active duty or call to active duty status requiring deployment to a foreign country for any qualifying exigency under Federal law. A qualifying exigency may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. This leave may be taken all at once or, in smaller increments. However, the Federal FMLA does not provide for a full 12 weeks of leave for all types of qualifying exigencies. It will be necessary to submit a complete and sufficient certification for FMLA leave due to a qualifying exigency.

Notice of leave for a qualifying exigency must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

E. Leave to Care for a Covered Servicemember with a Serious Injury or Illness

An eligible employee may take up to 26 weeks of family leave in a single 12-month period under this policy to care for the employee's spouse, child, parent, or next of kin who is a covered servicemember that incurs or aggravates a serious illness or injury while in the line of duty on active duty. A "covered servicemember" is a servicemember who incurs (or aggravates) an illness or injury in the line of duty on active duty that renders the servicemember medically unfit to perform the duties of his/her office, grade, rank, or rating. A covered servicemember must also be a current member of the Armed Forces, including a member of the National Guard or Reserves, or, the National Guard or Reserves who is on the temporary retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or a veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. This entitlement will be applied on a per-covered-servicemember, per-injury basis. It will be necessary for the covered servicemember's treating health-care provider, as defined by law, to document the need for leave through the medical certification process. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no more than a total of 26 weeks of leave during the single 12 month rolling backward period.

Notifying the University of the Need for Family or Medical Leave

Generally, an application for leave must be completed for all leave taken under this policy. When the need for leave is foreseeable, the employee should provide notice at least 30 days in advance. When this is not possible, notice should be provided as soon as the employee learns of the need for leave. In cases of emergency, verbal notice should be given as soon as possible (by the employee's representative if the employee is incapacitated), and the application form should be completed as soon as practicable. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay of the leave. Leave application forms are provided by the Human Resources Department.

If the employee is capable of complying with the University's normal call-in and reporting procedures or arranging for the University to receive timely notice of the employee's absence and fails to do so, the University may delay or deny the FMLA leave.

Calling in “sick” does not qualify as FMLA leave. An employee must provide sufficient information regarding the reason for an absence for the University to know that protection may exist under this policy and the timing and duration of the leave. Sufficient information may include that, because of a serious health condition, the employee is unable to perform job functions, a family member is unable to perform daily activities, or the employee or family member require hospitalization or continuing treatment. Sufficient information may also include circumstances supporting the need for military family leave. The University may then collect other information from the employee to properly determine whether the absence will be treated as FMLA leave. Failure to provide this information as requested will result in the employee’s forfeiting all rights under the policy. This means the absence may then be counted against the employee for purposes of discipline for attendance, etc.

If the employee is seeking leave for a FMLA-qualifying reason for which the University has previously provided FMLA protected leave to the employee, the employee must specifically refer to the qualifying reason for leave or the need for FMLA leave which previously has been taken or certified. Failure to do so may result in the delay or denial of FMLA approved leave.

Medical Certification of a Serious Health Condition

Generally, the University will require medical certification to verify that an employee or family member’s illness meets the definition of serious health condition and to determine the nature and duration of the leave. In the case of a family illness, the provider must also verify that the employee is needed to care for the family member.

Periodic recertification to verify that a condition is ongoing may be required as provided by the law.

The appropriate form should be obtained from the Human Resources Department and must be returned within 15 days. If the employee cannot comply with this deadline, the employee must contact Human Resources and request an extension prior to the date the form is due. The University has discretion on whether an extension will, in fact, be granted. Failure to provide this certification may result in delay or denial of the leave.

Additional Certifications

If the University has reason to question the validity of a medical certification, an employee may be required to provide a second certification from a health-care provider selected and paid for by the University. If the second opinion differs from the first, a third opinion may be required. The health-care provider for the third opinion must be mutually chosen by the employee and the University and paid for by the University. The third opinion, by law, is binding on all parties.

Use of Paid and Unpaid Leave

Both State and Federal FMLA mandates that an employer provides unpaid leave to eligible employees. However, an employee or employer may elect to substitute a paid benefit for which the employee is eligible in order for the employee to receive pay during the leave. In some cases, the University may require that benefits, such as vacation or sick time, be used before the employee may take unpaid time. When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave, and those benefits will not be available to the employee later. Similarly, substitution or use of paid leave does not extend the amount of FMLA leave available to an employee, it provides for pay. When paid

benefits are substituted, the employee may be required to satisfy any procedural requirements of the organization's paid leave policy (for example, advance notice to use paid leave, use of paid leave in established increments, etc.). The University will not require substitution where the employee is taking leave under Wisconsin's FMLA.

In cases where substitution of a paid benefit is not possible, the employee will receive reduced compensation consistent with the number of hours the person actually works.

As appropriate, employees on medical leave (for the employee's own serious health condition) may simultaneously be eligible for and receive disability or worker's compensation benefits. In such cases, disability and worker's compensation leaves of absence will run concurrently with FMLA leave.

Intermittent or Reduced Schedule Leave

Intermittent and/or reduced schedule leave will be permitted when it is medically necessary and for qualifying exigencies, if an employee wants to take FMLA for birth or placement for adoption or foster care on an intermittent basis, the employee should discuss with Human Resources. Such a request may not be granted in all instances. In all cases, the total amount of leave taken in one year should not exceed the 12 weeks defined earlier in this policy.

Intermittent and reduced schedule leave for planned medical treatment should be scheduled with minimal disruption to an employee's job. To the extent an employee has control, medical appointments and treatments related to a serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

Where leave is taken on an intermittent or reduced schedule basis, the University may, in some cases, transfer an employee to an alternative position, with equivalent pay and benefits, in order to better accommodate the need for intermittent or reduced schedule leave.

Benefit Continuation During Leave

Employees may elect to continue group health insurance while on leave in the same manner as if the employee had continued working. Employees will be required to continue to pay their portion of the premium as if they had continued working. Other employment benefits, such as group life insurance, AD&D, etc., will also be continued during the leave, so long as the employee continues to pay any required contribution. If an employee has pay substituted for otherwise unpaid FMLA leave or has appropriate pay available, the employee contribution toward the premium will be deducted as part of a normal payroll deduction, to the extent permitted by law. To the extent a payroll deduction is not available to fully cover the employee contribution, the employee must make the appropriate premium payment no later than the pay day to which coverage relates. If an employee does not make the appropriate employee contribution to the cost of a group health plan coverage within 30 days of the payment's due date, the employee's group health benefits will cease. Payment arrangements will be discussed with individuals upon their request for leave.

Use of FMLA leave will not result in the loss of any employment benefit that accrued to an employee prior to the start of an employee's FMLA leave.

Rights Upon Return from Leave

An employee who takes leave under this policy will be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist under other company policies. The law provides that an employee has no greater rights upon a return from leave than the individual would have had if s/he had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work. In such cases, the official date of the layoff will mean the end of FMLA leave for the employee. If the employee is recalled, if FMLA leave is still required, it may then continue.

Worker's Compensation Absences

When an employee is absent due to a work-related illness or injury which meets the definition of a serious health condition, the absence will be counted against the employee's allotment of FMLA leave under Federal law. In other words, the employee is using Federal FMLA leave concurrently with the worker's compensation absence.

Early Return from Leave

An employee who wishes to return to work earlier than originally anticipated should provide at least two day's notice of such request. A fitness-for-duty certification may be required.

Miscellaneous

The Wage and Hour Division of the U.S. Department of Labor is the federal agency that regulates the Federal FMLA. Federal law makes it unlawful for an employee to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for the involvement in any proceeding under or relating to the FMLA. Nothing in the FMLA affects any Federal or State law prohibiting discrimination, or supersedes any State or local law or collective bargaining agreement which provides greater family and medical leave rights. Employees have the right to file a complaint with the U.S. Department of Labor ("DOL") or bring a private lawsuit if they feel the University has violated their rights under the FMLA. For more information, you may contact the DOL at 866-487-9243 or www.wagehour.dol.gov. That being said, it is the preference of the University that its employees first bring any concerns to the attention of the Human Resources Department.

This policy provides an introduction to the rights provision of the Family and Medical Leave laws. Questions employees may have about this law should be directed to Human Resources.

Voluntary Leave of Absence

After completing the initial 3-month training period, a leave of absence without pay may be granted for "good and sufficient personal reasons." Requests for a leave of absence must be approved by the employee's department supervisor, and the Vice President. An initial leave of absence will not be granted for more than three months. When the end of three months is

approaching, a written request for an extension of up to three months will be considered. The total length of a leave of absence with extensions ordinarily will not exceed 12 months. The business needs of the University will be considered when approving leave of absences.

Benefits While on Voluntary Leave

While on a voluntary leave of absence, employees are not entitled to any type of financial remuneration, although they may continue to participate in University benefits at their own expense where permitted by the terms of the benefit plan.

Position Upon Return from Voluntary Leave

Upon returning from a voluntary leave of absence, employee will be placed in the position held immediately prior to the leave if it is open and consistent with the needs of the University. If it is not open, Mount Mary will attempt to reassign the employee to another position for which he or she is qualified, if such a position is available and consistent with the needs of the University. This position may or may not be at the same or similar pay level as the employee's previously held position.

Notice of Leave

A request for a leave should be made as far in advance of the time requested as possible. If there is an immediate need for a leave, the employee must notify their supervisor immediately their knowledge of the need for leave.

Compassionate Leave

Compassionate leave of up to three paid days may be given to a regular full-time employee should a death occur in the employee's or employee's spouse's immediate family (spouse, child, step-child, parent, brother, sister, grandchild or grandparent).

One day of pay will be given for a regular full-time employee to attend the funeral of an extended family member, aunt, uncle, cousin, niece or nephew. Compassionate leave pay will be prorated for part-time eligible employees who are out on compassionate leave on regularly scheduled workdays. **Note:** Compassionate leave includes step-family.

Documentation of the death should be provided to Human Resources Department and employees should mark their timecards as "regular" hours and notate the "compassion leave" in the comments section of their timecards.

Jury Duty

Regular full-time and part-time benefit eligible employees called to jury duty will retain all rights and privileges as an employee while performing such duty. Documentation of the jury duty summons should be provided to Human Resources Department and employees should mark their timecards as "regular" hours and notate the "jury duty" in the comments section of their timecards.

Military Leave

Mount Mary University complies with the legal provisions regarding the re-employment rights of persons on active duty or training in the Armed Forces, Reserves and National Guard. The Human Resources staff can describe these rights to you in detail upon your request. Requests for Military Leave should be made as far in advance as possible to allow for replacement scheduling. Employees must return to work within the time prescribed by law from the date of discharge or release from active duty, otherwise military leave will end. Military leave is an unpaid leave. Employees going on military leave must let their supervisors know as soon as possible of their need to take leave.

VI. Important Policies, Procedures and General Information

Mount Mary believes in the benefits of employing people with widely varying personalities and backgrounds, each offering diverse ideas and abilities. The university is committed to fostering a healthy environment, both physically and in spirit, for its employees, faculty, and students. It is Mount Mary's aim for employees to feel good about coming to work and have a positive attitude towards their contributions. Administration, staff, faculty and students voluntarily join the Mount Mary community and in doing so agree to abide by the standards Mount Mary has instituted relevant to its mission, vision, policies and procedures. Proper conduct on the job includes, but is not limited to, professional behavior, getting along with others, cooperating with colleagues and representing the university in a positive light. As colleagues, we rely on each other's job efficiency. Mount Mary expects all employees to maintain a strong work ethic. Employees are expected to meet the requests of their supervisor unless those requests are illegal or directly conflict with Mount Mary policies on safety and conduct. Any suggestions, ideas, and recommendations made by employees will be given careful consideration. Should you have any questions or encounter any difficulty, please talk with a supervisor so that Mount Mary can find an answer to the question(s) or otherwise facilitate with problem solving.

Unprofessional behavior such as sexuality, racially or ethnically derogatory epithets, statements or gestures, inappropriate physical contact with employees, or physical or verbal intimidation of colleagues will not be tolerated. We expect employees to treat their coworkers with respect and resolve any disagreements in a civilized manner.

Mount Mary will not tolerate weapons, fighting, or threatening words or conduct on campus grounds from any employee towards any other person. Any employee participating in this type of behavior is subject to disciplinary action up to and including termination, as well as possible prosecution by law.

Mount Mary has sole discretion to determine what behavior warrants disciplinary action and what type of disciplinary action will be imposed.

Immigration Law Compliance

In accordance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present proper documentation establishing identity and employment eligibility. Such documentation must be presented by the employee within three (3) business days of hire, or on the first day of any employment that is less than three (3) business days. Former employees who are rehired must complete the form. Current employees whose work authorization has expired also will be required to re-verify their employment authorization.

ADA Policy

Mount Mary does not unlawfully discriminate against qualified persons with disabilities, as defined by the American with Disabilities Act (ADA). Mount Mary will make reasonable accommodations for qualified persons in accordance with the law, which does not require accommodations that would result in an undue hardship or fundamentally alter the nature of the job duties or related activity. Please contact Human Resources if you have any questions

regarding a reasonable accommodation. Further, Mount Mary prohibits discrimination against persons because they have a record of disability, they are perceived as having a disability, or they are associated with an individual or individuals with a disability.

Mount Mary may request only information that is relevant and reasonably necessary to determine whether an individual is disabled, the nature and extent of the disability, and appropriate reasonable accommodations. Completed forms and supporting documentation must be submitted to the Human Resources department upon request. To enable evaluation of an individual's needs, engage the interactive process with him or her, and provide appropriate reasonable accommodations in a timely fashion, Mount Mary request that individuals complete and submit required forms and supporting documentation as soon as practicable under the circumstances.

