



ALKIMI UNIVERSITY
Merrow Falls · Founded 1891

Employee Handbook

Policies and benefits for staff

EDITION
2026–27 Edition

FOR
Staff and administrators (faculty: see the Faculty Handbook)

EFFECTIVE
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MAINTAINED BY
Human Resources

FICTIONAL INSTITUTION — DEMONSTRATION DOCUMENT

Alkimi University is a fictional institution created by Alkimi AI to demonstrate its products. It does not admit students, grant degrees, employ faculty, or accept payments. All people, places, policies, and figures in this document are invented.

ALKIMI UNIVERSITY

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ALKIMI UNIVERSITY

About this handbook

Welcome to Alkimi University. This Employee Handbook serves as the definitive reference guide to employment policies, workplace guidelines, operational standards, and university benefits for all regular, temporary, full-time, and part-time staff members and administrators.

At-Will Employment Statement

Employment with Alkimi University is at-will, meaning that either the employee or the university may terminate the employment relationship at any time, with or without cause, and with or without advance notice, except as expressly provided otherwise in an executed written contract approved by the President or the Board of Trustees. Nothing in this handbook, in university practices, or in oral representations by supervisors or university officers creates or constitutes an express or implied contract of employment, a guarantee of continued employment, or a promise of specific terms or procedures.

Relationship to the Faculty Handbook

Teaching faculty, research faculty, and library faculty members are governed primarily by the provisions of the *Alkimi University Faculty Handbook* regarding appointments, tenure, promotion, sabbatical leaves, and academic workloads. In administrative, operational, or benefits matters where the Faculty Handbook is silent, university-wide administrative policies referenced in this handbook apply. Staff employees who also hold adjunct teaching appointments are governed by this handbook for their staff employment and by academic policies for their instructional duties.

Citation Contract for Alkimi AI Agents and Community Members

Sections in this handbook are numbered sequentially within each chapter (for example, §3.3 University Pay Schedules). Alkimi artificial intelligence agents, human resources representatives, managers, and employees reference policies using this exact notation: *Employee Handbook §[Chapter].[Section]*. Each section is authored to function as a self-contained policy statement.

Fictional Institution Notice

Alkimi University is a fictional institution created by Alkimi AI to demonstrate its conversational AI platform and agent workflows in higher education. It does not admit real students, confer actual degrees, employ staff, or process real financial transactions. All names, departments, telephone numbers, email addresses, and policy parameters are generated for demonstration and evaluation purposes.

CHAPTER 1

Welcome and Working at Alkimi

§1.1 Institutional Mission, Motto, and Values

Alkimi University, established in 1891 in the city of Merrow Falls, is a private, nonprofit research institution dedicated to liberal arts inquiry, technological innovation, and societal advancement. The university motto, *Ex scientia, aurum* (“From knowledge, gold”), encapsulates our collective commitment to transforming intellectual exploration and rigorous research into meaningful contributions to our students and the broader global community.

University staff members are essential partners in realizing this educational mission. Whether maintaining our 312-acre campus, administering student services, stewarding financial resources, or supporting cutting-edge laboratory research, staff create the infrastructure that enables academic excellence. Our institutional values center on:

- **Integrity and Ethical Stewardship:** Conducting university operations transparently, adhering to compliance standards, and managing institutional resources with prudence.
- **Collaborative Innovation:** Embracing modern tools, efficient workflows, and interdisciplinary collaboration across administrative divisions.
- **Inclusion and Respect:** Fostering a workplace culture where diverse viewpoints, backgrounds, and talents are actively welcomed and supported.
- **Service Excellence:** Providing responsive, respectful, and high-quality assistance to students, faculty colleagues, alumni, and campus visitors.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§1.2 University Governance and Leadership Structure

Alkimi University operates under the leadership of the Board of Trustees and the President of the University, Dr. Evelyn Marsh. Executive administrative authority is organized across six core divisions:

- **Office of the President:** Led by Dr. Evelyn Marsh, responsible for institutional strategy, donor relations, legal counsel, and community partnerships.
- **Academic Affairs:** Led by Dr. Samuel Adebayo, Provost and Vice President for Academic Affairs, overseeing the academic colleges, faculty affairs, library services, the registrar, and institutional research.
- **Student Affairs:** Led by Dr. Priya Raman, Vice President for Student Affairs and Dean of Students, overseeing campus life, residence halls, student conduct, recreation, and health services.
- **Finance and Administration:** Led by Gloria Whitman, Vice President for Finance and Chief Financial Officer, directing budget planning, treasury operations, bursar functions, payroll, facilities management, and dining contracts.
- **Information Technology:** Led by Nadia Kowalski, Vice President and Chief Information Officer, managing enterprise computing, campus networking, cybersecurity, administrative systems, and the Alkimi AI platform.
- **Enrollment Management:** Led by Marcus Bell, Vice President for Enrollment Management, overseeing undergraduate admissions, graduate admissions, and financial aid.

Staff members report through designated administrative reporting lines within their academic or operational units. Department organizational charts are maintained by Human Resources and accessible through the university employee portal (AlkimiHub).

Contact: Office of the President · Founders Hall 300 · (555) 555-0100 · president@university.alkimi.ai

§1.3 The Role of Staff in the University Community

The university employs over 750 professional, administrative, technical, and service staff members across campus. Staff governance is facilitated through the Alkimi Staff Council, an elected advisory body that meets monthly to discuss workplace policies, campus initiatives, professional development, and employee recognition.

Staff employees participate in university-wide committees, commencement ceremonies, campus celebrations, and strategic planning initiatives alongside faculty and student representatives. Department supervisors are encouraged to support staff participation in university service, provided operational coverage is maintained within the employee's home unit.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§1.4 Campus Communication and Official Channels

Alkimi University maintains official digital and physical communication channels to ensure all employees receive timely administrative announcements, operational updates, and emergency alerts:

- **AlkimiID and Email:** Every staff employee receives an AlkimiID upon appointment (for example, bsandoval26). The university email address assigned to this ID (\@university.alkimi.ai) is the official channel for all employment-related correspondence, legal notices, and administrative directives. Employees are required to check their university email regularly during work hours.
- **AlkimiHub:** The employee self-service portal located at hub.university.alkimi.ai provides secure access to electronic paystubs, W-2 forms, benefit enrollment portals, direct deposit management, and vacation leave balances.
- **AlkimiAlert Emergency Notification System:** An automated mass communication service that broadcasts emergency alerts via SMS text message, automated voice call, and campus-wide email. Staff are automatically enrolled upon hire and must maintain updated emergency contact telephone numbers in AlkimiHub.
- **Administrative Digest:** A weekly electronic bulletin published on Thursday mornings containing campus news, committee notices, policy reminders, and employee milestones.

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

CHAPTER 2

Employment Basics

§2.1 Employment Classifications

Every staff position at Alkimi University is designated as either exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA) and applicable wage and hour laws:

- **Exempt Staff:** Positions primarily executive, administrative, or professional in nature that meet FLSA duties tests and minimum salary thresholds. Exempt staff receive an established monthly salary intended to compensate them for all hours worked in service of their job responsibilities. Exempt staff do not receive overtime pay or compensatory time off.
- **Non-Exempt Staff:** Positions involving technical, paraprofessional, clerical, or trade functions that are subject to all FLSA provisions. Non-exempt employees are paid an established hourly wage and must record all hours worked. Non-exempt employees are eligible for overtime compensation for hours worked beyond 40 hours during a standard workweek (see §3.2 Overtime and Compensatory Time).

