



Dear colleagues,

We want to inform you that the Staff Handbook has been updated. These changes include editorial modifications, administrative updates, removal of outdated policies, updates to comply with legal requirements, and revisions approved by the President's Cabinet. You can access the updated version of the handbook either through the provided [link](#) or by visiting the HR website. Below is a summary of the key revisions made in different sections:

CHAPTER 2: EMPLOYMENT

- 2.3.2 Occupational & Environmental Safety & Health: Revised language, replaced Safety Manager with the Safety Concerns Committee.
- 2.4.3 Included BIAS Incident Policy and Process
- 2.5.6 Time-keeping Management: Kronos has been replaced with Self-service.
- 2.6.7.2 Absences: Revised the number of unplanned absences.
- 2.7.4.1 Pet Policy: Revised language to reflect updated pet policy
- 2.7.1.1 Accident Reporting: Included a link to the First Report of Injury Form.

CHAPTER 4: COMPENSATION

- 4.5 University Closure: Revised the rate of pay.
- 4.5.1 Hourly Employees working during University Closure: Revised pay rates.
- 4.5.1.2 Emergency Call Back: Revised overtime and regular pay rates.

CHAPTER 5: BENEFITS

- 5.2.5 Healthcare Advocacy Service: Changed to Health Joy.
- 5.2.7 Employee Assistance Program: Updated to Lincoln Financial Group.
- 5.4.1 Vacation: Revised carryover policy and included regular pay rate.
- 5.4.2 Sick Leave: Included regular pay rate.
- 5.4.4 Funeral/Bereavement Leave: Expanded eligibility to include in-law relationships and close friends.
- 5.4.8 Holidays: Updated language regarding regular pay rate.
- 5.4.8.1 Pay for Hours worked on Holiday: Included additional information on hourly employee overtime and holiday pay rates.

- 5.5.7 Fitness Center: Included no-cost membership.

Moreover, revisions have been made to the [Tuition Remission/Exchange Program](#) as outlined below:

TUITION REMISSION/EXCHANGE PROGRAM

- Section 3 Remission Eligibility: Revised eligibility criteria for Full Tuition Remission.
- Section 4 Initial Dependent Eligibility Criteria: Aligned eligibility with that of Initial Employee Eligibility.
- Section 6 Application Procedure: Updated [Tuition Remission Application Form](#).
- Section 11 Tuition Exchange Program: Revised eligibility criteria to match those for Tuition Remission.

We encourage you to familiarize yourself with these updates. Should you have any questions or require further clarification, please do not hesitate to reach out to the HR department.

Thank you for your attention to this matter.



HUMAN RESOURCES

Phone: 219.464.5214 | Fax: 219.464.6887
KRETZMANN HALL 139 - I, 1700 CHAPEL DRIVE, VALPARAISO, IN 46383-6493 USA
valpo.edu/human-resources

[Subscribe](#) to our email list.