Mount Mary will make accommodation determinations on an individualized, case-by-case basis with input from the individual requesting accommodation, the Director of Human Resources, and administrators as necessary. Except in unusual cases, Mount Mary will reach a determination regarding a request for accommodation and notify the employee in writing of the determination within three (3) weeks of his or her properly submitted request. If requested accommodations have been denied, the determination letter will inform the individual of the reason(s) and of his or her right to appeal the determination under the Complaint and Appeal Procedures below. The Director of Human Resources will maintain a confidential file regarding all requests for accommodations containing the forms and supporting documentation submitted by the employee and any relevant communications (including notes of oral communications) between the employee and Mount Mary.

No Retaliation

Mount Mary will not retaliate against any person for making a good faith accommodation request or complaint under these policies, regardless of the outcome of the investigation. Similarly, Mount Mary will not retaliate against any person for providing truthful information in connection with an investigation under these policies. (Note that reporting a harassment or discrimination, cooperating with an investigation, or requesting a reasonable accommodation will not insulate an employee who has otherwise violated Mount Mary policy from appropriate corrective action).

Equal Employment Opportunity Policy Statement

Mount Mary University welcomes and encourages applications from qualified candidates and all will receive consideration for employment regardless of race, color, religion, sex, (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history) or any other groups protected by law. Mount Mary seeks to hire and retain personnel who will make a positive contribution to its mission, vision and values.

Harassment and Anti-Bullying Policy

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency, and stability of our organization. Workplace bullying involves repeated unreasonable acts toward an employee, either by another employee or supervisor, intended to humiliate or undermine the employee. This type of behavior should be immediately reported to your supervisor and/or Director of Human Resources.

In keeping with requirements of federal and state law, Mount Mary strives to provide a civil and respectful working and learning environment for all members of its community that is free of any form of harassment. Mount Mary strictly prohibits harassment because of race, color, religion/creed, national origin, ancestry, sex, sexual orientation, gender identity or expression, sexual expression, sexual identity, pregnancy, childbirth, age, genetic information/testing, honesty testing, military service, veteran status, marital status, disability, conviction record, use or nonuse of lawful products off the employer's premise during nonworking hours, or other characteristics protected by applicable law, ordinance or regulation. Harassment of or by an employee or visitor is forbidden. Such harassment is, by law, considered to be misconduct. Violation of this policy will subject an employee to disciplinary action up to and including termination. Any employee who has knowledge of such behavior yet takes no action to report, or in the case of supervisors, to end it, is also subject to disciplinary action. No Mount Mary employee is exempt from this policy.

Whistleblower Policy

1.1 **General.** Mount Mary University (the "University") is committed to lawful and ethical behavior in all of its activities and requires directors, officers, employees and committee members to conduct themselves in a manner that complies with all policies of the University, and applicable laws and regulations. As representatives of the University, directors, officers, employees and committee members shall practice honesty and integrity in fulfilling their responsibilities. To help ensure lawful and ethical behavior, honesty and integrity, the University established this Whistleblower Policy, which is intended to encourage and empower directors, officers, employees and committee members to report violations or suspected violations within the University prior to seeking assistance outside the University.

2.1 **Reporting Responsibility.** Each director, officer, employee and committee member shall report any violation or suspected violation of the policies of the University, and applicable laws and regulations in accordance with this Whistleblower Policy. For example, the types of concerns that shall be reported include but are not limited to:

- (a) Reporting of false or misleading information on the University's financial statements, grant reports, tax returns or public documents;
- (b) Reporting of false or misleading information to, or withholding material information from, the University's auditors, accountants, lawyers, directors, officers, managers

or other persons who are responsible for ensuring the University's compliance with its policies or applicable laws or regulations;

(c) Self-dealing, embezzlement, private benefit, private inurement or misappropriation of funds;

(d) Violations of the university's governing documents and policies, including, but not limited to, Articles of Incorporation, Bylaws, Conflicts of Interest Policy, Whistleblower Policy, Document Retention Policy, or confidentiality rules;

(e) Discrimination in admissions or participation in any program or activity on the basis of a person's sex, race, religion, national origin or ancestry, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability;

(f) Discrimination against any qualified employee or qualified applicant for employment on the basis of sex, race, religion, national origin or ancestry, age, disability, veteran status, lawful source of income, marital status, or sexual orientation;

(g) Violation of any federal, state or local laws or regulations, including, but not limited to, the rules applicable to organizations exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; and/or

(h) Concealing violation or suspected violation of any of the foregoing.

3.1 No Retaliation. A director, officer, employee or committee member who in good faith reports a violation or suspected violation pursuant to this Whistleblower Policy shall not be subject to termination, removal, threats, harassment, discrimination or retaliation as a result of one's actions as a whistleblower. Any person who believes he/she is being retaliated against for making a report under this policy must report the retaliatory conduct immediately under the procedures set forth in Section 4.1 below. A director, officer, employee or committee member who threatens, harasses, or discriminates or retaliates against someone who has reported a violation or suspected violation in good faith shall be subject to discipline including, but not limited to, termination of employment, removal from position, civil lawsuits and/or criminal prosecution.

4.1 Reporting.

(a) Employees. If at any time, an employee becomes aware of a violation or a suspected violation, then he or she shall report the concern to his or her supervisor or to the next level of administration as needed until the concern is satisfactorily resolved. However, if for any reason, the employee is not comfortable reporting the concern to his or her supervisor, or he or she does not believe the concern is being satisfactorily resolved by the supervisor, then he or she may report the concern to the President of the University, Chairman of the Board of Trustees, or the University's legal counsel.

(b) Directors, Officers and Committee Members. If at any time, a director, officer or committee member becomes aware of a violation or suspected violation, then he or she shall report the concern directly to the Chairman of the Board of Trustees, President, or the University's legal counsel.

(c) Manner of Reporting. Wherever possible and practical, such concerns should be reported in writing. Concerns also may be reported anonymously. However, because it is impossible to seek additional information from someone who has anonymously reported a concern, such reports should contain as much specific information as possible.

(d) Confidentiality. Reports of violations or suspected violations shall be kept confidential, to the extent possible and consistent with the need to investigate, prevent or correct the violation. Unnecessary disclosure of information relating to an investigation under this Whistleblower Policy will be viewed as a serious offense and may result in discipline including, but not limited to, termination of employment, removal from position, civil lawsuits and/or criminal prosecution.

(e) Good Faith. Any person who reports a violation or suspected violation shall act in good faith and have a reasonable basis for believing the matter raised is a serious violation. The act of making unsubstantiated allegations that prove to have been made maliciously, recklessly, with gross negligence or with the knowledge that such allegations were false shall be viewed as a serious offense and may result in discipline including, but not limited to, termination of employment, removal from position, civil lawsuits and/or criminal prosecution.

5.1 Handling of Reported Violations. All reported violations or suspected violations filed in accordance with this Whistleblower Policy shall be promptly investigated by the individual receiving the report and, where warranted upon the completion of the investigation, appropriate corrective action shall be taken.

Outside Employment

As an employee of Mount Mary University, your primary responsibility is the performance of your job for the University. Outside employment, or "moonlighting", is not permitted if it is found to interfere with your job performance or to conflict with the interests of the University.

Any employee holding another job must immediately notify Human Resources of that fact, so the University will be permitted to confer with the supervisor and decide whether the outside employment is acceptable. An employee may face termination if:

- He/she does not notify the University of the other job
- If in the opinion of Mount Mary University, the employee's other job interferes with performance, or conflicts with the interests of the University

Alcohol and Drug Testing Policy

Mount Mary University seeks to provide a safe and healthy workplace for all of our employees. The misuse of drugs or alcohol poses serious threats to both the University and its employees. Therefore, Mount Mary has adopted the following policy:

Policy:

Mount Mary University will not condone employees reporting for work, remaining at work or returning to work under the influence of alcohol, drugs or other controlled substances. Consumption or possession of such substances during working hours on company premises is unacceptable. The only exception to this policy is the consumption of alcohol served at University-sanctioned events.

Procedure:

- Violation of the above policy is grounds for disciplinary action up to and including discharge.
- The University reserves the right to test for violations of this policy as follows:
- As part of an investigation when behavior, appearance, or performance seem to indicate an employee may have violated this policy.
- As part of the pre-employment physical exam.
- As part of post-accident investigation.
- While representing each employee's right to privacy, management has an obligation to the entire University community to provide a safe working environment. Every effort will be made to require and conduct any alcohol or drug testing in a confidential manner.
- Orders to submit to tests must be approved by the immediate supervisor, the next higher-level manager and Human Resources.
- Refusal to comply with an order for testing will be considered when a decision is made concerning the violation of this policy.
- Mount Mary may make a mandatory referral for any employee to an Employee Assistance Program on a confidential basis at any time, but will not use this referral as an alternative to disciplinary action for a violation of this policy.
- An employee who is taking any authorized medication which he/she believes may affect his/her behavior, performance, or fitness to work, should report such medication to the Human Resources department.
- In the event an employee is required to submit to a drug and/or alcohol test, the employee will be required to sign a consent form authorizing the clinic to perform the test and to release the results of the laboratory testing to the Director of Human Resources.

Raising Funds Among Students and Staff

The President accepts funds and gifts designated for Mount Mary University. No funds, stamps, coupons, etc. may be solicited from students and personnel of the University, nor may anything be sold to students and personnel of the University without the permission of the President.

Personnel Records

Mount Mary University maintains a personnel file on each of its employees. It is important to keep information current. If you have a change of any of the following, please report this to the Human Resources as soon as possible.

- Name
- Address
- Phone Number
- Marital Status
- Number of Dependents
- Beneficiary
- Whom to Contact in an Emergency

Employees may inspect records in their personnel file that are or have been used to determine the following: qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action. Requests for inspection must be made in writing to

Human Resources. Mount Mary will make the personnel records available for inspection in the Human Resources Office within seven working days of the request.

Employment of Relatives

Mount Mary University will consider a member of a current employee's immediate family for employment, provided the applicant meets all the required qualifications for the position. An immediate family member may not be hired, however, if such employment would:

1. Create either a direct or indirect supervisor/subordinate relationship with a family member.
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also apply when Mount Mary is assigning, transferring or promoting employees. The term "immediate family" includes the following: the employee's spouse, brother, sister, parent, child, step-child, in-law or other member of employee's household.

Employees who marry or become members of the same household may continue employment as long as this does not create situations (1) or (2) above. If employees who marry create situations (1) or (2) above, Mount Mary will try to transfer one of the employees to another position within the University, which would suit the employee's background. If a suitable position transfer cannot be arranged, one of the employees (determined by the employees involved) may have to resign. Current employees who are already in situations (1) or (2) above, as of July 1, 1991, will not be asked to resign.

Budget

The Business Office distributes budget forms for the following fiscal year in December/January of the present fiscal year to Department Chairs and Directors. With the budget forms, the President will distribute Budget parameters and any directives from the Board of Trustees that the employees will use as it finalizes a tentative balanced budget for the next fiscal year.

The budget request, with priorities noted and explanations made, is given to the department's Vice President. The Vice President reviews the budget requests, makes any necessary adjustments, may reprioritize needs, and then forwards them to the Budget Committee Chair in early February. The designated budget personnel compiles the information into a budget, which is reviewed by the Budget Committee. If expenditures exceed anticipated revenues, the tentative balanced budget is achieved by cutting or decreasing those with lowest priority. The resultant tentative balanced budget is reviewed by Presidents Counsel and the President and recommendations are completed. Those recommendations are made to the Finance Committee of the Board of Trustees at its May meeting. Final revisions pertaining to enrollment and expenses are done in April/May and the final budget is approved by the Board of Trustees at its June meeting.

Departments and Offices will be notified of projected budget approval by the end of June, pending final approval in June by the Board.

Monthly statements are available on the my.mtmary.edu web page to assist managers in monitoring that part of the budget for which they are responsible.

If any changes in amounts or categories are requested after the final budget is approved, those requests must be reviewed by the respective Vice President and President before approval is given.

Business Procedures

Paying Bills

Checks are processed every Thursday, for invoices and requisitions that are submitted to the Business Office by the previous Friday. Checks may be requested by either a Requisition form or an approved invoice.

Payments via a Check Requisition

Requisition forms, which are available in the Business Office, require the following information:

1. Name and department of requesting person
2. Description of item(s) for which payment is requested
3. Amount of payment
4. Account number
5. Name of person to whom payment is to be made
6. Signature of person authorizing payment

Please note that requisitions may not be authorized by the person receiving the payment. If a check is to be made payable to an employee (for reimbursement of expenses or as an expense advance) it must be authorized by the employee's immediate supervisor.

Payments via an Invoice

When an invoice is received in the Business Office, it is forwarded to the person responsible for authorizing payment. The authorizing person should:

1. Review the invoice for items, prices and extensions
2. Write the account number to be charged on the invoice
3. Sign his/her name on the invoice
4. Return the approved invoice to the Business Office

To facilitate the distribution of invoices to the proper person or department, when placing orders, please request that your name be placed on the order forms, invoices and cartons.

If approval of invoices is delayed, please inform the Accounts Payable Associate, so that an appropriate response can be given if vendor requests payment. Also, please be aware of

payment discounts, and submit approved invoices to the Business Office in time to take advantage of discounts.

All invoices for each month should be submitted to the Business Office by the last day of the month.

Invoices and requisitions should be submitted promptly, so that timely payment can be made with the weekly check run. Manual checks will only be issued in **emergency** situations, and will require the approval of the appropriate Vice President.

Payroll Checks

Mount Mary University requires all employees to enroll in the direct deposit program. Direct deposit payroll stubs are available via the mymountmary intranet portal.

Fees, Honoraria, Additional Pay

The employees of Mount Mary University are bound by the laws of the Nation and the State, as well as the accepted ethical standards of their profession and their duties and responsibilities. The observance of high moral and ethical standards is essential to the Mission of Mount Mary University.