Position classification reviews are conducted exclusively by Human Resources upon the request of a department head or during significant structural reorganizations.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§2.2 Employment Status

Staff members are appointed under one of four employment statuses, which govern benefit eligibility and term commitments:

- **Regular Full-Time:** Employees appointed to work an established schedule of at least 37.5 to 40 hours per week on a continuing basis without a predetermined end date. Regular full-time employees are eligible for the complete university benefits package (see Chapter 4 Benefits and Chapter 5 Time Off).
- **Regular Part-Time:** Employees scheduled to work fewer than 37.5 hours per week on a continuing basis. Those scheduled for at least 20 hours per week (0.50 FTE) earn prorated vacation and sick leave and are eligible to enroll in health, dental, and vision insurance with prorated university premium contributions.
- **Temporary Staff:** Employees hired for short-term projects, seasonal workload peaks, or interim vacancies, typically not exceeding six consecutive months. Temporary employees receive statutory benefits only (workers' compensation and state unemployment insurance) and do not accrue vacation or participate in tuition remission.
- **Student Employees:** Undergraduate or graduate students enrolled at Alkimi University whose primary affiliation is academic. Student employment is governed by student employment policies; student employees may work up to 20 hours per week during academic semesters at the campus wage rate of \$15.50 per hour.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§2.3 Pre-Employment Background Checks and Verification

To protect campus safety and institutional assets, Alkimi University conducts pre-employment screening on all final candidates for staff positions following a conditional offer of employment. Screening components are tailored to the nature of the position:

- **Standard Background Check:** Criminal history record check, national sex offender registry search, Social Security number verification, and highest degree verification.
- **Financial and Credit Check:** Conducted for positions with fiduciary responsibility, access to cash or credit cards, or budget management authority exceeding \$50,000.
- **Motor Vehicle Records (MVR) Check:** Required for positions requiring operation of university vehicles or shuttles.
- **Licensing and Credentialing:** Verification of required professional licenses (e.g., registered nursing licenses in the Calder Health Sciences Building or counseling credentials in Hollis Health & Counseling Center).

A prior criminal conviction does not automatically disqualify an applicant; Human Resources assesses the relevance of the conviction to the specific job duties, the time elapsed, and evidence of rehabilitation.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§2.4 Introductory Period

All newly appointed regular staff members complete an introductory period of 90 calendar days commencing on their first official day of employment. The introductory period gives the employee and supervisor an opportunity to evaluate performance expectations, job competencies, working relationships, and general adaptation to university operations.

Key guidelines for the introductory period include:

- **Performance Check-In:** The supervisor conducts an informal progress review at approximately 45 calendar days to provide constructive feedback on progress and identify training resources.
- **Completion Review:** Prior to the 90th calendar day, the supervisor submits a formal Introductory Period Evaluation Form to Human Resources confirming successful completion, recommending an extension of up to 60 additional days, or recommending separation.
- **Leave Utilization:** During the initial 90 days, new staff accrue vacation leave but may not take paid vacation without prior written approval from the Associate Vice President for Human Resources. Accrued sick leave may be utilized for medical illness after 30 days of service.
- **At-Will Status:** Completion of the introductory period does not alter the at-will nature of employment at Alkimi University.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§2.5 Form I-9 and Employment Eligibility Verification

In compliance with federal immigration law, Alkimi University verifies the identity and employment authorization of every newly hired employee through the federal Form I-9 and E-Verify system.

Deadlines and compliance requirements:

- **Section 1:** The employee must complete Section 1 of Form I-9 on or before their first day of paid employment via the Alkimi onboarding portal.
- **Section 2:** Within three business days of the first day of work, the employee must physically present original, unexpired identity and employment authorization documents to Human Resources in Harlan Hall 400. Photocopies or digital scans cannot be accepted.
- **Non-Compliance Consequence:** Employees who fail to provide acceptable documentation within three business days of beginning work will be removed from the schedule and cannot perform further services until compliance is completed. Failure to resolve documentation within five business days will result in termination of employment.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§2.6 Personnel Records and Privacy

Human Resources maintains an official personnel file for each employee. Personnel records contain employment applications, appointment letters, job descriptions, performance reviews, written disciplinary notices, payroll authorizations, and professional licensing records. Medical records, workers' compensation claims, and Form I-9 documents are maintained in secure, separate files.

Employees may inspect their personnel records by submitting a written request to Human Resources with at least two business days' advance notice. Review of the file occurs in Harlan Hall 400 in the presence of an HR representative. Employees may request copies of documents they have previously signed. Staff members are responsible for updating personal information (such as mailing address, legal name changes, emergency contacts, and tax withholding allowances) via AlkimiHub within 14 calendar days of any change.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

CHAPTER 3

Hours, Pay, and Timekeeping

§3.1 Standard Workweek and Working Hours

The standard workweek for Alkimi University begins at 12:01 a.m. on Sunday and concludes at 12:00 midnight on the following Saturday. Standard university administrative business hours are Monday through Friday from 8:30 a.m. to 5:00 p.m. Core operational requirements may necessitate different work schedules for certain operational teams, including Campus Safety, Facilities Management, IT Service Desk, and Dining Services.

Full-time staff members are assigned a weekly schedule of either 37.5 hours (7.5 working hours per day with a one-hour unpaid meal break) or 40.0 hours (8.0 working hours per day with a one-hour or 30-minute unpaid meal break), as specified in their appointment letter. Non-exempt employees who work a shift of six hours or longer are required to take an uninterrupted, unpaid meal period of at least 30 minutes, during which they must be relieved of all work responsibilities. Supervisors may schedule two 15-minute paid rest breaks during an eight-hour shift.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§3.2 Overtime and Compensatory Time

Non-exempt staff members earn overtime pay for all hours physically worked in excess of 40.0 hours in a single standard workweek:

- **Overtime Rate:** Overtime is compensated at 1.5 times the employee's regular hourly rate.
- **Advance Authorization Required:** All overtime work must be authorized in advance in writing by the employee's direct supervisor. Working unauthorized overtime is prohibited and subject to corrective counseling, although all hours worked will be paid in compliance with federal wage laws.
- **Paid Time Off Exclusion:** Hours paid for vacation, sick leave, paid holidays, bereavement, or jury duty are not counted as hours physically worked for the purpose of calculating weekly overtime thresholds.
- **Compensatory Time ("Comp Time"):** Alkimi University does not provide compensatory time off in lieu of overtime wages for non-exempt staff. All overtime hours must be reported on the timesheet and paid in cash wages in the corresponding pay period. Exempt employees do not earn overtime or compensatory time.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§3.3 University Pay Schedules

In accordance with university policy, staff compensation is disbursed on two distinct payroll schedules depending on FLSA classification:

Employee Group	Pay Frequency	Scheduled Pay Date
Exempt Staff & Faculty	Monthly	Last business day of the calendar month
Non-Exempt Staff	Biweekly	Every other Friday (26 pay periods per year)
Student Employees	Biweekly	Every other Friday (matching non-exempt staff)

When a scheduled monthly pay date falls on a weekend or university-recognized holiday, payment is disbursed on the immediately preceding business day. For biweekly payroll, if a scheduled Friday

payday coincides with a university holiday, direct deposits are settled on the preceding Thursday. A complete payroll calendar showing timecard submission cutoffs, approval deadlines, and check settlement dates is published annually on the HR portal.

Contact: Payroll Office · Harlan Hall 410 · (555) 555-0185 · payroll@university.alkimi.ai

§3.4 Timekeeping and Attendance Recording

Accurate timekeeping is a legal compliance mandate and an employee responsibility. All non-exempt staff must log their actual working hours using the electronic timecard module in AlkimiHub:

- **Recording Clock Times:** Non-exempt employees must record exact times when starting work, taking an unpaid meal period, resuming work, and concluding the workday. Recording time on behalf of another employee (“buddy punching”) or altering time records fraudulently constitutes gross misconduct subject to immediate termination.
- **Timesheet Submission Deadline:** Non-exempt employees must review, sign, and submit their biweekly electronic timesheet no later than 10:00 a.m. on the Monday following the close of the biweekly pay period.
- **Supervisor Approval Deadline:** Department supervisors must review, verify, and approve timesheets by 2:00 p.m. on the same Monday.
- **Exempt Employee Absence Reporting:** Exempt employees do not record daily clock hours but must report full-day or half-day increments of vacation, sick leave, or parental leave in AlkimiHub by the last day of each monthly pay period.

Contact: Payroll Office · Harlan Hall 410 · (555) 555-0185 · payroll@university.alkimi.ai

§3.5 Direct Deposit and Paystubs

Direct deposit is mandatory for all Alkimi University staff and student employees. Net pay is electronically transferred into up to three designated financial accounts (checking or savings) at any federally insured United States banking institution or credit union.

Employees manage their direct deposit allocations securely through AlkimiHub. New accounts or routing updates require an initial verification cycle; changes submitted at least eight business days prior to a scheduled payday take effect on that pay cycle. Itemized electronic earnings statements (paystubs) detailing gross wages, tax withholdings, pre-tax benefit deductions, post-tax deductions, and accrued leave balances are accessible 24/7 via AlkimiHub. Physical paper paychecks are not issued except in exceptional administrative emergencies approved by the CFO.

Contact: Payroll Office · Harlan Hall 410 · (555) 555-0185 · payroll@university.alkimi.ai

§3.6 Payroll Corrections and Inquiries

Employees are responsible for examining their electronic paystubs each pay period to verify accurate hours, gross wages, and benefit deductions. If an employee notices an underpayment, overpayment, incorrect leave deduction, or missing wage adjustment:

- **Reporting Notice:** The employee must notify the Payroll Office in writing via email to payroll@university.alkimi.ai within 30 calendar days of the affected pay date.
- **Investigation and Underpayments:** Payroll reviews the inquiry within three business days. Validated underpayments exceeding \$100 resulting from administrative error are processed via an off-cycle direct deposit within three business days. Minor underpayments under \$100 are added to the employee’s subsequent regular paycheck.
- **Overpayments:** If an employee receives compensation to which they are not entitled, the employee is legally obligated to inform Payroll immediately. Payroll establishes a reasonable written repay-

ment schedule in consultation with the employee in compliance with applicable wage recovery statutes.

Contact: Payroll Office · Harlan Hall 410 · (555) 555-0185 · payroll@university.alkimi.ai

CHAPTER 4

Benefits

§4.1 Health, Dental, and Vision Coverage

Alkimi University offers regular full-time staff and regular part-time staff scheduled for at least 20 hours per week comprehensive healthcare coverage through university group plans. Coverage becomes effective on the first day of the calendar month following the employee's date of hire.

Staff may select from three medical insurance options designed to fit diverse healthcare needs:

- **Alkimi Premier PPO Plan:** A preferred provider organization plan offering comprehensive in-network preventative, specialist, and hospital care with moderate copayments and a lower deductible (\$500 individual / \$1,000 family).
- **Alkimi Standard POS Plan:** A point-of-service plan balancing network flexibility with affordable monthly employee premium shares (\$1,000 individual / \$2,000 family deductible).
- **Alkimi High-Deductible Health Plan (HDHP) with HSA:** Features lower biweekly payroll deductions paired with a Health Savings Account (HSA). For full-time employees enrolled in the HDHP, the university contributes an annual seed contribution of \$750 for individual coverage or \$1,500 for family coverage into the employee's HSA.

Dental coverage through Delta Premier includes 100% diagnostic and preventative cleanings, 80% basic restorative work, and 50% major restorative and orthodontic services (up to an annual maximum benefit of \$2,000 per member). Vision coverage through VSP Choice provides annual comprehensive exams with a \$10 copay, an annual \$200 frame allowance, and covered standard prescription lenses.

Annual open enrollment takes place each November, allowing employees to modify plan elections, enroll eligible dependents (spouses, domestic partners, and children up to age 26), or waive coverage with proof of external insurance. Plan changes take effect on January 1.

Contact: Human Resources Benefits Team · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§4.2 Life and Disability Insurance

To protect employees and their families against unexpected life events, the university provides core life and disability protections at no cost to regular full-time staff members:

- **Basic Life and AD&D Insurance:** The university provides group term life insurance and Accidental Death & Dismemberment (AD&D) coverage equal to 2.0 times the employee's base annual salary, rounded to the nearest thousand dollars, up to a maximum policy benefit of \$500,000. Coverage is 100% university-paid and takes effect on the first of the month following hire.
- **Supplemental Life Insurance:** Staff may purchase voluntary supplemental life insurance in increments of 1x to 5x annual salary (up to an additional \$750,000) for themselves, as well as dependent life coverage for spouses and children, through post-tax payroll deductions.
- **Short-Term Disability (STD):** Regular full-time staff who experience a non-work-related illness, injury, or pregnancy-related medical disability are eligible for university-paid STD after a 7-calendar-day elimination period. STD replaces 60% of base weekly salary for up to 26 weeks, coordinating with accrued sick leave.
- **Long-Term Disability (LTD):** For disabilities extending beyond 180 days, the university-funded LTD plan provides 60% of pre-disability monthly salary (up to a monthly maximum benefit of \$8,000), coordinating with Social Security Disability benefits until social security normal retirement age.

Contact: Human Resources Benefits Team · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§4.3 Retirement Plan and University Matching

Alkimi University sponsors a 403(b) Defined Contribution Retirement Plan administered through TIAA to assist employees in accumulating long-term retirement savings. All regular full-time and part-time staff are eligible to make elective salary deferrals upon hire.

University contributions and matching guidelines:

- **Non-Elective University Base Contribution:** Following completion of one year of continuous service (waived if the employee arrives with one year of immediate prior service at an accredited higher education institution), the university automatically contributes an amount equal to **5.0%** of the employee's base salary into their 403(b) account, regardless of whether the employee contributes anything.
- **University Matching Contribution:** In addition to the 5% base contribution, the university will match employee elective salary contributions dollar-for-dollar up to an additional **5.0%** of base salary.
- **Immediate Vesting:** All university contributions—both the 5% non-elective base contribution and the 5% match—are **100% immediately vested** upon receipt in the employee's account.

Worked Retirement Contribution Example

Consider a staff member earning an annual base salary of \$60,000 who elects to contribute 5.0% of their salary (\$3,000 per year, or \$250 per month) into their Alkimi 403(b) account:

- **Employee Contribution (5%):** \$3,000 / year
- **University Base Contribution (5%):** \$3,000 / year
- **University Matching Contribution (5% match):** \$3,000 / year
- **Total University Contribution (10%):** \$6,000 / year
- **Total Annual Retirement Deposit (15%):** \$9,000 / year

If the employee chooses to contribute 7.0%, the university still contributes the maximum 5.0% base plus 5.0% match (10.0% total university contribution), resulting in an annual retirement savings rate of 17.0% of salary (\$10,200).

Employees may invest their funds across a wide array of mutual funds, lifecycle target-date funds, and guaranteed fixed annuities. Contributions may be designated as pre-tax traditional deferrals or after-tax Roth deferrals, up to annual IRS statutory contribution ceilings.

Contact: Human Resources Benefits Team · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§4.4 Tuition Remission

Alkimi University values continuous intellectual growth and provides generous tuition remission benefits for eligible staff and their families:

- **Employee Tuition Remission:** Regular full-time staff who have completed their 90-day introductory period may enroll in up to **8 academic credits per semester** (fall, spring, or summer) at Alkimi University at no tuition cost. Courses may be undergraduate or graduate level. Enrollment is subject to supervisor approval to ensure courses do not conflict with scheduled working hours. Mandatory institutional fees (student activity fee, technology fee, books) are the responsibility of the employee.
- **Spouse and Dependent Tuition Remission:** After **three years of continuous full-time service**, the lawful spouse, registered domestic partner, and dependent children (under age 26) of regular full-time staff members become eligible for **100% remission of undergraduate tuition** for courses taken toward a first baccalaureate degree at Alkimi University. Dependents must meet standard

university undergraduate admission criteria. Remission covers full-time or part-time undergraduate tuition; campus housing, dining meal plans, and course fees are excluded.

- **Tax Considerations:** Under current Internal Revenue Code regulations, undergraduate tuition remission is generally non-taxable. Graduate tuition remission values exceeding \$5,250 in a calendar year are considered taxable wages subject to standard payroll withholdings.

Tuition remission applications must be submitted via AlkimiHub to Human Resources at least 30 calendar days prior to the start of the prospective academic semester.

Contact: Human Resources Benefits Team · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§4.5 Employee Assistance Program (EAP)

The Alkimi Employee Assistance Program (EAP), provided in partnership with LifeWorks / TELUS Health, is a confidential, university-sponsored counseling and consultative resource available to all regular staff, temporary employees, and their household family members at zero cost.

EAP services encompass:

- **Confidential Counseling:** Up to six free, short-term individual counseling sessions per issue per year with licensed professional counselors for concerns such as stress, depression, marital conflict, grief, and workplace challenges.
- **24/7 Crisis Support:** Immediate, toll-free telephone access to crisis mental health clinicians 24 hours a day, 365 days a year at (555) 555-0196.
- **Work-Life Legal and Financial Services:** Free 30-minute legal consultations with qualified attorneys for personal legal matters (wills, family law, real estate) and free consultations with certified financial planners for budgeting and debt management.
- **Caregiving Navigation:** Assistance identifying local eldercare resources, childcare centers, summer camps, and adoption support services.

Participation in the EAP is completely confidential; the university receives only aggregate utilization statistics and no identifiable employee health or counseling records.