An employee holds his/her position as a trust of the President and the Board of Trustees, and any effort to realize personal gain through official conduct is a violation of that trust. This policy shall not prevent an employee from accepting outside employment or following a pursuit that in no way interferes or conflicts with his/her duties and responsibilities to the University.

Fees, honoraria, and additional pay paid for papers, talks, appearances or other activities made by the employee on his or her own time and not directly a part of his/her official duties are not a violation of this policy. It is recommended that the employee notify his/her immediate supervisor to insure no conflict of interest exists. However, if the request for the paper, talk, appearance or other activity necessitates the use of time which is normally considered part of the employee's work time, then approval must be recommended by the immediate supervisor and approved by the Vice President for that division head of that employee.

The recommendation and the approval would involve a number of factors including, but not limited to, a) off-campus commitment would not be detrimental to the needs and operation of the University, b) the university would receive recognition through the participation of the employee, c) a conflict of interest would not exist, and d) no additional budgetary impact other than time off-campus would be made.

Travel and Expenses Related to Day Work Assignments

Mount Mary University employees are expected to exercise good judgment, at all times, when incurring expenses on behalf of the University. The employees should utilize those motels and

hotels which give special rates for travel associated with educational institutions; and if at all possible, make use of university identification which would allow for tax-free charges associated with non-profit organizations.

Employees will be reimbursed according to the guidelines established within this policy when travel and expenses related to work assignments such as: admissions recruitment; supervision of student teaching; practicums in professional fields and internships; meetings related to school business; etc., are approved.

Employees may also be reimbursed for those reasonable and necessary actual expenses or portions thereof which are associated with approved:

1. Travel for meetings with other schools, citizen groups, community agencies and citizen representatives when such meetings involve a duty or function of an employee,
2. Travel related to meetings, seminars, workshops, conventions, or conferences which are considered to be beneficial to the operation and management of the University, and
3. Travel related to legislative, governmental or judicial matters.

Guidelines:

1. Prior approval must be granted by the immediate supervisor and where a travel advance is needed; a check requisition must be completed and approved by the immediate supervisor.
2. Transportation
 - a. Personal Automobile Mileage--Employees of the University who are required to use their automobile during the course of their duties will be reimbursed at the IRS allowable rate. This rate reimbursement is for all automobile-related costs such as gasoline, oil, insurance and depreciation. Actual odometer mileage readings must be used for all travel and reimbursement does not include the distance between home and the regular place of employment. The use of the employee's personal automobile for University business is limited only to the extent he/she is authorized to do so. When the personal automobile expenditures for out-of-state travel exceed the cost of a common carrier, reimbursement will be made at the common carrier rate. The actual cost of parking and tolls will be reimbursed; however, receipts are required if the individual charges exceed \$2.00.
 - b. School Vehicle Expenses-- The expenses for use of school vehicles should be reported as if the school vehicle was under the personal ownership of the person who signed out the vehicle. The travel expenditure should be completed using the odometer mileage and the IRS allowable rate charged to the department for vehicle usage on school-related travel. If credit cards are used for gas, oil, etc., those charges are *not* included in the charge back to the department. If out-of-pocket expenses, such as parking and tolls occur, they should be included as reimbursable amounts and charged to the department.

3. Other Transportation

- a. Air Travel should be the lowest class available.
- b. Travel by rail will be coach service.
- c. Taxi, limousine, and other public ground transportation used for official business are reimbursable costs. The least expensive method of transportation, when practical, should take precedence.
- d. Car rental - Any car rental must have documentation to support its use over other means of transportation.

4. Lodging

- a. The choice of the motel or hotel shall be based on single occupancy rates including tax considered reasonable for the community and accessibility to conducting business if supported by an original receipt.
- b. Meeting, seminar, workshop, convention, or conference site lodgings at standard rates for single occupancy will be approved to minimize other travel even if the rate exceeds the maximum in 1) above.
- c. Expenses for lodging at homes of relatives or friends are not reimbursable. Exceptions require the approval of the traveler's supervisor.
- d. Reimbursement for lodging in the Metro-Milwaukee Area is not normally allowed except with documentation and approval of the President.

5. Meals

- a. Meal expenses for breakfast, lunch and dinner including gratuities and tax incurred while conducting official University business, shall be reimbursed at actual cost at levels which are appropriate to the region traveled in, provided a receipt for each meal is submitted. In general, meals will be reimbursed up to the below: Breakfast \$10, Lunch \$15, Dinner \$20. Deviation from the above guidelines must be pre-approved by the Vice President.
- b. The cost of alcoholic beverages is not reimbursable, unless entertaining appropriate guests of the University (i.e., donors).
- b. Meetings with non-university personnel on official business should be held on campus whenever practical; whenever not practical, approval must be obtained from the immediate supervisor and the Vice President. When submitting the reimbursable expenses for such meetings, the names of those in attendance and their organizations are required.

6. Telephone Calls

Only telephone calls that relate to business will be reimbursed based on receipts and phone bills, and then only if they are itemized indicating the person or organization called.

7. Service and Civic Organizations

Dues and other costs of service and civic organizations will be reimbursed if University participation in the organization is specifically authorized by the department's Vice President. Receipted or billed costs are reimbursable. Costs related to social affairs of the organization such as dances, golf outings, etc., are reimbursable if approved by the department's Vice President.

8. Expense Advances

- a. Expense advances may be requested by employees to facilitate the performance of University business. Such advances should be kept to a minimum and are to be used for meals, lodging or other specific planned purposes other than transportation.
- b. Wherever possible, arrangements should be made to have lodging, airfare, registration fees and other significant expenditures processed via purchase requisitions approved by the traveler's supervisor, to be paid directly by the Business Office.
- c. The reconciliation of all advances should be made within 14 days of return to campus, on the appropriate form.

9. Direct Billings on Prepayments

Whenever travel expenses (hotel, transportation, registration, etc.) are prepaid or billed directly to and paid by the University, these expenses must be itemized by the employee incurring them on the Travel Expenditure Form, with copies of the original purchase requisitions and the original receipt attached. These prepaid or direct billed employee expenses must be itemized on and deducted from the reimbursement request.

10. Non-reimbursable Items

- a. Political contributions or expenses related to political activities,
- b. Alcoholic beverages or gifts (see E-2 for exception),
- c. Expenses for spouses or guests accompanying the employee on University business,
- d. Any expenses which are reimbursed by other organizations must be disclosed on travel reimbursement request and excluded from the request for University reimbursement,

1. Any direct billings or prepayments must be disclosed on travel reimbursement request and excluded from the request for University reimbursement.
2. To be reimbursed under these guidelines, the travel expenses must be:
 - a. Provided for in the approved budget of the University;
 - b. In compliance with these guidelines;
 - c. Reported on a Travel Expenses reimbursement form with original receipts attached; and
 - d. Approved by the immediate supervisor of the employee.

Conventions and Professional Meetings

With the approval of the respective Vice President, faculty members and staff may attend professional meetings and conventions that are beneficial to individual employee, to the department, or to the institution. Ordinarily, only one representative of a department will attend an annual professional meeting held at a distance. Arrangements for missed work must be made with the respective department head and with the Vice President.

Expenditures for attendance at conventions for full-time faculty members and staff must be kept within the budget set up by the respective department and previously approved by the Board of Trustees. The form, "Report of Funds Received," must be submitted to the Business Office for each convention, meeting, conference, etc. attended.

Children on Campus

Mount Mary is a family friendly university that welcomes children on campus. The University acknowledges that family needs and responsibilities may in some circumstances necessitate the presence of a child on the campus. The University also acknowledges that certain events, programs and activities on campus may lend themselves to having children participate.

Any individual who makes the decision to bring a child onto the University campus should be aware and respectful of the needs of others to have a quiet educational and/or work setting and shall comply with the specific policies and procedures set forth below.

For policies specific to the unique needs of children and families in Trinity Woods, please refer to that handbook for additional expectations. **The policies below apply to the Mount Mary campus proper, not Trinity Woods.**

1. Mount Mary assumes no responsibility for the care or supervision of children on campus.
2. Children who are sick are not permitted on the Mount Mary campus.

3. Children must be in the presence of and under the direct supervision of a parent, legal guardian, or responsible adult at all times. Children may not be left unsupervised in the classrooms, hallways, or common areas of academic buildings at any time.
4. Babysitting is not allowed on the Mount Mary campus; children may not stay overnight on resident floors of Caroline Hall, with the exception of approved temporary accommodations prior to the opening of Trinity Woods. Children visiting students in the residence hall must be under the supervision of a parent, legal guardian, or responsible adult at all times.
5. Due to the inherent safety, health hazards and the nature of the equipment and the level of supervision necessary, children will not be allowed in laboratories, the fitness center, chemical storage areas, mechanical rooms, construction areas, student computer laboratories, or similar restricted areas. The Vice President of Academic Affairs and Senior Director of Human Resources may grant an exception for a specific activity and may impose specific conditions.
6. For classrooms and faculty or staff offices, children may be allowed at the discretion of the instructor or supervisor. Permission should be granted only for rare occasions due to a temporary, unforeseen emergency or circumstance. Children are not allowed in the classroom in the following situations.
 - a. As an alternative to procuring regular childcare or
 - b. When the child is too ill to attend regular childcare or school
7. Children may not, at any time, be left alone ANYWHERE on campus except children from the ages of 12 to 16 who may use the library facilities up to 5:00 p.m. After 5:00 p.m., these children must be accompanied by a responsible adult.
8. The Library and its technology resources are intended primarily for the use by College faculty, staff and students. Children may use the technology resources in the Library if they are under the direct supervision of a student or employee and there are no other employees or students needing to use the technology. They must always be directly supervised by a Mount Mary student or employee.
9. Parents, legal guardians, and responsible adults are responsible for ensuring that their children behave appropriately while on campus. Parents and legal guardians are responsible and liable for any and all injuries or damages sustained to or caused by their child while on campus.
10. The parent, legal guardian, or responsible adult of a child who is considered disruptive or unsupervised will be asked to remove the child immediately.

Procedures for Requesting Keys

When a key is needed by any Mount Mary University employee for either temporary or permanent use, this must be requested from the Director of Public Safety who has custody of all keys.

When keys are no longer required (such as by a part-time faculty member who is not expected to return for the following semester), they are to be returned to the Director of Public Safety and/or the Human Resources department. When an employee leaves the University, all Mount Mary keys are to be returned to Human Resources. If these keys are turned over to a new employee, this detail should be shared with both Human Resources and the Director of Public Safety so that there will be a record of the location of all keys.

School Vehicle Policy

NOTE: This policy applies to the use of any University vehicle – automobile, golf cart or passenger van etc. The number of passengers in any vehicle is limited to the number of seats equipped with seat belts. **ALL DRIVERS AND PASSENGERS MUST WEAR SEAT BELTS. THERE IS NO SMOKING OR CELL PHONE USE PERMITTED IN MOUNT MARY VEHICLES.**

A. Authorized Drivers

Requests to be added to the *Authorized List of Drivers* must be received in Human Resources at least 2 weeks before the event. This request can come in electronic email format.

Only persons on the *Authorized List of Drivers* may drive the university vehicle(s). The list can include faculty, staff and students. All authorized drivers must become familiar with driving the vehicle before using the vehicle.

1. Qualifications for Authorized University vehicle(s) Drivers:

- a. Valid driver's license
- b. Good driving record. Drivers with less than 6 points (Wisconsin License) *. Drivers with 6 points or greater (Wisconsin License) will be individually evaluated for driving approval
- c. Eighteen (18) years of age and have been licensed for a minimum of 2 years.
- d. Be insurable under the guidelines set forth by our insurance carrier.

* "Good Driving Record" will be judged according to the respective state that issued the driver's license.

2. Every authorized trip must have at least two (2) authorized drivers. (Exception - when the trip is in the Metro Milwaukee area, then only one (1) authorized driver is needed.)
3. Ordinarily, any student group using the university vehicle must be accompanied by a faculty or staff member.

Note: The driving records of those employees, staff and students listed on the *Authorized List of Drivers* will be rechecked at a three-year interval for those still needing to reserve and drive the university vehicle(s).

B. Emergency Road Care/Gas

A BP credit card will be kept with the keys of the van at all times. The credit card is to be used only for refueling the van and for emergency roadside care (i.e. towing, engine repair, tire repair, etc.) when there is a BP station in the vicinity. This would include any emergency maintenance needed to insure the safety of the passengers of the van. Any receipts for charges should be placed in the key case. If there is not a BP station in the vicinity, the driver will be responsible for making the next best possible roadside service decision.

Any emergency roadside care or repair work costing more than \$200.00 must receive authorization from one of the following university administrators:

- Director of Buildings and Grounds
- Senior Director of Business Office Operations - Controller
- Vice President for Finance and Administrative Services - CFO
- President

Should an emergency *necessitate* the staff member covering additional expenses (e.g. repairs, overnight lodging, etc.) the University will reimburse such expenditures.

C. Accidents

1. It is the driver's responsibility to report all accidents or incidents resulting in vehicle damage or personal injury immediately, regardless of fault. This should be reported to the Vice President for Finance and Administrative Services - CFO who will then, in turn, report the accident to the Senior Director of Business Office Operations - Controller and to the University's insurance carrier. (Note: Even minor damage e.g. door dent in a parking lot should be reported.) If it is necessary to contact the insurance company, the Senior Director of Business Office Operations - Controller will do so and then will advise the Vice President for Finance and Administrative Services – CFO.
2. Drivers must get the driver's license numbers and insurance company information of all drivers who were involved in an accident, regardless of whether fault has been determined. The University's insurance information is contained in the glove box of each vehicle.

D. Reservations

1. Any recognized Mount Mary University student group or University-sponsored group

- attending a sanctioned event is eligible to reserve the van.
2. Faculty or staff of four (4) or more attending seminars or conferences as University representatives may reserve the van.
 3. Groups wishing to reserve the van must do so through Spacefinder.
 4. Reservations are honored on a "first come, first served" basis.
 5. All passengers must sign standard University Field Trip Waiver forms. These forms are available in the Vice President for Academic Affairs' Office. *The advisor or faculty member is responsible for insuring that these forms are signed by all passengers for each trip.*
 6. If a conflict arises pertaining to the reservation and availability of a University vehicle, priority will be given to academic use.
 7. Use of the vehicles for personal reasons is not allowed.
 8. No one may reserve a vehicle and then give it to someone else.
 9. The University reserves the right to restrict any driver's use of a University vehicle.

E. Payment/Costs/Maintenance

1. The vehicle must be returned in the same, or better, condition as when it was checked out. All garbage, litter, etc. must be removed at the end of the trip.
2. Each driver should inspect the vehicle prior to usage and report any damage immediately to the Senior Director of Business Office Operations - Controller.
3. Vehicles should be returned with a full tank of gas.
4. The grounds staff is responsible for all regular and preventive maintenance. Any problems or malfunctions should be reported when the keys are returned. The key should be returned to Public Safety immediately after use.
5. For longer trips (i.e. further than 100 miles from campus), the grounds staff should be alerted so that the vehicle may be double-checked prior to departure.

G. Use of Cell Phones and Other Electronic Devices

1. Any employee who uses a University vehicle, or a personal vehicle for University business, is prohibited from using a cell phone, hands on or hands off, or other similar devices while in a vehicle (unless legally parked), whether the business conducted is personal or University-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose.
2. This policy also applies while there is any transportation of students; whether the transport is for personal or University business and whether the employee is using a personal or University vehicle.

VII. Safety, Security, and Health Policies and Procedures

Mount Mary University has established a set of security procedures, to cover daily and unusual circumstances. Emergency Procedures are posted in every office, classroom and common space area on campus. It is the responsibility of the Public Safety officers to see that these procedures are followed. Public Safety officers have the authority to protect the Mount Mary Community and enforce campus regulations within their jurisdiction. In the process all rights of individuals will be upheld.

Some general reminders to ensure safety: please lock areas that do not need to be accessible; please be alert to strangers. If you think someone is on the premises that should not be, please ask what his or her business is. If the person has no reason for being here, please ask the person to leave. If the person refuses, we have the right to call the police because this is private property.

CONTACTING THE PUBLIC SAFETY DEPARTMENT

If you need to contact a Public Safety officer and you are on campus, go to any push-button campus phone and press “3333” to connect with an on duty Public Safety officer.

If you are off campus or using a cell phone, dial 414-930-3333 to speak with a Public Safety officer on duty.

EMERGENCY MEASURES FOR A BOMB THREAT

If the University receives a threat that a bomb has been planted in a building on campus, the switchboard operator will contact Public Safety. The Director of Buildings and Grounds will coordinate the evacuation. In the event the Director of Buildings and Grounds is not on campus, the Director of Public Safety will coordinate the evacuation. The President will be informed. Evacuation will be automatic.

In evacuating, personnel should check to see that nothing unusual or out-of-place is in their workspace. 911 will be called. Any further search will be done by Public Safety in consultation with the authorities. The door to the room should be closed as the last person evacuates.

EVACUATION PROCEDURES (BOMB THREAT OR FIRE)

In the event of an emergency that requires an evacuation of Mount Mary University buildings, the following evacuation procedures will be followed:

1. All buildings evacuation will occur when the fire alarm sounds or upon notification by the President of University or a representative appointed by the President.
2. When the fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. CAUTION: THE FIRE ALARM RINGS IN EVERY BUILDING SEPARATELY.
3. No one should use elevators in the event of fire.

4. Once outside, evacuees should proceed to a clear area that is at least 500 feet away from the affected buildings, keeping streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
5. No one should return to an evacuated building unless told to do so by a University official.

EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

The Registrar's Office, the Vice President for Academic Affairs, the Vice President for Student Affairs Office, and the Human Resources Office will, at the beginning of each academic term, update a general list of those individuals requiring assistance during evacuation. This list will be provided to Public Safety in order to carry out an evacuation of the building if that is ever necessary.

In the classroom: In the event that an evacuation is necessary, faculty members (this includes Ewens Spirituality Center) who have a disabled student in their classroom, should remain in the classroom with the disabled student, with the door shut, once all the other students from that classroom have left. The fire department and/or Mount Mary Security will come to evacuate faculty and the disabled students. **EXCEPTION: IN THE CASE THAT IT WOULD PRESENT AN IMMEDIATE DANGER TO REMAIN IN THE CLASSROOM, THE TEACHER, WITH ASSISTANCE FROM OTHER STUDENTS, SHOULD MOVE THE DISABLED STUDENT TO A SAFE AREA FIRST AND THEN AS THE OTHER STUDENTS LEAVE TO EVACUATE, REMAIN WITH THE DISABLED STUDENT** (in this event, the teacher should tell someone who is evacuating to notify Public Safety or the fire department of their whereabouts). The fire department and/or Mount Mary Public Safety will come to assist in evacuation.

In the office: In the event that an evacuation is necessary, Supervisors who have a disabled employee in their department should remain in the office with the disabled employee, with the door shut, once all other employees from that department have left. The fire department and/or Mount Mary Public Safety will come to evacuate the supervisor and the disabled employee. **EXCEPTION: IN THE CASE THAT IT WOULD PRESENT AN IMMEDIATE DANGER TO REMAIN IN THE OFFICE, THE SUPERVISOR, WITH ASSISTANCE FROM OTHER EMPLOYEES, SHOULD MOVE THE DISABLED EMPLOYEE TO A SAFE AREA FIRST AND THEN AS THE OTHER EMPLOYEES LEAVE TO EVACUATE, REMAIN WITH THE DISABLED EMPLOYEE** (in this event, the supervisor should tell someone who is evacuating to notify Public Safety or the fire department of their whereabouts). The fire department and/or Mount Mary Public Safety will come to assist in evacuation.

FIRE DRILL REGULATIONS

The purpose of the fire drill is to give practice in quick and orderly evacuation of all occupants of the building to a point of safety. A fire drill will be conducted at least once each year. A monthly drill is required by state law childcare centers.

Faculty members are responsible for moving their classes out of the building at the sound of the fire horn. All persons are to leave the building at once. Elevators are not to be used during the drill. *Everyone may return to the building after the return signal is given.*

FIREARMS / WEAPONS

Firearms and other dangerous weapons are not permitted on campus; nor is there an authorized storage space for them. They are not allowed in University administrative buildings, academic buildings, residence halls, or on any other University owned property.

INCLEMENT WEATHER/EMERGENCY CONDITIONS PROCEDURE

Overview

Mount Mary University realizes that inclement weather or emergency conditions may prevent employees from reporting to work. It is the policy of Mount Mary University to compensate employees under certain circumstances for temporary closing of all or some departments due to inclement weather or emergencies. Situations that may cause temporary closing include inclement weather, or emergency conditions such as fires, power failure, civil community emergencies, natural disasters, etc.

Scope

This document applies to the Mount Mary University faculty and staff responsible for its implementation.

Eligibility

All Mount Mary University employees are included within the scope of this procedure.

University Remains Open During Emergency Conditions

Employees are expected to report to work if reasonably possible. If weather or emergency conditions prevent employees from reporting to work on time, they are responsible for notifying their supervisor, within the first hour of the workday. All employees are urged to use their own discretion in deciding whether they can commute safely to work.

Exempt employees who are unable to work during inclement weather or other emergency period should use available vacation time as paid time off. If the employee does not have vacation time available, the employee will continue to be paid their regular salary during emergency period. If the employee has the ability to work remotely, it is expected that the employee seeks the appropriate approval from their supervisor and Vice President to do so.

Non-exempt employees who are unable to report to work have the following options:

- Use available vacation time or personal time if employee wishes to be paid for hours of missed work. If employee does not have vacation time or personal time available, he or she will not be paid.
- Take time off without pay.
- Make up missed hours of work during the same work week.

University Closes During Emergency Conditions

When emergency conditions result in the closing of Mount Mary University, the Office of the President will communicate the emergency closing generally by 5am, in the following manner:

- Post message on My Mount Mary.
- Send communication through the RAVE Emergency Alert System.
- Notify the following local radio and television stations:

LOCAL RADIO STATIONS	LOCAL TELEVISION STATIONS
WTMJ 620 AM	Channel 4 www.todaystmj4.com
WISN 1130 AM	Channel 6 myfoxmilwaukee.com
WKTJ 94.5 FM	Channel 12 www.wisn.com
WKLH 96.5 FM	Channel 58 www.cbs58.com
WMIL 106 FM	

Since it is possible that the University would be closed for students, but staff would be expected to report to work, it is important to pay attention to the details of any announcement. If the University would be closed for students only, the announcement would state the following, “Mount Mary University is closed for students. Mount Mary staff should report to work.”

When a partial or full-day closing is authorized by the Office of the President, the following pay and vacation practices apply:

- Exempt employees will continue to be paid their regular salary during the university closing.
- Non-exempt employees will be compensated at their regular rate of pay, for the hours they were scheduled to work, not to exceed maximum scheduled hours.
- All employees already using a full or partial sick day, personal day or vacation day during emergency closings will not be charged with the full or partial sick, personal or vacation day.
- Depending on the circumstances, some positions (e.g., public safety officer, maintenance staff, and facility engineer) may be identified as essential to report to work during a partial or full-day closing. If/when required to report to work by the employee’s supervisor, a non-exempt employee will be paid at a rate of one and one-half their regular hourly rate of pay for the hours worked.

Mount Mary University does not want to have employees incur a negative financial impact; the above measures will remain in effect for up to one week following a temporary closing. Any on-going closing after one week will be evaluated for its unique nature, and decisions by the President of the University will be rendered concerning continued payment.

Should an emergency condition require the movement of work from the regular place of business to a predetermined location, employees are expected to report to work if at all possible. Otherwise, the guidelines under the Facility Remains Open During Emergency Conditions Section will apply.

TORNADOES

Violent thunderstorms and tornadoes are a part of Milwaukee's weather pattern. It is possible that the tornado siren would be sounded during school hours. It is important that all persons in any building seek shelter immediately in the lower corridors of the building, away from windows and objects that could cause injury. All should remain in the lower areas until the storm has passed and until the "all clear" signal is given.

EMERGENCY SITUATIONS, ACCIDENTS OR HEALTH PROBLEMS REQUIRING AID

When a health emergency occurs, and the person affected asks for an ambulance or paramedic, please call 911 immediately. Direct the requested assistance to the correct area of the University (correct entrance; either 92nd street or the Menomonee River Parkway entrance).

After calling 911, please call Public Safety at Extension 3333, or 414-930-3333. Public Safety officers will respond to the emergency and provide aid until the emergency vehicle arrives.

PROCEDURES FOR SCHOOL RESPONSE AFTER STUDENT SUICIDE OR SUDDEN DEATH

The Vice President for Academic Affairs is the central figure on campus during crises that result from the suicide or sudden death of a Mount Mary University student. She directs the crisis effort and makes final decisions in all administrative matters. She also protects the surviving students from threats to their own physical and emotional well-being. Specifically, the Vice President for Academic Affairs is charged with the following tasks, some of which may be delegated.

I. Emergency Measures

- A. If the suicide or sudden death of a student occurs while the person is on campus:
 1. The Vice President for Academic Affairs immediately notifies the family of what has happened.
 2. The police are summoned to help at the site of the death or accident.
 3. Emergency services are called.
 4. Persons who are at the scene when death is discovered or who witness the event are escorted to a quiet room where they can be comforted and supported by school officials and peers.
 5. General announcement of the death is made only after the family has been notified in an appropriate manner.

- B. If the suicide or sudden death of a student occurs while the person is *not* on campus, the Vice President for Academic Affairs verifies the death and obtains information about the circumstances of the death from a reliable source:
 - 1. If the message informing the University of the student's death has come from someone outside the student's family or home, the student's home is called for verification of the death and more information.
 - 2. If the message informing the University of the student's death has purportedly come from the family or someone in the student's home, the student's home is called back to verify the source of the information and obtain any additional information needed.
 - 3. The police department or medical examiner's office may be of help in certain instances.

II. Announcement of the Death. The Vice President for Academic Affairs informs the President of the University of the death, and the President makes the appropriate official announcement. The Director of Marketing and Communications is also notified.

III. Assessment of the impact of the death on the Mount Mary University community. With the assistance of the Crisis Intervention Team, the Vice President for Academic Affairs makes a determination of the impact of the following factors upon the University community in order to predict the intensity and amount of help that may be needed.

- A. The timing of the death. In general, death that occurs at a time when school is in session has a greater impact on the student body than death that occurs during the summer, spring or winter vacation.
- B. The circumstances of the death. How and where the death occurs may be important.

IV. Crisis Intervention Team Response.

- A. The Crisis Intervention Team is solely concerned with providing immediate support and counseling services to "high risk" students or faculty and to make sure that the persons have adequate support at the time either from the school or community resources.
- B. The Crisis Intervention Team also provides crisis counseling for any staff members who desire it in order to assist them in working through their own grief.
- C. The Crisis Intervention Team members consult with the Vice President for Academic Affairs periodically throughout this crisis period and assess the impact of student reactions in order to adjust the size of the Team if necessary.
- D. The Vice President for Academic Affairs documents the activities of the Crisis Intervention Team and the entire incident.

V. Faculty Response to the Death.

- A. Teachers are encouraged to handle expressions of grief or loss in their classes to the extent that they are comfortable in doing so.