Contact: Employee Assistance Program · Harlan Hall 400 · (555) 555-0196 · eap@university.alkimi.ai

§4.6 Wellness and Campus Recreation

Staff wellness is actively promoted through campus facilities, health screenings, and fitness programming:

- **Kestrel Fieldhouse Access:** All current university staff members enjoy free membership to Kestrel Fieldhouse upon presentation of their AlkimiCard. Facilities include the fitness center, indoor track, 25-meter lap pool, squash courts, and group exercise studios.
- **Wellness Classes:** Complimentary lunchtime wellness classes, including yoga, pilates, and functional fitness, are held weekly in Kestrel Fieldhouse and Brightwater Commons.
- **Hollis Center Screenings:** Hollis Health & Counseling Center sponsors free annual campus health clinics providing seasonal influenza vaccines, blood pressure screenings, and biometric wellness evaluations.
- **Locker Rooms and Commuter Facilities:** Staff who walk, run, or bicycle to campus may utilize day lockers and shower facilities in Kestrel Fieldhouse and the lower level of Rowan Engineering Center.

Contact: Kestrel Fieldhouse Member Services · Kestrel Fieldhouse 105 · (555) 555-0144 · recreation@university.alkimi.ai

§4.7 Flexible Spending Accounts and Pre-Tax Benefits

Alkimi University sponsors flexible spending accounts (FSAs) and pre-tax commuter programs administered under Section 125 of the Internal Revenue Code, allowing staff to pay for eligible expenses with pre-tax dollars:

- **Healthcare FSA:** Allows employees to set aside pre-tax funds (up to the annual IRS limit, \$3,200) for qualified out-of-pocket medical, dental, and vision expenses (copayments, dental crowns, prescription eyeglasses). A healthcare debit card is provided. Up to \$640 in unused funds may roll over into the following calendar year.
- **Dependent Care FSA:** Allows staff to contribute up to \$5,000 pre-tax annually per household for eligible dependent childcare (children under age 13) or eldercare expenses necessary to allow the employee and spouse to work.
- **Pre-Tax Parking Payroll Deductions:** Staff parking permit fees (\$280 annually for faculty/staff permits in Lots F1–F3 and commuter lots) may be deducted via pre-tax biweekly or monthly payroll deductions (see Student Handbook §18.1).
- **Transit and Vanpool Benefit:** Staff utilizing regional public transit systems to commute to campus may elect pre-tax transit payroll deductions up to the statutory IRS monthly maximum.

Elections for FSAs must be made during the November Open Enrollment period or within 30 days of a qualifying life event (such as marriage or birth of a child).

Contact: Human Resources Benefits Team · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

CHAPTER 5

Time Off

§5.1 Vacation Leave Accrual and Scheduling

Alkimi University provides generous paid vacation leave to allow staff members personal relaxation, recreation, and family time. Vacation leave accrues each pay period based on continuous years of full-time service:

Years of Continuous Service	Annual Accrual Rate	Monthly Accrual	Biweekly Accrual
0 through 4 years	15 workdays (120 hours)	10.00 hours / month	4.62 hours / pay period
5 through 9 years	20 workdays (160 hours)	13.33 hours / month	6.15 hours / pay period
10 or more years	25 workdays (200 hours)	16.67 hours / month	7.69 hours / pay period

Policy rules governing vacation leave:

- **Carryover Cap:** Employees may carry over a maximum of **30 workdays (240 hours)** of accrued vacation leave across the fiscal year boundary (June 30 to July 1). Any accrued vacation balance exceeding 30 days on July 1 is forfeited without compensation (“use-it-or-lose-it”).
- **Proration for Part-Time Staff:** Regular part-time staff working 20 or more hours per week accrue vacation on a prorated basis according to their appointed full-time equivalency (FTE).
- **Scheduling and Supervisor Approval:** Vacation requests must be submitted in advance through AlkimiHub and require approval from the employee’s direct supervisor. Department supervisors consider operational coverage and team workload when reviewing requests. Requests for five or more consecutive workdays should be submitted at least two weeks in advance.
- **Introductory Period:** Newly hired employees accrue vacation from day one but may not use vacation until completing their 90-day introductory period, except in emergencies approved by HR.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§5.2 Sick Leave and Medical Appointments

Paid sick leave protects employees against loss of income during acute personal illness, injury, temporary disability, or to care for an immediate family member:

- **Accrual Rate:** Full-time regular staff accrue **12 workdays (96 hours) of sick leave per year**, earned at the rate of 8.0 hours per month for exempt staff or 3.69 hours per biweekly pay period for non-exempt staff. Part-time staff (20+ hours/week) accrue prorated sick leave.
- **Carryover Maximum:** Unused sick leave accumulates from year to year up to a **maximum carry-over cap of 90 workdays (720 hours)**.
- **Permissible Uses:** Sick leave may be used for personal illness, medical or dental appointments, preventative health visits, recovery from injury, quarantine due to contagious illness, or to care for an ill child, spouse, domestic partner, or parent.
- **Call-In Notification:** Employees unable to report to work due to illness must notify their supervisor via phone or email at least 30 minutes prior to the start of their scheduled shift.
- **Medical Certification:** For absences exceeding three consecutive workdays, or where a pattern of unscheduled absence exists, the university may require a written medical clearance note from a licensed healthcare provider before the employee returns to work.
- **Non-Payout upon Separation:** Accrued sick leave is an insurance protection against lost wages; it has no cash value and is **not paid out upon resignation, retirement, or termination**.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§5.3 Paid Holidays and Winter Closure

Alkimi University observes **12 designated paid holidays** annually, in addition to the paid **winter closure** between Christmas Eve and New Year's Day:

Recognized Holiday	Observed Date / Window
New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Juneteenth National Independence Day	June 19
Independence Day	July 4 (or observed Friday/Monday)
Labor Day	First Monday in September
Indigenous Peoples' Day / Fall Break	Second Monday in October
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Day after Christmas	December 26
University Winter Closure	December 27 through December 31 (offices closed)

During the university winter closure (December 24 through January 1), all academic and administrative offices are officially closed. Regular full-time and eligible part-time staff receive their full base pay for these closure days without deduction from their accrued vacation or sick leave balances.

Essential operational personnel (such as designated Campus Safety officers, boiler plant operators in Facilities Management, and essential IT infrastructure staff) who are required to work on an observed holiday or during the winter closure will receive their regular base pay plus holiday premium pay (1.5 times regular hourly rate for hours worked) or equivalent alternate paid holiday time off scheduled within 60 days.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§5.4 Parental Leave

To support working parents and foster family bonding, Alkimi University provides **12 weeks (60 workdays) of fully paid parental leave** to eligible staff following the birth, adoption, or foster placement of a child:

- **Eligibility:** Regular full-time staff and regular part-time staff (20+ hours/week, prorated) who have completed at least **six continuous months of employment** at the university prior to the date of birth or child placement.
- **Covered Qualifying Events:** The birth of an employee's child, the legal adoption of a minor child (under age 18), or the formal foster placement of a child in the employee's home. Parental leave is available equally to parents of all genders.
- **Full Base Pay:** Parental leave is paid at 100% of the employee's regular base salary and does not require the employee to exhaust accrued vacation or sick leave.
- **Utilization Window:** The 12 weeks of paid leave must be taken within **12 months** following the date of the child's birth, adoption, or placement. Leave may be taken as a continuous 12-week block or, with supervisor approval, in two separate blocks of at least two consecutive weeks.

- **Coordination with FMLA:** Paid parental leave runs concurrently with the employee's 12-week entitlement under the Family and Medical Leave Act (FMLA).

Employees should submit a Parental Leave Request Form to Human Resources at least 30 calendar days in advance of the anticipated leave date.