- B. Teachers should announce the availability of counseling and the locations of the Crisis Intervention Team members.

CAMPUS OR CLASSROOM DEMONSTRATIONS

1. As soon as any faculty or staff member becomes aware of the presence of unauthorized persons, or of a disruption or demonstration anywhere on campus, such persons should contact the Public Safety Department and the following administrators in the order listed. If the administrator is not on campus or is otherwise unavailable, the next in line should be contacted.

Vice President for Academic Affairs

Vice President for Finance and Administrative Services - CFO

Vice President for Student Affairs

2. The President is notified immediately but does not become involved initially.
3. If demonstrators appear in the classroom and the instructor has concluded that the class or activity has been materially disrupted, the instructor should, in a non-threatening manner, say, "You are disrupting my class and the regular procedure of this university. If you are students at this university, you will be liable to disciplinary action; if you are not, then you are trespassing and you may be liable to *civil sanction*. Will you please leave our classroom."
4. If the instructor wishes, the class may be asked whether to allow the persons causing the disruption to talk for a specified time.
5. Dismissal of the class should be avoided, since it is the responsibility of the instructors to hold classes at scheduled times, and it is the students' right to obtain the instruction.
6. Instructors should remain calm and use good judgment to avoid causing harm to anyone.

CAMPUS PARKING/TRAFFIC RULES

In accordance with Mount Mary University regulations, Public Safety officers will patrol and enforce parking procedures. The ensuing parking regulations give definitive information on parking at Mount Mary University.

Every car parked on Mount Mary University property must have a properly displayed Parking Permit. [**Exception:** Delivery or Drop Off: Maximum Time 20 Minutes.]

Every regular car user of the Mount Mary University parking lot facilities *must be registered and display a current permit*. All permits must be hung from the inside rear-view mirror.

Public Safety Officers will implement the following Mount Mary Parking/Traffic Rules. Violators will be ticketed, violations will be recorded, and fines will be imposed. Fines must be paid in person at the Business Office, or by mail addressed to the Public Safety Department c/o Mount Mary University. The University is not responsible for loss or damage to personal

property of students, faculty or staff, whether such damage is caused by theft, fire, water or other calamities.

Citations are issued to students, staff and faculty for the following offenses with a fine amount of \$15.00 per citation.

- Parking in fire lanes*
- Parking a car not certified for handicapped driver in a "handicapped space" *
- Parking outside a lined space
- Parking in a non-student lot without Faculty/Staff permit
- Unauthorized parking
- Parked in a visitor space
- Parked without a current permit

*Because they are illegal, these parking offenses are subject to Milwaukee Police Citations in addition to the Mount Mary ticket.

SPECIFIC USERS OF PARKING FACILITIES

Resident and commuter students:

Entering from 92nd Street use lined driveway spaces and Lot B (Southeast Lot). Commuters entering from Menomonee River Parkway use lined driveway spaces and Lot C (Theater Lot) until filled.

Evening students:

P.M. Students may use all Lots between 5:00 p.m. and 10:30 p.m.

Faculty/staff:

The Northeast Lot (Lot A) is reserved for Faculty and Staff during the day. The Lot south of Haggerty Library is reserved for Food Service Staff and Personnel with offices in the Haggerty Library building.

Handicapped users:

For parking in a space reserved for the handicapped, a state-issued Disabled car license plate, or a Certified Temporary Permit, must be displayed on rear window of driver's side. (Violators are subject to Milwaukee Police citations.)

Visitors (Admissions/sales/etc.): Reserved for visitors; one-hour parking limit. Should more time be needed, MMU Staff Member should inform Public Safety.

Guests of Faculty/ Staff: Employees expecting guests should notify Public Safety prior to the guest's arrival with the guest's vehicle information for assistance with the guests parking.

The only cars that may be parked in lot A, Monday through Friday before 5:00 P.M. are registered cars of faculty or staff.

ACCESS TO RESIDENCE HALLS

After hours admittance by residents is done through the main archway entrance of Caroline Hall. All other doors are to remain locked. School I.D. must be shown as identification. A Public Safety Officer is stationed at that entrance from 11:00PM p.m. to 7:00 a.m.

WRITING OF REPORTS

Reports are kept of all incidents that happen on Mount Mary property and are kept on file in the Public Safety Office. Depending on the severity of an incident, a report may be filed with local authorities. Mount Mary University Public Safety reports are confidential.

SAFETY ESCORT

Upon request, a Public Safety officer will be dispatched to your location and will escort you safely to your car. To initiate this service call extension 421, or press “o” for the University Switchboard Operator, ask for an escort, and give your location.

Reporting of Injuries

All accidents, injuries and illnesses occurring on work premises or while performing required work off campus, should be reported before the end of the workday to a Public Safety Officer on duty and your supervisor. Anyone who has been exposed to blood may be referred to the department of Human Resources for information on Blood Borne Pathogens.

Anyone who has experienced an injury/illness or blood exposure is responsible to give a report to the office of public safety. Anyone who witnesses an injury or blood exposure of a student or visitor is responsible to give a report as outlined in the first paragraph.

Tobacco-Free Work Environment Policy

Overview

It is Mount Mary’s commitment to provide a safe, healthy, professional, and comfortable work environment. In keeping with this commitment, Mount Mary provides a smoke and smokeless tobacco-free workplace for all employees. Smoking and smokeless tobacco use are prohibited in all campus buildings. With the exception of certain designated areas, smoking is not permitted less than 45 feet away from any building. The designated areas are located as follows:

- The concrete aprons on either side of the front doors of Haggerty Library
- The concrete table and benches outside the southeast door of Notre Dame Hall
- The sidewalk leading to the woods at the northeast door of Notre Dame Hall
- The west exit of Kostka Hall at the parking lot
- The linden arches of Bergstrom Hall, east of the exit at the Post Office

Scope

All Mount Mary University employees must adhere to the policy and guidelines described in this document.

Consequences

Failure to follow this policy may result in disciplinary action up to and including termination.

Definitions

For purposes of this policy, the definitions provided herein are for representative purposes and may not be all-inclusive.

Smoking is defined as inhaling, exhaling, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lit tobacco products. This also includes the use of an electronic cigarette or comparable simulated smoking device (e.g., e-cigarette, e-pipe, e-cigar).

Smokeless tobacco is defined as use of any tobacco product, whether intended to be lit or not. This includes chewing tobacco and any other form of loose-leaf, smokeless tobacco.

Guidelines

Smoking and smokeless tobacco use are only permitted in specifically designated areas located outside campus buildings. All materials associated with smoking or smokeless tobacco usage must be properly disposed of in the containers provided in the designated smoking areas.

Reporting Requirements

An employee should file a report with management or Human Resources if he/she has a complaint related to violations of this policy. Mount Mary prohibits retaliation for alleging a violation of this policy and/or cooperating as a witness in the investigation.

Drug-Free Workplace Policy Statement

According to The Drug-Free Workplace Act of 1988, Mount Mary University hereby notifies its employees that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited in or on Mount Mary University owned or controlled property. A violation of this policy by a Mount Mary University employee will be reason for mandatory evaluation/treatment for the substance use disorder and/or for disciplinary action up to and including the termination of employment and any criminal sanctions provided by federal, state, and local law. Mount Mary University will make a good faith effort to ensure a drug-free workplace.

IMPLEMENTATION PROCEDURE: DRUG-FREE WORKPLACE POLICY

1. The Human Resources office will provide drug abuse awareness information to all employees. This will include an annually updated list of available drug abuse assistance or rehabilitation programs approved by federal, state, or local health, law enforcement, or other appropriate agencies.
2. If any employee is convicted of any criminal drug statute violation that occurred in the workplace, that employee must inform the President's office of the conviction within 5 days under penalty of immediate dismissal. The University will then take the following actions:

- a. In the case of a first conviction, the University reserves the right to suspend or dismiss any employee whose conviction could, in the judgment of the President, cause disruption to the University's operation.
 - b. Ordinarily in the case of a first conviction, the offender will be required in writing by the President's office to have a medical evaluation of the drug-related condition. If a drug abuse problem is diagnosed, the employee will be given the choice of participating in an approved treatment program, in a non-pay status and at his or her own expense, or of being dismissed.
 - c. In the case of a second conviction, the offender's employment will be terminated.
3. The University will require a written acknowledgement from any employee working on a Federally-funded program that the employee understands and agrees to abide by the Drug-Free Workplace Policy of the University.

VIII. Governmental Regulations and Implementation Policies

The Family Educational Rights and Privacy Act (FERPA)

The University is in compliance with the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. For more details about these rights, refer to the full Annual Notification to Students available on My Mount Mary.

Rules/Regulations for Implementation of Rehabilitation Act of 1973 Section 504

The University Policy on Individuals with Disabilities:

Mount Mary University is committed to providing equal access to academically qualified students with disabilities. A part-time Coordinator of Disability Services addresses the needs of otherwise qualified students with recognized physical, learning, sensory or psychological disabilities affecting a major life activity (e.g. walking, communicating, seeing, learning, etc.). Students with disabilities have access to tools and resources that provide them with an opportunity to demonstrate mastery of course content. Mount Mary University does not however, offer a specialized curriculum for persons with disabilities nor specialized disability advisors.

Requested accommodations must be reasonable and students should not assume that accommodations provided in high school will be provided at Mount Mary University. Available services will vary depending on the nature of the disability.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Mount Mary University welcomes and encourages applications from qualified candidates and all will receive consideration for employment regardless of race, color, religion, sex, gender identity, national origin, age, ethnicity, pregnancy, disability, sexual orientation, marital status, military service, genetic information or any other characteristics protected by law. Mount Mary seeks to hire and retain personnel who will make a positive contribution to its mission, vision and values.

Accordingly, all employment decisions shall be consistent with the principle of Equal Employment Opportunity. To implement this policy, Mount Mary University will:

1. Recruit, hire, train and promote qualified persons in all job titles, without regard to an individual's protected characteristics.
2. Base employment decisions so as to further the principle of Equal Employment Opportunity.

3. Ensure that employment decisions are in accord with principles of Equal Employment Opportunity by imposing only valid job requirements.
4. Ensure that all personnel actions such as compensation, benefits, transfers, promotions, University-sponsored training, education, tuition benefits, and social and recreational programs, will be administered without regard to an individual's protected characteristics.

Employees and applicants for employment will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged or may engage in filing a complaint, assisted or participated in an investigation, compliance investigation, hearing, or any other activity related to the administration of this policy, or have otherwise sought to obtain their legal rights under, or opposed any act or practice made unlawful under any federal, state or local employment law.

Overall responsibility for the management of this policy is delegated to the Senior Director of Human Resources.

Overall responsibility for the implementation of this policy is delegated to the Director of Human Resources.

Transgender and Non-Binary Policy

Mount Mary University ("MMU" or "the University"), sponsored by the School Sisters of Notre Dame, is a Catholic university that believes and acts in accordance to the tradition of caring, respect, and educational access. As such, MMU strives to create an environment that is inclusive of all gender identities and intersectionality. At the undergraduate level, all individuals who identify as women (including cisgender and transgender women), intersex individuals who do not identify as male, and non-binary individuals are eligible for admission to MMU. For graduate level programs, all individuals, regardless of gender, gender identification, or gender expression, are eligible for admission.

Once admitted, the University will continue to support students regardless of changes in their gender identity and/or gender expression.

The University shall use students' preferred names and pronouns in accordance with a student's gender identity while attending MMU and may change University records and diplomas if documentation of a legal name change is provided.

In accordance with Title IX of the Education Amendments of 1972 and the University's Policy on Sexual Misconduct and Other Related Misconduct, the University has a responsibility to provide a safe and non-discriminatory environment for all students, including transgender and non-binary students. MMU has an obligation to provide students equal access to educational programs and activities, even in circumstances in which other students, parents, and community members raise objections or concerns.

As a NCAA Division III University, MMU adheres to current NCAA policies, including NCAA policies on transgender student athlete participation. In this context, different definitions of gender beyond the University's control may apply.

The University intends for this policy to be interpreted broadly, to the greatest extent possible. In the event there is a conflict between this policy and applicable law or regulation, the applicable law or regulation shall apply.

Criminal & Sexual Misconduct Background Check Policy

Mount Mary conducts a criminal and sexual misconduct background check on all potential new hires as part of the University's pre-employment screening process. An applicant may not begin working for the University until a background check has been successfully completed.

If the criminal history provided by the applicant does not confirm the information obtained, the applicant will be given an opportunity to explain any inaccuracies. If a satisfactory explanation is not given, the applicant will not be considered further for the position.

If after employment any employee is discovered to have lied regarding his or her criminal history, that individual is subject to immediate discharge.

The University's equal opportunity policy will be followed with respect to any criminal history information. Accordingly, the following factors will be considered if an individual has a criminal history in determining whether to hire the individual:

- The nature of the criminal act
 - The frequency and severity of criminal acts
 - The time since the last conviction
 - The time between convictions
 - The nature of the job
 - The qualifications of the individual for the job
 - Evidence that the individual has successfully rehabilitated himself or herself
- Criminal background will not be considered in isolation, but rather in conjunction with the applicant's qualifications and job requirements. All criminal history record information shall only be used in accordance with our policy and the law.

For isolated roles, motor vehicle record checks and credit reports will be conducted. For these roles, appropriate standards of insurability must be met in order to be hired.