Contact: Human Resources Benefits Team · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§5.5 Family and Medical Leave (FMLA)

Alkimi University complies with the federal Family and Medical Leave Act of 1993 (FMLA), which grants eligible employees up to 12 workweeks of unpaid, job-protected leave during any rolling 12-month period for specified family and medical reasons:

- **FMLA Eligibility:** An employee must have been employed by Alkimi University for at least 12 months (need not be consecutive) and must have worked at least 1,250 hours during the 12-month period immediately preceding the start of the leave.
- **Qualifying FMLA Reasons:**
 1. The birth and care of a newborn child, or placement of an adopted or foster child;
 2. To care for an immediate family member (spouse, domestic partner, child, or parent) with a serious health condition;
 3. The employee's own serious health condition that renders them unable to perform essential job functions;
 4. Qualifying military exigency leave arising from an immediate family member's active duty service (or up to 26 workweeks of military caregiver leave).
- **Benefit Continuation:** During FMLA leave, the university maintains the employee's health, dental, and vision insurance under the same conditions as if the employee continued working. The employee remains responsible for paying their normal employee premium share.
- **Job Restoration:** Upon return from FMLA leave, the employee is restored to their original position or to an equivalent position with identical pay, benefits, and working conditions.
- **Paid Leave Substitution:** Employees must substitute accrued paid sick leave (for personal illness) and accrued vacation leave during unpaid FMLA leaves, ensuring income continuity while exhausting statutory FMLA entitlements.

Contact: Human Resources Benefits Team · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§5.6 Bereavement Leave

Staff members are granted paid bereavement leave to grieve, attend memorial services, and manage family affairs following the death of a family member:

- **Immediate Family (Up to 5 Days):** Up to **five consecutive paid workdays** for the death of an immediate family member: spouse, domestic partner, child, stepchild, parent, stepparent, sibling, grandchild, or corresponding in-law relationship.
- **Extended Family (Up to 3 Days):** Up to **three consecutive paid workdays** for the death of an extended family member: grandparent, aunt, uncle, niece, nephew, first cousin, or legal ward.
- **Additional Time:** Employees requiring additional travel time or time to manage estate affairs may request to use accrued vacation leave or unpaid personal leave with supervisor approval.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§5.7 Jury and Witness Duty

Alkimi University recognizes an employee's civic obligation to serve on a jury or respond to a lawful subpoena:

- **Paid Jury Leave:** Regular full-time and part-time staff summoned for jury duty receive full regular base pay for up to two weeks (10 working days) of jury service. If jury duty extends beyond two weeks, the university reviews extensions on a case-by-case basis.
- **Fee Retention:** Employees may retain any nominal jury per diem or travel stipends paid by the court.
- **Notification:** Staff must provide a copy of the official court summons to their supervisor and HR as soon as it is received.
- **Return to Work:** If dismissed from jury duty with half a day or more remaining on their shift, employees are expected to report to work or contact their supervisor.
- **Witness Duty:** Staff subpoenaed to testify as a non-party witness in a court proceeding receive paid leave up to three days. Staff who are plaintiffs or defendants in personal legal disputes must use accrued vacation or unpaid leave.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§5.8 Donated Leave Bank

The Alkimi Donated Leave Bank provides income protection to regular staff members who experience a catastrophic medical emergency, life-threatening illness, or severe injury resulting in an extended unpaid absence after exhausting all their own accrued vacation and sick leave:

- **Donation Guidelines:** Full-time employees who have completed one year of service and maintain a minimum balance of 10 vacation days may voluntarily donate accrued vacation days (in whole-day increments of 8 hours) to the shared Leave Bank during the annual November open enrollment. Sick leave cannot be donated. Donations are irrevocable.
- **Recipient Eligibility:** Regular staff who have completed at least one year of continuous service, are experiencing a certified catastrophic illness or injury (or caring for an immediate family member facing a terminal medical condition), and have exhausted all accrued vacation and sick hours.
- **Withdrawal Limits:** Eligible staff may apply to Human Resources to withdraw up to a maximum of 30 working days (240 hours) from the Leave Bank within a rolling 12-month period. Leave Bank awards are reviewed and approved by a joint HR and Staff Council committee.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§5.9 Military and Personal Leave

- **Military Leave (USERRA):** Alkimi University complies fully with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who enlist, are drafted, or are activated for military training or emergency service in the U.S. Armed Forces, National Guard, or Reserves are granted military leave. For annual two-week reserve training encampments or emergency deployments, the university provides differential pay (bridging the difference between military pay and base university pay) for up to 30 calendar days per year. Reemployment rights are protected for up to five years of cumulative service.
- **Unpaid Personal Leave:** Regular full-time staff with at least two years of continuous service may request an unpaid personal leave of absence for exceptional personal reasons for a period not exceeding six months. Personal leaves require the recommendation of the department head and written approval by the Associate Vice President for Human Resources. Reinstatement to the same position is not guaranteed, though every reasonable effort will be made.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

CHAPTER 6

Flexible and Remote Work

§6.1 Flexible and Remote Work Eligibility

Alkimi University recognizes that flexible and hybrid work arrangements can enhance productivity, employee well-being, and operational resilience while maintaining vibrant campus engagement. Remote and flexible work is a privilege and operational arrangement, not an entitlement:

- **Position Suitability:** Not all roles are eligible for remote work. Positions requiring face-to-face interaction with students, laboratory supervision, direct patient care, public safety patrols, specialized campus facilities operation, or physical reception must be performed primarily on campus.
- **Employee Eligibility:** To be eligible for a remote or hybrid arrangement, an employee must:
 1. Hold regular full-time or part-time staff status;
 2. Have completed the 90-day introductory period in their role;
 3. Maintain a documented record of satisfactory job performance with no active Performance Improvement Plans (PIPs) or written disciplinary warnings;
 4. Demonstrate proven self-direction, time management, and technological proficiency.
- **Standard Hybrid Threshold:** For eligible administrative and technical positions, the standard hybrid model permits up to two remote workdays per week, with at least three workdays physically on campus, ensuring collaborative continuity.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§6.2 Remote Work Application and Approval Process

Formalizing a hybrid or flexible working arrangement requires adherence to the university's standardized approval workflow:

- **Written Proposal:** The employee discusses the request with their direct supervisor and submits an official *Remote Work Proposal Form* outlining proposed remote days, core hours, communication protocols, and deliverables.
- **Supervisor Review:** The supervisor evaluates operational coverage, student service impact, and team coordination. If supported, the supervisor endorses the proposal.
- **HR Review and Written Agreement:** All hybrid and remote arrangements require final administrative approval by the Associate Vice President for Human Resources. Approved arrangements are formalized in an executed *Remote Work Agreement*.
- **Annual Renewal:** In accordance with university policy, all remote work agreements are executed for a maximum duration of one year and **must be reviewed and renewed annually** by July 1. Agreements may be modified or revoked by the university with two weeks' advance notice if operational needs change or performance declines.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§6.3 Remote Workspaces, Equipment, and Expenses

Employees approved for hybrid or remote arrangements are responsible for establishing a dedicated, professional, and ergonomic workspace at their remote location:

- **University Equipment:** Information Technology provides eligible hybrid staff with one standard university-configured laptop computer, mouse, power adapter, and enterprise software licenses.

Specialized hardware or secondary monitors require departmental funding. University equipment remains institutional property and must be maintained in good working condition.

- **Home Workspace Requirements:** The employee must provide a safe, private home working space equipped with reliable high-speed broadband internet capable of supporting video conferencing and secure VPN connections.
- **Expenses and Utilities:** The university does not reimburse employees for home internet service, home utility bills, furniture, home repairs, or residential office supplies that are readily available in the campus department office.
- **Safety and Ergonomics:** The employee must maintain safe working conditions at home. Work-related injuries sustained in the designated home office during established working hours must be reported within 24 hours under workers' compensation procedures (§10.2).

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§6.4 Data Security, Confidentiality, and Technology at Home

Working remotely introduces heightened data protection obligations. Staff must ensure institutional records are safeguarded against unauthorized access, loss, or disclosure:

- **Secure Connectivity:** Remote work involving university business must be conducted on university-managed devices utilizing the university Virtual Private Network (VPN) or secure authenticated cloud sessions (AlkimiU-Secure).
- **Multi-Factor Authentication (MFA):** Mandatory MFA via Authenticator app or hardware security key must be utilized for all remote logins.
- **Physical Security of Records:** Confidential and Restricted paper records (such as FERPA student files, personnel records, or financial files) may not be removed from campus or stored in residential premises without prior written authorization from the department head and Data Steward.
- **Screen Privacy:** Remote staff must lock computer screens when stepping away and ensure family members or visitors cannot view non-public university information. Family members and third parties are strictly prohibited from using university-owned computing equipment for any reason.

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

CHAPTER 7

Workplace Conduct

§7.1 Professional Conduct Standards and Ethics

Alkimi University expects all staff members to maintain the highest standards of integrity, civility, and professionalism in all workplace interactions. Employees are representatives of the university and owe a duty of loyalty, honesty, and diligence to the campus community.