GENERAL SPECIFICS OF BACKGROUND CHECK POLICY

Positions Requiring Criminal and Sexual Background Check:

- All Mount Mary positions

Positions Requiring Motor Vehicle Background Check:

- Athletics positions
- Buildings and grounds positions

Positions Requiring Credit Check:

- Business Office and finance roles

APPENDIX A
Mount Mary University
Policy Against Sexual Harassment and Associated Grievance Procedures¹

Revised and adopted on July 28, 2022

SECTION 1. PROHIBITION OF DISCRIMINATION ON THE BASIS OF SEX

Mount Mary University (“University”) promotes an atmosphere of care and respect grounded in the University’s core values, Christian principles, and mission to develop the whole person. As such, the University does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments Act of 1972 (“Title IX”), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX’s requirement not to discriminate in any of the University’s education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the applicability of Title IX and its regulations to the University may be referred to the University’s Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinators:

Keri Alioto
Vice President for Student Affairs
Caroline Hall 145
2900 Menomonee River Parkway
Milwaukee, WI 53222
aliotok@mtmary.edu
Phone: (414) 930-3372

Senior Director of Human Resources
Notre Dame Hall 252
2900 Menomonee River Parkway
Milwaukee, WI 53222
mmu-humanresources@mtmary.edu Phone: (414) 930-3051

Assistant Secretary for Civil Rights
U.S. Dept. of Education Office for Civil Rights
400 Maryland Ave., SW
Washington, D.C. 20202-1100
1-800-421-3481; 1-800-877-8339 (TDD)
OCR@ed.gov

The University is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any other University policy regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with this Policy, this Policy shall control.

¹ This Policy is intended to comply with Title IX of the Education Amendments Act of 1972 (“Title IX”) and its regulations. To the extent that this Policy conflicts with Title IX or its regulations, Title IX and its regulations shall control.

Any violation of this policy will not be tolerated in the University community.

Effective August 14, 2020, all reports or complaints of sexual harassment and all reports or complaints containing an allegation of sexual harassment shall be processed under this Policy.

SECTION 2. ROLE OF TITLE IX COORDINATOR

Contacting the Title IX Coordinator

The University has appointed two Title IX Coordinators to coordinate the University's efforts to comply with its responsibilities under Title IX. As of this Policy's most recent revision, the Title IX Coordinator's names and contact information are as follows:

Keri Alioto
Vice President for Student Affairs
Caroline Hall 145
2900 Menomonee River Parkway
Milwaukee, WI 53222
aliotok@mtmary.edu
Phone: (414) 930-3372

Senior Director of Human Resources
Notre Dame Hall 252
2900 Menomonee River Parkway
Milwaukee, WI 53222
mmu-humanresources@mtmary.edu Phone: (414) 930-3051

The Title IX Coordinator's name and contact information shall be provided to all applicants for admission, applicants for employment, students, employees, and any professional organizations required to receive notice under Title IX and its regulations. The Title IX Coordinator's contact information shall be prominently displayed on the University's website and in each handbook or catalog made available to the above-identified individuals and entities.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator by mail, telephone, or by electronic mail, using the contact information listed above, via the [Sexual Misconduct and Harassment Anonymous Report Form](#) on MyMtMary, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report. Reports can be made to the Title IX Coordinator at any time, including during non-business hours.

Responsibilities

The Title IX Coordinators oversee the University's compliance with this Policy and Procedure. The Title IX Coordinators and/or designated staff will:

- Perform all responsibilities as mandated under Title IX and its regulations.
- Perform all responsibilities as set forth under this Policy.

- Communicate with all members of the University community regarding applicable law and policy and provide information about how individuals may access resources and reporting options.
- Maintain and implement applicable University policies to ensure institutional compliance with applicable law.
- Ensure that all students and employees have access to education and training regarding Title IX, related provisions of the Clery Act, and prohibited conduct defined in this Policy.
- Direct the provision of any interim supportive and protective measures (including oversight of the failure to abide by an interim protective measure).
- Appoint investigators, decision makers, advisors, and facilitators of informal resolution processes and ensure that there is no bias or conflict of interest within these roles.
- Oversee the prompt and equitable investigation and resolution of formal complaints of sexual harassment, ensuring due process and full compliance with all regulations throughout the process.
- Maintain centralized records of all reports, investigations, and resolutions in accordance with applicable recordkeeping requirements

The Title IX Coordinator maintains broad oversight responsibility but may delegate responsibilities under this Policy to designated administrators or external professionals who will have appropriate training and experience. When used in this Policy, the term Title IX Coordinator may include an appropriate designee.

SECTION 3. KEY DEFINITIONS

Consent - positive cooperation involving an act of free will, in the absence of coercion, intimidation, force or threat of force.

A person cannot give consent if unable to comprehend what is going on. A person may not consent if they are unconscious, frightened, physically or psychologically pressured, or forced, intimidated, or impaired because of a psychological condition and/or intoxicated by use of drugs or alcohol.

Consent to one act does not imply consent to another. Silence and passivity do not equal consent. Sexual activity with someone whom one reasonably should know to be mentally or physically incapacitated (e.g., by alcohol or other drug use, unconsciousness or blackout) is non-consensual. Incapacitation is a state wherein the person cannot make rational reasonable decisions because they lack the capacity to give knowing consent to sexual interaction. This includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or the consumption of a rape drug. Possession, use and/or distribution of a rape drug is prohibited, and administering such a drug to another student or employee is a violation of University policy.

Education Programs or Activities - include locations, events, or circumstances over which the University exercises substantial control over the respondent (the person against whom the complaint is filed) and the context in which sexual harassment occurs. Education programs or activities also include any building owned or controlled by a student organization that is officially recognized by the University. This includes but is not limited to:

- Classes (virtual and face-to-face), University-sponsored student activities, student organization-sponsored student activities, University-sponsored athletic events, and residence hall-sponsored activities.

- University buildings, all University grounds, University owned housing (i.e. Caroline Hall, Lorenz Place, Mary John Place, and spaces shared with the University (i.e. Trinity Woods).

Respondent - an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Supportive Measures – non-disciplinary, non-punitive individualized services offered as appropriate to the complainant and/or the respondent, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. These measures cannot be unreasonably burdensome to the other party and are designed to restore or preserve equal access to the University's education program or activity, protect safety of all parties or the University's educational environment, or deter sexual harassment. Supportive measures may include:

- Counseling;
- Extensions of deadlines or other course-related adjustments;
- Modifications of work or class schedules;
- Campus escort services;
- Mutual restrictions on contact between the parties;
- Changes in work or housing locations;
- Leaves of absences;
- Increased security and monitoring of certain areas of the campus; and
- Other similar measures

Responsible Employee(s) – University employees, including the Title IX Coordinators and all Deans, who have the authority to take corrective action with respect to sexual harassment.

SECTION 4. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION ON THE BASIS OF SEX THAT DO NOT INCLUDE AN ALLEGATION OF SEXUAL HARASSMENT

Please refer to the University's Equal Employment Opportunity Policy in the Employee Handbook and the Discrimination and Harassment Policy in the Undergraduate and Graduate Student Handbook, incorporated herein, for information regarding the University's procedure for processing and responding to complaints of discrimination based on sex other than sexual harassment.

SECTION 5. PROHIBITION OF SEXUAL HARASSMENT

As set forth in Section 1, this policy prohibits discrimination on the basis of sex. Discrimination on the basis of sex includes sexual harassment.

Sexual harassment is defined by Title IX as conduct on the basis of sex that satisfies one or more of the following:

- A University employee conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or

- Sexual assault, dating violence, domestic violence, or stalking.

Sexual assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation and includes the following classes of conduct: rape, sodomy, sexual assault with an object, fondling and incest.

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Wisconsin's domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Wisconsin.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

SECTION 6. REPORTS OF SEXUAL HARASSMENT

Reports of Sexual Harassment

All students and employees are encouraged to report violations of this policy to the University. The University also encourages victims of sexual harassment to talk to someone about what happened so they can get the support they need, and so the University can respond appropriately. Some of these resources are confidential (i.e., they do not trigger a response obligation under Title IX) while others are not confidential (i.e., they do trigger a response obligation from the University under Title IX).

Resources available to victims of sexual harassment include:

- **Contacting the Title IX Coordinator or any Responsible Employee.** Contact the Title IX Coordinator or any Responsible Employee (defined in Section 3 of this Policy). Speaking with the Title IX Coordinator or a Responsible Employee is not confidential and may trigger a response obligation from the University.
- **Filing an anonymous report.** File an anonymous report via the [Sexual Misconduct and Harassment Anonymous Report Form](#). This form is routed to the Title IX Coordinator, who will respond to the report in accordance with this Policy. Filing an anonymous report is not confidential and may trigger a response obligation from the University.

In order for the University to address concerns properly, it is important for the reporting individual to provide as many details as possible about the alleged sexual harassment.

Persons choosing to file anonymous reports need to understand that there may be limits on the University's ability to address reports on an anonymous basis. The University does, however, take such reports seriously and will address reports to the greatest extent possible. Filing an anonymous report does not guarantee confidentiality. While the University will take requests for confidentiality seriously, it must also consider its obligations under Title IX and its responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the sexual harassment, when that person is known to the University.

- **Seeking confidential support by contacting the campus Counseling Center** (see Section 9, Resources, for contact information). The Counseling Center staff can offer confidential resources, options, and advice without any obligation to report, unless the individual requests or consents to reporting, or if the individual fears for their safety or the safety of others. If unsure of someone's duties and ability to maintain privacy, ask the individual before talking to him/her. Talking to a member of the Counseling Center staff does not constitute reporting the incident to the University and will not trigger a response obligation under Title IX.
- **Filing a report with the Milwaukee Police Department** (see Section 9, Resources, for contact information).

Whether reporting to a University employee imputes actual knowledge to the University under Title IX (thereby triggering the University's response obligations) depends on that employee's responsibilities and authority at the University. Reporting sexual harassment to the following Responsible Employees is not confidential and imputes actual knowledge to the University:

- Title IX Coordinators
- Title IX Coordinator for Athletics
- Senior Director of Human Resources
- Senior Director of Student Affairs
- Assistant Director of Student Affairs
- Assistant Director of Residential Life
- Assistant Director of Student Engagement and Campus Life
- President
- Vice President for Academic Affairs
- Vice President for Enrollment Services
- Vice President of Finance and Administration
- Vice President of Alumnae and Donor Relations
- Vice President for Mission and Justice
- Dean of School of Arts and Design and School of Business
- Dean of School of Natural & Health Sciences and Education
- Dean of School of Humanities, Social Sciences, and Interdisciplinary Studies
- Dean of Student Success
- Director of Public Safety and Public Safety Officers
- Success Advisors

Reporting to these employees is not confidential and does trigger a response obligation from the University under Title IX. All such employees are obligated to immediately notify the Title IX Coordinator in the event they receive a report of sexual harassment. Failure to do so may result in discipline, up to and including termination.

Responding to Reports of Sexual Harassment

When the University has obtained actual knowledge of sexual harassment in an education program or activity, the Title IX Coordinator must promptly contact the complainant regarding supportive measures (as defined in Section 3). Specifically, the Title IX Coordinator must promptly contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- Explain to the complainant the process for filing a formal complaint of sexual harassment as set forth herein.

While the Title IX Coordinator is initially obligated to reach out to the complainant regarding supportive measures, the respondent also has an equal right to supportive measures.

In each instance, the Title IX Coordinator must document their response to a report (or formal complaint) of sexual harassment and the basis for that response. This includes documenting that they have offered supportive measures to restore or preserve equal access to the University's education program or activity. If the Title IX Coordinator does not provide a complainant with supportive measures, then he/she must document the basis for not doing so.

The University shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality will not impair the University's ability to provide the supportive measures.

Before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent accused of engaging in sexual harassment, the University must follow the grievance process set forth in Section 7.

Emergency Removal

The University, and Decision Maker (in consultation with the Title IX Coordinator), reserves the right to remove a respondent from its education program or activity on an emergency basis. In order to do so, the University must first:

- Undertake an individualized safety and risk analysis;
- Determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
- Provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Subject to the above process, the University may remove a respondent without first having received a formal complaint of sexual harassment.

SECTION 7. GRIEVANCE PROCEDURE FOR FORMAL COMPLAINTS OF SEXUAL HARASSMENT AND COMPLAINTS INCLUDING ALLEGATIONS OF SEXUAL HARASSMENT

Formal Complaints of Sexual Harassment

Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.

To constitute a formal complaint, the document must be filed by a complainant or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the University investigate the allegation of sexual harassment. A document filed by a complainant means a document or electronic submission (such as by electronic mail or through [Sexual Misconduct and Harassment Anonymous Report Form](#) on MyMtMary) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

If the complainant chooses not to file a formal complaint, the Title IX Coordinator must either document his/her reasons for filing a formal complaint against the complainant's wishes or document his/her reasons for choosing not to file a formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

In limited circumstances, if a complainant does not sign a formal complaint, the Title IX Coordinator may sign a formal complaint on behalf of the University. In determining whether to file a formal complaint, the Coordinator will consider whether any of the following exist: violence, threat, pattern, predation, minors and/or the use of a weapon is evidenced. The Title IX Coordinator may consult with experts in making this determination, if deemed appropriate by the Title IX Coordinator.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the University's education program or activity with which the formal complaint is filed.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed above, and by submitting the [Sexual Misconduct and Harassment Anonymous Report Form](#) on MyMtMary.

Party Rights During the Grievance Process

Formal complaints of sexual harassment trigger the grievance process set forth in this Section 7. During the grievance process, the parties have the following rights:

- **Presumption of Being “Not Responsible”.** The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- **Discussing Allegations.** The University cannot restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- **No Retaliation.** The University prohibits intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in

an investigation, proceeding, or hearing under this Policy, Title IX, or Title IX's regulations.

Intimidation, threats, coercion, or discrimination for the purpose of interfering with any right or privilege secured by Title IX or its regulations constitutes retaliation.