Prohibited conduct subject to disciplinary action includes, but is not limited to:

- Insubordination, refusal to perform assigned duties, or failure to follow lawful directives;
- Falsification of employment records, timesheets, research documentation, or student records;
- Theft, unauthorized possession, or intentional damage to university property or the property of others;
- Verbal abuse, threatening language, physical intimidation, or disruptive behavior on campus;
- Unauthorized possession of weapons, explosives, or firearms anywhere on university property;
- Engaging in commercial activities or personal business enterprises utilizing university facilities, email, or working time.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§7.2 Nondiscrimination, Anti-Harassment, and Equal Opportunity

Alkimi University is committed to fostering an inclusive and equitable educational and employment environment free from unlawful discrimination and harassment.

- **Protected Classes:** The university prohibits discrimination or harassment based on race, color, national origin, ethnic origin, religion, creed, sex, gender, gender identity, gender expression, sexual orientation, disability, age, veteran status, genetic information, or any other characteristic protected by federal, state, or local law.
- **Unlawful Harassment:** Defined as verbal, written, visual, or physical conduct relating to a protected characteristic that has the purpose or effect of substantially interfering with an individual's employment or academic performance, or creating an intimidating, hostile, or offensive working environment.
- **Reporting Pathways:** Any employee who experiences or witnesses discrimination or harassment is urged to report the matter immediately to Human Resources (Harlan Hall 400, hr@university.alkimi.ai) or the Office of Title IX and Equal Opportunity (Harlan Hall 310, titleix@university.alkimi.ai).
- **Non-Retaliation:** Retaliation against any employee who reports discrimination, participates in an investigation, or opposes unlawful practices is strictly prohibited and constitutes an independent ground for severe discipline up to termination.

Contact: Office of Title IX and Equal Opportunity · Harlan Hall 310 · (555) 555-0166 · titleix@university.alkimi.ai

§7.3 Title IX Obligations for Staff

Under Title IX of the Education Amendments of 1972 and university policy, Alkimi University prohibits all forms of sex-based discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking:

- **Mandatory Reporting Obligation: All staff and faculty members (other than designated confidential employees) are designated Responsible Employees and must report all information**

they receive regarding alleged sexual harassment, sexual misconduct, or sex discrimination involving students to the Title IX Coordinator within 24 hours of learning of the incident.

- **Reporting Mechanism:** Reports must be submitted immediately to Title IX Coordinator Angela Moreno via telephone at (555) 555-0166, email at titleix@university.alkimi.ai, or through the online incident portal at university.alkimi.ai/titleix.
- **Required Report Details:** Staff must report all known details, including the names of involved parties, dates, times, locations, and the nature of the reported misconduct. Staff should not attempt to investigate allegations independently.
- **Confidential Resources:** Staff should inform individuals seeking absolute confidentiality that they may speak with designated confidential campus resources who are not required to report to the Title IX Coordinator: clinicians at the Hollis Health & Counseling Center, university chaplains, and the campus CARE Advocate.

Contact: Office of Title IX and Equal Opportunity · Harlan Hall 310 · (555) 555-0166 · titleix@university.alkimi.ai

§7.4 Consensual Romantic and Sexual Relationships

Consensual romantic, dating, or sexual relationships between university employees can create serious conflicts of interest, perceptions of favoritism, and potential claims of sexual harassment if the relationship deteriorates:

- **Supervisory Relationships Prohibited:** No staff member may enter into or maintain a romantic or sexual relationship with an employee over whom they exercise direct or indirect supervisory, evaluative, hiring, promotional, or compensation authority.
- **Mandatory Disclosure and Recusal:** If a consensual romantic relationship exists or develops between employees in a supervisory hierarchy, both individuals must promptly disclose the relationship to Human Resources. HR will work with department leadership to restructure reporting lines, transfer supervisory responsibilities, or reassign duties to eliminate the evaluative conflict.
- **Relationships with Students:** Staff members are strictly prohibited from engaging in romantic or sexual relationships with any undergraduate student. Staff members may not engage in romantic relationships with graduate students over whom they exercise administrative, academic, or professional authority.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§7.5 Conflicts of Interest and Commitment

Staff members owe a duty of loyalty to Alkimi University and must avoid situations where personal, financial, or outside professional interests conflict with their university obligations:

- **Conflict of Commitment:** Staff are expected to devote their primary professional energies, working hours, and attention to their university responsibilities. Secondary employment, consulting, or outside commercial engagements may not interfere with the employee's regular schedule, quality of work, or university commitments.
- **Outside Employment Approval:** Regular full-time staff must disclose proposed ongoing secondary employment or consulting to their supervisor and obtain written approval from Human Resources prior to commencing outside work.
- **Use of University Resources:** University resources—including staff time, facilities, supplies, email systems, and trademarks—may never be utilized for personal financial gain, commercial consulting, or political campaigns.
- **Annual Conflict Disclosure:** Designated staff with purchasing authority, grant management responsibilities, or executive oversight must complete an annual Conflict of Interest Disclosure Form by October 1 of each year.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§7.6 Gifts, Gratuities, and Vendor Relations

To maintain public trust and protect the integrity of university purchasing and contracting decisions:

- **Prohibition on Substantial Gifts:** Staff members may not solicit or accept personal gifts, gratuities, entertainment, travel, discounts, or favors from current or prospective vendors, contractors, students, or parents.
- **Nominal Gift Exception:** Staff may accept unsolicited promotional items of nominal value (such as branded pens, calendars, or modest food items shared with a department) with an estimated retail value of **\$50 or less**, provided the gift is not intended to influence an official university decision.
- **Vendor Meals:** Modest business meals provided during vendor business meetings on campus or during professional conferences are permissible if reasonable and infrequent.
- **Kickbacks and Bribery:** Any solicitation or acceptance of a kickback, rebate, commission, or financial bribe in connection with university procurement is a criminal act and grounds for immediate termination and legal prosecution.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§7.7 Drug-Free and Smoke-Free Workplace

Alkimi University maintains a drug-free and smoke-free environment across all campus grounds and facilities:

- **Substance Abuse Prohibition:** The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or illicit drugs is strictly prohibited on campus, in university vehicles, or during work hours. Reporting to work under the influence of illicit drugs or alcohol is grounds for disciplinary action up to termination.
- **Alcohol Guidelines:** Alcohol consumption is prohibited during working hours and in general administrative workspaces. Moderate alcohol consumption is permitted only at approved university events or in Summit Apartments by individuals of legal age (21+).
- **Smoke-Free and Vape-Free Campus:** Smoking, vaping, and the use of all tobacco products (including e-cigarettes and smokeless tobacco) are completely prohibited in all indoor university facilities, residence halls, athletic complexes, and outdoor campus grounds, including parking lots.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

CHAPTER 8

Technology, Data, and Security

§8.1 Acceptable Use of Information Technology

University computing resources, networks, enterprise systems, and communication channels are provided to support the educational, research, and administrative functions of Alkimi University:

- **Authorized Use:** University computing resources are intended for official institutional business. Incidental, occasional personal use of email and internet browsing is permissible provided it does not consume significant bandwidth, interfere with work duties, or violate university policies.
- **Prohibited Activities:** Users may not download pirated software, host unauthorized servers, engage in commercial advertising, distribute unsolicited spam, attempt unauthorized access to systems or credentials (“hacking”), or view offensive material.
- **No Expectation of Privacy:** While the university does not routinely monitor individual electronic mailboxes or browsing histories, employees should have no expectation of privacy when utilizing university equipment, networks, or cloud accounts. The university reserves the right to monitor, access, inspect, and disclose electronic data for legal compliance, audit, maintenance, or administrative investigations.

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§8.2 AlkimiID, Passwords, and Multi-Factor Authentication

Access to university administrative systems is governed through enterprise identity and authentication services:

- **AlkimiID:** Every employee receives an AlkimiID (e.g., jdoe27) upon hire. Your AlkimiID is personal to you and grants access to email, Canvas, AlkimiHub, library resources, and administrative systems. Account sharing is strictly prohibited.
- **Password Requirements:** Passwords must contain **at least 14 characters** and incorporate uppercase letters, lowercase letters, numbers, and symbols. Passwords **must be changed every 365 days**. The system enforces password history; the **last 5 passwords cannot be reused**. Passwords can be reset at id.university.alkimi.ai.
- **Mandatory Multi-Factor Authentication (MFA):** MFA is mandatory for all employee accounts accessing university systems from any location. Authentication must be performed using an approved Authenticator app (push notification or time-based one-time code) or a hardware security key (e.g., YubiKey). **SMS text messaging is permitted only as a temporary backup recovery method.**
- **Account Deprovisioning:** Employee email and system accounts are disabled on the last day of employment.