- **Advisors.** During the grievance process, all parties have the right to an advisor of their choice, who may be, but is not required to be, an attorney. The University may not limit the choice or presence of a party's advisor in any meeting or grievance proceeding. However, an advisor's active participation during the grievance process is limited to conducting cross-examination at the live hearing.
- **Equal Opportunity to Present Witnesses and Other Evidence.** The parties have an equal opportunity to present witnesses and other evidence, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The parties also have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations in the formal complaint, including evidence upon which the University does not intend to rely in reaching a determination regarding responsibility.
- **Objective Evaluation of All Relevant Evidence.** The parties have a right to an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.
- **Privacy Protections.** The University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional unless the University has obtained the party's voluntary, written consent.
- **Privileged Information.** The grievance process may not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (unless the privilege has been waived). Privileges include, but are not limited to: attorney-client privilege, marital privilege, religious advisor privilege, physician-patient privilege, and psychologist-patient privilege.
- **Credibility Determination.** Credibility determinations may not be based on a person's status as a complainant, respondent, or witness. The University cannot give credence to a person's statements simply because of the position he/she holds.
- **No Conflict of Interest or Bias.** Any individual designated by the University as a Title IX Coordinator, investigator, decision-maker, reviewer, or any person designated by the University to facilitate an informal resolution process, may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

The grievance process (up to and including an appeals determination, if applicable) shall be completed in a reasonably prompt time frame, which the University designates as 75-90 calendar days from receipt of the formal complaint.

Temporary delays or limited extensions of time frames may be permitted for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons

for the action. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Administrative Leave

During the pendency of the grievance process, the University reserves the right to place a non-student employee respondent on administrative leave.

Standard of Evidence under this Grievance Procedure

The standard of evidence to be used for determining responsibility under this grievance procedure (and for all formal complaints of sexual harassment, including formal complaints against employees and students) is the preponderance of the evidence standard.

Initial Response to a Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly provide the following information in a written notice to the known parties:

- Notice of the grievance process, including informal resolution and the name of the individual assigned to conduct the investigation.

Note that any objections to an appointed investigator must be made in writing to the Title IX Coordinator within five (5) calendar days after notice has been provided. Objections must be based on actual bias or conflicts of interest. The Title IX Coordinator will determine if bias or a conflict of interest exists. In that event, the parties will be notified in writing of the name of the new investigator. Any objection to the new investigator will be made in accordance with this section.

- Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in 34 C.F.R § 106.30, including sufficient details known at the time and with sufficient time to prepare a response before any interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under 34 C.F.R § 106.30, and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and who may inspect and review evidence.
- A statement informing the parties of any provisions in the University's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Investigating a Formal Complaint

Upon receipt of a formal complaint and a determination that the complaint is subject to this grievance procedure, the assigned investigator shall investigate the formal complaint. Note that the University may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.²

The specific steps of the investigation will vary based on the nature of the allegations and other factors; however, the University's inquiry will be prompt, thorough and impartial. The investigation shall be completed within forty-five (45) calendar days of receipt of the formal complaint. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties.

The investigation process shall include, at minimum, individual meetings with the complainant and respondent to discuss the substance of the complaint and to identify witnesses (lay or expert) and other inculpatory or exculpatory evidence. The investigator shall provide advanced notice to the party, including the date, time, location, participants, and purpose of the investigative meeting at least seven (7) calendar days in advance of the meeting to provide sufficient time for the party to prepare to participate.

When investigating a formal complaint and throughout the grievance process, the University must provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Prior to the conclusion of the investigation, the investigator shall provide to the complainant and respondent (and their respective advisors, if any) the opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including any evidence upon which the University does not intend to rely upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source.³

Such evidence will be sent in an electronic format to the parties and any identified party advisor (unless requested by a party or advisor to be received in hard copy format). Each party will be given at least ten (10) calendar days to submit to the investigator a written response to the evidence for consideration by the investigator prior to conclusion of the investigation and completion of the investigative report.

The investigator shall conclude the investigation by drafting a written investigative report that fairly summarizes the relevant evidence. The investigative report must also describe the procedural steps from receipt of the formal complaint through the conclusion of the investigation, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.

² Where a grievance process involves more than one complainant or more than one respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable.

³ The University must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Note that the following evidence and information is deemed not relevant or otherwise not subject to use in the grievance process: (1) information protected by a legally recognized privilege; (2) evidence about a complainant's sexual predisposition; (3) evidence about a complainant's prior sexual behavior unless it is offered to prove that someone other than the respondent committed the alleged conduct or it concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent; (4) any party's medical, psychological, and similar records unless the party has given voluntary written consent.

Before the investigative report has been finalized, each party (and their respective advisors, if any) will be provided with a draft copy of the investigative report. The draft report will be provided in an electronic format (unless requested by a party or advisor to be received in hard copy format). Each party will be given five (5) calendar days to submit to the investigator any objections to the draft investigative report prior to its finalization.

The final investigative report will be sent to the parties and any identified party advisor at least ten (10) calendar days prior to the live hearing in electronic format (unless requested by a party or advisor to be received in hard copy format). The parties may review the final investigative report and provide a written response to the decision-maker no later than five (5) calendar days before hearing (discussed below).

Dismissing a Formal Complaint

Jurisdictional Dismissal. Under certain circumstances, a formal complaint of sexual harassment may not be subject to the jurisdiction of Title IX and this grievance procedure for complaints of sexual harassment set forth in this Section 7.

The University must investigate the allegations in a formal complaint. However, a formal complaint must be dismissed for purposes of sexual harassment under Title IX and its regulations (and removed from this grievance process) if:

- The conduct would not constitute sexual harassment as defined under 34 C.F.R § 106.30 even if proved;
- The conduct did not occur in the University's education program or activity; or
- The conduct did not occur against a person in the United States.

Dismissing a formal complaint of sexual harassment for any of these reasons does not preclude action under another of the University's policies prohibiting misconduct.

Discretionary Dismissal. The University may dismiss a formal complaint as subject to this grievance process if, at any time during the investigation or hearing:

- The complainant submits a written request for withdrawal to the Title IX Coordinator;
- The respondent is no longer enrolled at or employed by the University; or
- The specific circumstances prevent the University from gathering evidence sufficient to reach a determination.

Regardless of whether a formal complaint is subject to jurisdictional or discretionary dismissal, the Title IX Coordinator shall promptly notify the parties, simultaneously and in writing, of the dismissal and reasons therefor. Parties can appeal the dismissal decision (see below).

Live Hearing

Within thirty (30) calendar days following the conclusion of the investigation, the University will schedule a live hearing before an appointed decision-maker⁴ to reach a determination regarding responsibility.

Key aspects of the live hearing include:

- **Physical or Virtual Presence.** At the University's discretion, live hearings pursuant to this paragraph may be conducted either with all parties physically present in the same geographic location or with any or all parties, witnesses, and other participants appearing at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

At the request of either party, the University shall provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions.

Records or Transcript. The University shall create an audio or audiovisual recording, or transcript, of the live hearing and make it available to the parties for inspection and review.

- **Cross-Examination.** At the live hearing, the decision-maker must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the University's discretion to otherwise restrict the extent to which advisors may participate in the proceedings.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

- **Relevant Questions.** Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

⁴ The decision-maker may not be the Title IX Coordinator or investigator. The decision-maker may also be a panel of decision-makers.

- **Advisors for Cross-Examination.** If a party does not have an advisor present at the live hearing, the University shall provide without fee or charge to that party, an advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

The Title IX Coordinator will be responsible for coordinating the live hearing process. This includes, but is not limited to: scheduling the hearing; notifying parties and witnesses of the hearing; ensuring that the decision-maker is provided with appropriate materials including any exhibits; coordinating technology; securing a location for the hearing; and providing for a record or transcript. The Title IX Coordinator will also act as liaison between the parties and the decision-maker on procedural matters.

The parties will be given written notice of the date, time, and location of the hearing no sooner than seven (7) calendar days before the hearing has been scheduled. The notice of hearing shall also include the identity of the decision-maker. Any objections to an appointed decision-maker must be made in writing to the Title IX Coordinator within five (5) calendar days after notice has been provided. Objections must be based on actual bias or conflicts of interest. The Title IX Coordinator will determine if bias or a conflict of interest exists. In that event, the parties will be notified in writing of the name of the new decision-maker. The date for the hearing may also need to be rescheduled. Any objection to the new decision-maker will be made in accordance with this section.

No later than five (5) calendar days before the hearing, each party will provide to the decision-maker (i) the name of, and contact information for, the party's advisor (if any); (ii) any requests to consolidate pending cases for hearing; and (iii) a proposed witness list.⁵

The decision-maker will make all determinations regarding pre-hearing matters and will promptly notify the Title IX Coordinator who, in turn, will promptly notify the Parties.

Decision-Maker's Determination Regarding Responsibility

Following the live hearing, the decision maker shall issue a written determination regarding responsibility. To reach this determination, the preponderance of the evidence standard must be applied. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Include the findings of fact supporting the determination;
- Include the conclusions regarding the application of the University's code of conduct to the facts;
- Include a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the

⁵ The investigator may be a witness at hearing. However, the decision-maker must independently reach a determination regarding responsibility without giving deference to the investigative report.

University's education program or activity will be provided by the University to the complainant; and

- Include the University's procedures and permissible bases for the complainant and respondent to appeal.

The decision-maker shall provide his/her written determination to the parties simultaneously. The determination becomes final either on the date the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Appeal

Any party can appeal the decision-maker's determination regarding responsibility. Parties can appeal on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainant or respondent generally or against the individual complainant or respondent that affected the outcome of the matter.

Parties also have the right to appeal the University's mandatory or discretionary dismissal decision.

Appeals must be filed with the Title IX Coordinator within five (5) calendar days following issuance of the decision-maker's written determination. Upon receipt of the appeal, the Title IX Coordinator shall notify the parties in writing that an appeal has been filed. The Title IX Coordinator shall also appoint a reviewer to consider the appeal and notify the parties of the selected reviewer.⁶

If the parties have objections to the appointed reviewer based on actual bias or conflict of interest, they shall contact the Title IX Coordinator within five (5) calendar days after notice has been provided. The Title IX Coordinator will determine if bias or a conflict of interest exists. In that event, the parties will be notified in writing of the name of the new reviewer. Any objection to the new reviewer will be made in accordance with this section.

The reviewer shall notify the parties of the appeal procedures and set a schedule for the parties to submit written statements in support of, or challenging, the outcome. Such schedule shall provide an opportunity for each party to respond to the arguments of the other party.

Upon reviewing both parties' statements, the reviewer shall issue a reasoned written decision describing the result of the appeal and rationale for the result. The written decision shall be provided to both parties simultaneously. The reviewer's decision shall be final and binding upon the parties.

Remedies

This grievance process provides remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. The Title IX Coordinator is responsible

⁶ The reviewer shall not be the same person as the decision-maker, the investigator, or the Title IX Coordinator. The reviewer may also be a panel of reviewers.

for effective implementation of any remedies. Remedies under this policy for sexual harassment must be designed to restore or preserve equal access to the education program or activity. For students, the range of possible remedies includes but is not limited to: safety escorts, class section reassignment, residence hall room reassignments, counseling and academic support services, academic accommodations, the ability to retake a test, and withdrawal or re-enrollment in a course without financial penalty. For employees, the range of possible remedies includes but is not limited to; a “no contact” order between the parties, office reassignments, job reassignments, accommodations and/or counseling.

The grievance process may also provide for discipline or recommendations for discipline where a determination of responsibility for sexual harassment has been made against the respondent. For students, the range of possible discipline includes but is not limited to: a warning, probation, restitution, residence hall probation, residence hall suspension, residence hall expulsion, university probation, university suspension, and university expulsion. More than one of the sanctions listed above may be imposed for any single violation. For employees, the range of possible discipline includes but is not limited to: a written warning, suspension, and expulsion or termination. Recommendations for discipline will be pursued according to applicable University policies.

The University will also consider whether there are any broader student population remedies that should be considered to satisfy its Title IX obligation to eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Informal Resolution

At any time after a formal complaint has been filed (but before a determination regarding responsibility), the University may offer the parties the opportunity to engage in informal resolution of the formal complaint. However, informal resolution may not be offered or utilized where the allegations involve an employee sexually harassing a student.

The University must obtain the parties’ voluntary, written consent to the informal resolution process. The Title IX Coordinator must also provide to the parties a written notice disclosing:

- The allegations;
- The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations (provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint); and
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

At any time prior to agreeing to a resolution resulting from an informal resolution process, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. The University will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

SECTION 8. MISCELLANEOUS PROVISIONS REGARDING DISCRIMINATION ON THE BASIS OF SEX AND SEXUAL HARASSMENT

Confidentiality

The University shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (“FERPA”) and its regulations, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106 (Nondiscrimination on the Basis of Sex in Education), including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Retaliation

The University prohibits intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, Title IX, or Title IX’s regulations.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, constitutes retaliation.

Complaints alleging retaliation may be filed according to the University’s grievance procedures for sex discrimination.

Recordkeeping

The University will comply with all recordkeeping requirements imposed by applicable law and regulations, including those recordkeeping requirements set forth in 34 C.F.R. § 106.45(b)10. This includes the following records, which must be maintained in compliance with federal and state laws:

- Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the education program or activity;
- Any appeal and the result of that appeal;
- Any informal resolution and the result of that informal resolution;
- All Title IX training materials; and
- Records of any actions, including any supportive measures (and the basis for providing or not providing supportive measures based on the deliberate indifference standard) taken in response to a report or formal complaint of sexual harassment.

Beginning on August 14, 2020, the above-cited records must be maintained for no less than seven (7) years from the conclusion of a matter (including any appeal).

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person’s pursuit of other remedies, e.g., criminal complaints, civil

actions, etc. Use of the University's grievance procedures does not extend any filing deadline related to the pursuit of other remedies.