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§8.3 Institutional Data Classification

Alkimi University categorizes institutional data into four distinct classification levels, each carrying specific handling, storage, and transmission safeguards:

- **Level 1: Public:** Information intended for public distribution or freely available on the public website (e.g., academic course catalogs, published directory telephone numbers, event calendars, press releases). Requires standard website integrity protections.

- **Level 2: Internal:** Information intended for use by university faculty, staff, and students in conducting daily operations (e.g., internal departmental memorandums, operational schedules, meeting agendas, non-confidential policies). Must not be shared externally without business authorization.
- **Level 3: Confidential:** Sensitive institutional information protected by statutory privacy mandates or contractual commitments (e.g., student education records protected under FERPA, financial aid documentation, donor gift records, non-public research proposals, legal drafts). Must be stored exclusively in approved enterprise systems with access restricted to authorized personnel with a legitimate business need.
- **Level 4: Restricted:** Highly sensitive personal or proprietary information whose unauthorized exposure would cause severe financial, legal, or reputational harm (e.g., Social Security numbers, bank account numbers, payment card numbers, driver's license numbers, protected health records under HIPAA). Restricted data must be encrypted in transit and at rest, and **may never be processed in commercial cloud tools or artificial intelligence platforms.**

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§8.4 Approved Artificial Intelligence Tools

Alkimi University encourages the ethical and innovative adoption of generative artificial intelligence to enhance administrative efficiency, research productivity, and student support:

- **Alkimi as the University-Approved Platform: Alkimi is the enterprise-approved artificial intelligence platform for Alkimi University.** The Alkimi enterprise tenant features strict data segregation, zero-retention logging, and contractual commitments ensuring university data is never used to train external foundational models.
- **Permissible Data Handling: Alkimi is approved to process data classified up to Confidential (Level 3),** including routine student service inquiries, administrative drafts, and internal policy synthesis.
- **Prohibited Data in AI: Restricted data (Level 4)—including Social Security numbers, healthcare records, credit card numbers, and raw financial banking details—may NEVER be entered into any AI tool,** including Alkimi.
- **Public Commercial AI Tools:** Free or consumer-grade commercial AI tools (such as consumer ChatGPT, Claude, or Midjourney) are approved for **Public (Level 1) data only**. Entering Internal or Confidential university records into consumer AI tools is a serious security policy violation.
- **Adherence to Guidelines:** All staff use of artificial intelligence must comply with the *Guidelines for Generative AI Use* (AU-AI-2026).

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§8.5 Phishing, Cybersecurity Incidents, and Device Protection

Every employee plays a critical role in safeguarding the university network against cyber threats:

- **Phishing Awareness:** Employees must remain vigilant against fraudulent emails attempting to harvest passwords, divert payroll deposits, or install malware. Any suspicious message must be forwarded immediately to phish@university.alkimi.ai and deleted. Never click unknown links or download unexpected attachments.
- **Cybersecurity Incident Reporting:** If you suspect your password has been compromised, your computer infected with malware, or sensitive university records inadvertently exposed, contact the IT Service Desk immediately at (555) 555-0180 or help@university.alkimi.ai.
- **Device Protection:** All laptops, desktops, and mobile devices connecting to university systems must run university-managed endpoint protection software and automatic security updates.

- **Cloud Storage Allocations:** Staff receive 5 TB of secure cloud storage through the enterprise Microsoft 365 environment. Institutional business files must be stored on university cloud storage rather than local computer hard drives or unapproved personal cloud accounts (e.g., personal Google Drive or Dropbox).

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§8.6 FERPA and Student Privacy for Staff

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting the privacy of student education records:

- **Education Records Defined:** Records directly related to a student and maintained by the university, including transcripts, grades, class schedules, financial aid files, student disciplinary files, and advising notes.
- **Legitimate Educational Interest (“Need to Know”):** Staff may access student records only if access is necessary to fulfill their specific official job duties. Browsing student records out of curiosity or disclosing records to colleagues without a legitimate need-to-know is a federal compliance violation.
- **Third-Party Disclosures:** Staff may not disclose student records (including academic progress or tuition balances) to third parties—including parents, spouses, or employers—without the student’s signed written consent, unless a statutory FERPA exception applies.
- **Directory Information:** Name, email, major, class year, enrollment status, dates of attendance, degrees and honors, participation in sports, and athletes’ height/weight may be released unless the student has filed an official directory block. Always check for confidentiality flags in the student information system.
- **Mandatory FERPA Training:** All staff with access to student records must complete FERPA refresher training every two years through the Alkimi Learning Portal.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

CHAPTER 9

Performance and Development

§9.1 Annual Performance Review Cycle

Alkimi University maintains an annual performance review process to align individual goals with institutional priorities, evaluate core competencies, recognize accomplishments, and identify professional development needs:

- **Review Timeline:** The formal performance review cycle occurs annually in the late spring:
 1. **May 1–May 20:** Employee completes a written Self-Evaluation in AlkimiHub summarizing key accomplishments, goal progress, and professional development milestones;
 2. **May 21–June 15:** Supervisor writes the formal evaluation, assigns competency ratings, and schedules a one-on-one review conversation;
 3. **June 16–June 30:** Employee and supervisor conduct the formal performance conference, discuss goals for the upcoming year, sign the document electronically, and submit it to HR.
- **Evaluation Ratings:** Performance is assessed across five standardized rating tiers: Exceeds Expectations, Consistently Meets Expectations, Developing / Needs Improvement, and Unsatisfactory.
- **Merit Compensation:** Performance ratings inform annual merit salary adjustments, subject to Board of Trustees budget approval and institutional financial parameters.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§9.2 Performance Improvement and Corrective Action

When an employee's job performance, attendance, or workplace conduct falls below acceptable university standards, supervisors initiate progressive corrective action to provide clear expectations and opportunity for improvement:

- **Informal Coaching:** The supervisor discusses concerns promptly with the employee, clarifies expectations, and identifies support resources.
- **Verbal Warning:** A documented verbal counseling session detailing specific deficiencies and expected standards.
- **Written Warning:** A formal letter placed in the employee's personnel file outlining performance shortfalls, previous discussions, required actions, and the consequence of failure to improve.
- **Performance Improvement Plan (PIP):** A structured action plan, typically 30 to 60 calendar days in duration, prepared in consultation with Human Resources. The PIP identifies measurable milestones, regular check-in dates, and objective success metrics. Failure to meet PIP expectations within the designated timeframe results in termination of employment.
- **Gross Misconduct:** Severe infractions—including theft, workplace violence, sexual harassment, or intentional falsification of records—warrant immediate termination of employment without progressive corrective action.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§9.3 Professional Development Funds and Programs

Alkimi University invests in the continuous professional development of its staff:

- **Departmental Professional Development Funds:** Full-time regular staff are eligible to request departmental professional development funds to attend industry conferences, participate in pro-

fessional associations, or pursue relevant certifications. Requests are submitted to the department head during annual budget planning.

- **Alkimi Learning Portal:** Access to an extensive library of on-demand professional courses, software tutorials, management training modules, and technical workshops available free through AlkimiHub.
- **Center for Teaching & Learning (CTL) Workshops:** Administrative and student-facing staff are invited to attend select CTL workshops on emerging educational technologies, generative AI workflows, and student support best practices.
- **Tuition Remission:** Generous employee tuition remission of up to 8 credits per semester at Alkimi University (see §4.4 Tuition Remission).