SECTION 9. RESOURCES

If you believe that you or another student or employee has been a victim of sexual harassment, the following resources are available to you and/or the other person. Outside of seeking confidential support with the Mount Mary University Counseling Center, these resources are not confidential and may trigger a response from the University.

RESOURCES	CONTACT INFORMATION
Milwaukee Police Department, District 7 (Non-Emergencies)	414-935-7272
Milwaukee Police Department, District 7 (Emergencies)	911
Mount Mary University Public Safety	Bergstrom Hall, Lower Level 414-807-9560 414-930-3333
Confidential Support with Mount Mary University Counseling Center	You can find the Counseling Center in Haggerty Library, Student Success Center 414-930-3022
Filing an Anonymous Report	<i>MyMountMary</i> , Sexual Misconduct and Harassment Anonymous Report Form
Filing a Report or Formal Complaint with the University's Title IX Coordinators	Keri Alioto Vice President for Student Affairs Caroline Hall 145 2900 Menomonee River Parkway Milwaukee, WI 53222 aliotok@mtmary.edu Phone: 414-930-3372 Senior Director of Human Resources Notre Dame Hall 252 2900 Menomonee River Parkway Milwaukee, WI 53222 mmu-humanresources@mtmary.edu Phone: (414) 930-3051

Healing Centers	<p>24 hour telephone line: 414-219-5555 Confidential Text Line: 414-219-1551</p> <p>Aurora Healing Center 130 W. Bruce Street, 4th Floor Milwaukee, WI 53204 414-671-4325</p> <p>Aurora Healing Center at Aurora Sinai Medical Center 945 N. 12th Street Milwaukee, WI 53233 414-219-5938</p> <p>Aurora Healing Center at Sojourner Family Peace Center 619 W. Walnut Street Milwaukee, WI 53212 414-810-1498</p> <p>Aurora Healing Center at Aurora West Allis Medical Center 8901 W. Lincoln Ave. West Allis, WI 53227 414-219-5938</p>
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APPENDIX B

Information Technology Acceptable Use Policy

In general, Mount Mary University provides numerous information technology resources for use by the Mount Mary University community to support its educational mission. The use of these resources must be consistent with the goals of the University. As a member of the Mount Mary University community, we are expected to act responsibly and to follow the University's guidelines, policies and procedures in utilizing information technology and electronic networks accessed by such technology. The University's acceptable-use policy includes the following guidelines and the requirement of each Mount Mary University community member, including faculty, students, staff or other users to:

A. GENERAL USAGE

Respect the rights of others to freedom from harassment or intimidation. Sending of abusive or unwanted material causing the work or university experience of others to be disrupted is a violation of University policies. It may also violate the law, and is unacceptable.

Respect copyright and other intellectual-property rights. Copying of files or passwords belonging to others will be considered a violation of University policies, a violation of law and may constitute fraud, plagiarism or theft. Software licensed by the University must only be used in accordance with the applicable license. Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses or simply damaging files) is unethical, a violation of University policies and may be a felony in Wisconsin.

Identify yourself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous communications appear to dissociate you from responsibility for your actions and are inappropriate. Concealing your identity or misrepresenting your name or affiliation to mask or attempt to distance yourself from irresponsible or offensive behavior is a serious abuse and violation of University policies. Using identifiers of other individuals, including using such identifiers as your own, constitutes a violation of University policies and constitutes fraud.

Abide by security restrictions on all systems and information. Violating security restrictions of the University threatens the work, privacy and well-being of many others. Engaging in activities, which are attempts to bypass security restrictions, is a serious violation of University policies, grounds for immediate suspension of your access privileges and other disciplinary action. Such activities may include but are not limited to: distributing or making your password or another person's password or access code available to others; or otherwise attempting to evade, disable or "crack" password or other security provisions or assisting others in doing so.

Use resources efficiently. Accepting limitations or restrictions on computing resources, such as storage space, time limits or amount of resources consumed, when so instructed by the University. Such restrictions are designed to ensure fair access for all users.

Recognize limitations to privacy in electronic communications. You may have an expectation that the contents of what you write, create, store and send be seen only by those to whom you intend or give permission. However, the security of electronic information on shared systems and a network is approximately that of paper documents in an unsealed envelope--generally respected, but breachable by someone determined to do so. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.

Accept responsibility for your own work by learning appropriate uses of software to maintain the integrity of what you create. Keep archives and backup copies of important work. Learn and properly use the features for securing or sharing access to your information on any computers that you use. Change passwords frequently and do not share them.

Resources may be used for lawful and permitted purposes only. Use of resources for unlawful purposes or for uses not specifically permitted by the University, or assisting another in such use, is a serious violation of University policies and grounds for disciplinary action and other sanction.

The University extends University policies and procedures for use and access to information technology and systems outside the University accessed via University facilities. Network or computing providers outside the University may additionally impose their own conditions of appropriate use, for which you are responsible.

In the University's discretion to maintain continued reasonable services to the rest of the community, or in cases of irresponsible use, units providing resources may suspend privileges and may disallow connection of computers (even personal ones) to the campus network or take or recommend other action necessary or appropriate. System maintenance may involve the investigation of technical problems or possible unauthorized or irresponsible usage. Mount Mary University users are expected to cooperate with investigations by resource managers or other University officials. Failure to cooperate with official investigations may be grounds for suspension or loss of access privileges or other action determined by the University. Cases of apparent abuse or violation of University guidelines, policies or procedures will be referred to the appropriate University body for action.

Issues concerning these guidelines or allegations of harassment or other irresponsible use of the information technology resources should be brought in writing to the attention of the Vice President for Academic and Student Affairs or the Director of Computer Services.

B. ON-LINE NETWORK USE

Use of On-Line Networks Mount Mary University has computers capable of accessing Internet, World Wide Web and other on-line computer networks (collectively, "on-line networks"). Members of the University community are encouraged to use on-line networks for educational purposes under the appropriate circumstances. However, in order to protect University rights and the rights of others and to lessen exposure to potential liability resulting from the nature and use of information a student or faculty member posts on or transmits through on-line networks, certain rules must be followed. Anyone who violates University policies including those set forth in the Mount Mary University Employee Handbook, and others adopted by the University from time to time or applicable law, shall be subjected to sanctions determined by the appropriate University personnel and policies.

Passwords. You may be given passwords for accessing on-line networks ("Mount Mary passwords") and be authorized to use one or more Mount Mary passwords for specific purposes. You are responsible for maintaining all Mount Mary passwords in confidence and not to disclose or make available any to third parties without our prior written consent. You will be held responsible and will be liable for any harm resulting from your disclosing or allowing disclosure or improper use of a Mount Mary password.

On-Line Conduct. On-line networks shall be used only as permitted by the University, only in accordance with applicable University policies and only for lawful purposes. Any conduct that in our sole discretion restricts or inhibits others from using an on-line network or violates University policies or applicable law is not permitted and will be subject to sanction and

disciplinary action. Users are prohibited from posting on or transmitting through any on-line network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening material of any kind. Users are also prohibited from posting on or transmitting any material, which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or University policies. The University reserves the right to restrict and/or interrupt communications through or by use of any of its computers or computer services, which is believed to be harmful to the University or to others. More specifically and without limitation, the following conduct violates University policies and is not permitted.

Offensive Communication. Use of vulgar, abusive or hateful language is prohibited.

Harassment is defined as any behavior (verbal, written or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person based on race, color, religion, sex, gender, sexual orientation, national origin, age, ethnicity, pregnancy, disability (physical or mental), genetic information, and other group protected by federal, state, or local law.

Offensive Graphic Files Transmitting through or posting on any on-line network sexually explicit images or any other content deemed to be offensive is prohibited.

Impersonation. Communication under a false name or designation or a name or designation you are not authorized to use, including instances in conjunction with representing that you are somehow acting on behalf of or under the auspices of Mount Mary University are prohibited.

Chain Letters and Pyramid Schemes. Transmission of chain letters and pyramid schemes of any kind is prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on utilizing the structure of a chain letter are also of questionable legality.

Improper Advertising, Solicitation. Use of any on-line network to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by University policies and in those areas that are designated for such a purpose, for example, a classified ad area.

Improper Use of Copyright and Proprietary Information of Others. You may, subject to University policies and authorization, upload to software files or otherwise distribute on on-line networks only information [1] not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any copyrighted content submitted or used with the consent of the copyright owner should contain a phrase such as "Copyright owned by [name of owner]; used by permission." Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of University policies and could subject you to criminal prosecution as well as personal liability in a civil suit, in addition to other sanctions.

Use of Mount Mary University Name. You may not, under any circumstances, without the University's prior written consent, use the name "Mount Mary University" in any form or use any symbol or logo or graphic used by or associated with Mount Mary University alone or with the name "Mount Mary University" or any name, symbol, logo or graphic confusingly similar to Mount Mary University's name, symbols, logo or graphics as part of an e-mail address, a "home page" or a second or higher level domain name for any on-line network you utilize, originate or register with Internet or similar authority. Unauthorized use of the name "Mount Mary University" or any symbol, logo or graphic used by or associated with the University or any confusingly similar thereto, is a violation of University policies and subject to sanctions.

[1] Information can include software, photographs, videos, graphics, music, sounds and other material collectively referred to as "content".

APPENDIX C

Committees, Work Groups and Task Forces

Committee Work

Committees play an essential role in the governance of the University. To ensure that this work is carried out most effectively:

- All governing bodies will review the annual reports of the committees that report to them.
- Each committee will have a member of the appropriate governing body to serve as a liaison.

These steps are designed to:

- Facilitate responses to concerns of the committees,
- Avoid duplication of tasks,
- Provide proactive assistance to the committees.

How to Create, Dissolve or Redefine a Committee

A committee is defined as a standing governance body with policy-making authority. Under the Governance structure, committees are either All-University, e.g., Strategic Planning, or constituency related, e.g., Curriculum Committee.

To Create a Committee

1. Develop a proposal that defines the purpose and jurisdiction of the committee.
 - To the extent possible define what policies it will determine.
 - To the extent possible define its specific tasks.
2. Define the membership of the committee:
 - Number and qualification of members
 - Length of term
 - Method of selection

3. Take the proposal to the appropriate governing body for review.
 - They will review the proposal
 - The person(s) who submitted the proposal will be notified in a timely manner regarding its status
 - If the governing body does not accept the proposal, a reason will be provided and an alternative route may be suggested
 - If the proposal is accepted, the respective governing body will decide if it requires the consent of that constituent assembly or whether it can be acted on in another way
4. Membership on the committee will be routed through the appropriate faculty service committee or administrator.

To Redefine a Committee:

1. Develop a proposal that redefines the purpose and jurisdiction of the committee.
 - To the extent possible, define the committee's reconfigured role and explain the rationale for the changes that are being made.
 - To the extent possible, define its specific tasks.
2. Define the membership of the committee. Explain the rationale for any changes and specify:
 - Number and qualification of members
 - Length of term
 - Method of selection
3. Take the proposal to the appropriate governing body for review.
 - They will review the proposal.
 - The person(s) who submitted the proposal will be notified in a timely manner regarding its status.
 - If the governing body does not accept the proposal, a reason will be provided and an alternative route may be suggested.
 - If the proposal is accepted, the respective governing body will decide if it requires the consent of that constituent assembly or whether it can be acted on in another way.
4. Membership on the committee will be routed through the appropriate faculty service committee or appropriate administrator.

To Dissolve a Committee:

1. Develop a proposal why this body should not exist as a committee.
 - Explain how the tasks are being undertaken in other ways.
 - Explain why the committee no longer needs to be setting policy.
2. Take the proposal to the appropriate governing body for review.
 - They will review the proposal.

- The person(s) who submitted the proposal will be notified in a timely manner regarding its status.
- If the governing body does not accept the proposal, a reason will be provided and an alternative route may be suggested.
- If the proposal is accepted, the respective governing body will decide if it requires the consent of that constituent assembly or whether it can be acted on in another way.

Work Group

The task of a work group is limited in scope and time but needs to be done periodically. To create a work group:

1. Develop a proposal that defines the purpose and jurisdiction of the group.
 - To the extent possible, define what specific work it will perform.
2. Define the membership of the group.
 - Number and qualification of members
 - Length of term
 - Method of selection
 - The nature of the work may require individuals with specific skills or with specific positions within the University.
 - All other appointments will be made by the faculty service committee or appropriate administrator if the proposal has been accepted.
3. Take the proposal for a new work group to the appropriate governing body for review.
 - They will review the proposal
 - The person(s) who submitted the proposal will be notified in a timely manner regarding its status
 - If the governing body does not accept the proposal, a reason will be provided and an alternative route may be suggested
 - If the proposal is accepted, the respective governing body will notify the faculty service committee or appropriate administrator and ask that the work group be staffed

The Executive Committee will review the work groups under its purview every five years.

Task Force

A task force is created to meet a temporary, limited need of the University, not covered by any existing committee, work group, or department.

To create a task force:

1. Develop a proposal that defines the purpose and jurisdiction of the task force.
 - To the extent possible define what specific work it will perform.

2. Define the membership of the group:

- Number and qualification of members
- Length of term
- Method of selection
- The nature of the work may require individuals with specific skills or with specific positions within the University.
- All other appointments will be made by the faculty service committee or appropriate administrator if the proposal has been accepted.

3. Take the proposal for a new task force to the appropriate governing body for review.

- They will review the proposal.
- The person(s) who submitted the proposal will be notified in a timely manner regarding its status.
- If the governing body does not accept the proposal, a reason will be provided and an alternative route may be suggested.
- If the proposal is accepted, the respective governing body will notify the faculty service committee or appropriate administrator and ask that the task force be staffed.

If there is an urgent need to create a task force, the President or any member of the President's Council may name a task force.

For example, the following group is a task force, not a committee: Search Task Force.