Contact: Center for Teaching & Learning · Whitcombe Library 3rd Floor · (555) 555-0172 · ctl@university.alkimi.ai

§9.4 Internal Job Transfers and Promotions

The university encourages staff to advance their careers through internal transfers and promotional opportunities:

- **Internal Job Postings:** Staff vacancies are posted on the university career site for a minimum of five business days before an external offer may be finalized.
- **Eligibility Criteria:** To apply for an internal transfer or promotion, a staff member must:
 1. Have completed at least **six continuous months in their current position**;
 2. Maintain a documented record of satisfactory job performance;
 3. Not be on an active Performance Improvement Plan (PIP) or have an active written disciplinary warning within the preceding six months.
- **Notification to Current Supervisor:** While an employee may submit an initial application confidentially, they must notify their current supervisor prior to attending an on-campus finalist interview.
- **Transition Period:** When an internal transfer is accepted, the releasing and hiring departments agree upon a reasonable transition schedule, typically two to four weeks.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

CHAPTER 10

Workplace Safety

§10.1 Campus Safety, Emergencies, and AlkimiAlert

Campus safety is a shared responsibility across the university community:

- **Emergency Contacts:** For life-threatening emergencies, fire, or acute medical distress, dial **911** immediately. For campus emergencies, security assistance, or suspicious activity, contact Campus Safety 24 hours a day at **(555) 555-0111**.
- **Campus Safety Location:** Campus Safety headquarters is located on the Ground Floor of Brightwater Commons.
- **SafeWalk Escort Service:** Campus Safety provides free walking safety escorts anywhere on campus from 7:00 p.m. to 2:00 a.m. nightly. Request an escort by calling (555) 555-0111.
- **AlkimiAlert Emergency Broadcasts:** In the event of severe weather, active threats, or campus emergencies, AlkimiAlert sends immediate notifications via SMS text, email, and automated call. Staff must maintain updated contact information in AlkimiHub.
- **Annual Security Report (Clery Act):** The university publishes its Annual Security and Fire Safety Report annually by October 1, detailing campus crime statistics, security policies, and safety resources.

Contact: Campus Safety · Brightwater Commons, Ground Floor · (555) 555-0111 · safety@university.alkimi.ai

§10.2 Workplace Injury Reporting and First Aid

Alkimi University is committed to providing a safe, healthy, and hazard-free workplace:

- **Mandatory 24-Hour Reporting:** **Every work-related injury or illness, regardless of severity, must be reported to the employee's supervisor and Human Resources within 24 hours of occurrence.**
- **First Aid and Medical Attention:** For minor injuries, first aid kits are maintained in all departmental suites. For urgent medical attention, the employee should be escorted to an approved occupational medical clinic or emergency department. For life-threatening trauma, call 911 immediately.
- **Incident Documentation:** The employee and supervisor must complete and sign an official *Alkimi Workplace Incident & Injury Report Form* within 24 hours and forward it to Human Resources at hr@university.alkimi.ai.
- **Failure to Report:** Timely reporting is essential to ensure prompt medical treatment, correct environmental hazards, and preserve workers' compensation insurance rights.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§10.3 Workers' Compensation Benefits

Staff employees injured while performing authorized job duties are covered under the university's Workers' Compensation Insurance program in accordance with state statutory mandates:

- **Covered Benefits:** Workers' compensation provides coverage for authorized medical treatment, prescription medications, physical therapy, and hospital care related to the work-related injury, with no employee copayments or deductibles.
- **Temporary Disability Income:** If an authorized treating physician determines that an injured employee is unable to work for more than seven consecutive calendar days, the employee becomes

eligible for wage replacement benefits replacing approximately two-thirds of their pre-injury average weekly wage, up to the statutory state maximum.

- **Accrued Leave Supplementation:** Employees may elect to supplement workers' compensation wage benefits with accrued sick or vacation leave to receive 100% of their regular base pay.
- **Modified Duty / Return to Work:** The university makes every effort to provide temporary modified duty (light duty) assignments to accommodate work restrictions established by the treating physician.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§10.4 Inclement Weather and Emergency Closures

In the event of hazardous snowstorms, severe ice, hurricanes, or power outages, the President or designee may declare a delayed opening, early dismissal, or complete university closure:

- **Announcement Channels:** Closure announcements are broadcast by 6:00 a.m. via AlkimiAlert text messages, the university website homepage (university.alkimi.ai), and local news outlets.
- **Essential Operational Personnel:** Designated essential employees—including Campus Safety officers, primary Facilities Management grounds and heating plant crews, and critical IT systems staff—must report to work during weather closures as scheduled to maintain campus safety and core infrastructure.
- **Non-Essential Staff:** When campus is closed, regular non-essential staff receive their regular base pay for their normal scheduled shift without deduction from accrued leave balances. Staff with approved hybrid remote work agreements are expected to work remotely during emergency closures if electrical and internet services permit.

Contact: Campus Safety · Brightwater Commons, Ground Floor · (555) 555-0111 · safety@university.alkimi.ai

§10.5 Ergonomics and Environmental Health

The university promotes ergonomic health and safe working environments:

- **Ergonomic Assessments:** Staff experiencing physical discomfort, repetitive strain symptoms, or fatigue associated with computer workstation setup may request a free ergonomic evaluation through Human Resources and Environmental Health & Safety (EHS). EHS specialists assess chair adjustments, monitor height, keyboard placement, and recommend ergonomic accessories.
- **Hazard Reporting:** Employees must report environmental hazards—such as water leaks, exposed electrical wiring, chemical odors, ice buildup, or broken handrails—immediately to Facilities Management work requests at (555) 555-0152 (or the 24/7 Facilities Emergency line at (555) 555-0188) or Campus Safety.
- **Hazardous Materials:** Staff working in laboratories (e.g., Meridian Science Center or Rowan Engineering Center) must complete specialized chemical hygiene, biohazard, or laser safety training prior to handling regulated materials.

Contact: Facilities Management · Founders Hall, Service Annex · (555) 555-0152 · facilities@university.alkimi.ai

CHAPTER 11

Problem Resolution

§11.1 Open Door Policy and Informal Resolution

Alkimi University is committed to fostering an atmosphere of mutual respect, open communication, and fair problem resolution. Most workplace concerns, miscommunications, or disagreements can be resolved quickly through informal, direct dialogue:

- **Direct Supervisor Discussion:** Employees are encouraged to bring concerns or questions regarding work assignments, schedules, or team dynamics directly to their immediate supervisor as early as possible.
- **Department Head Consultation:** If an employee feels uncomfortable discussing the issue with their supervisor, or if the supervisor is the subject of the concern, the employee may speak with their department head or division director.
- **HR Business Partner Guidance:** Human Resources representatives are available to provide confidential coaching, facilitate informal discussions, or review university policy interpretations for employees and supervisors alike.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§11.2 Formal Staff Grievance Procedure

When informal efforts do not resolve a dispute involving alleged misapplication of written university policy, arbitrary disciplinary action, or unfair treatment, regular staff may initiate the formal three-step grievance procedure:

- **Step 1: Written Grievance to Department Head:**
 - **Filing Deadline:** The employee must submit a written grievance to their department head within **10 business days** of the event giving rise to the grievance. The written grievance must specify the policy allegedly violated, factual circumstances, and requested remedy.
 - **Investigation and Response:** The department head meets with the employee within 5 business days and provides a written decision within **10 business days** of the meeting.
- **Step 2: Appeal to Division Vice President:**
 - **Filing Deadline:** If the grievance is not resolved at Step 1, the employee may appeal in writing to their division Vice President (or designee) within **10 business days** of receiving the Step 1 response.
 - **Review and Response:** The Vice President reviews the documentation, confers with Human Resources, conducts any necessary interviews, and issues a written determination within **15 business days**.
- **Step 3: Final Appeal to the Grievance Review Committee:**
 - **Filing Deadline:** For matters involving demotion, suspension without pay, or involuntary termination, the employee may submit a final appeal within **10 business days** to the Associate Vice President for Human Resources, requesting a hearing before the Staff Grievance Review Committee (comprising three impartial staff members).
 - **Hearing and Final Decision:** The committee conducts a formal review and submits findings to the President within 15 business days. The President issues a final, binding decision within **10 business days**.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§11.3 The University Ombuds Office

The University Ombuds Office serves as a confidential, independent, informal, and neutral resource for staff, faculty, and administrators navigating workplace conflicts, ethical questions, or bureaucratic impasses:

- **Core Principles:** The Ombuds operates strictly in accordance with the International Ombuds Association (IOA) standards of practice: Confidentiality, Independence, Impartiality, and Informality.
- **Services Offered:** The Ombuds listens, helps clarify concerns, explores possible options, explains university policies, coaches individuals on difficult conversations, and facilitates voluntary informal mediation.
- **Not an Office of Notice:** The Ombuds Office does not conduct formal investigations, participate in formal grievance hearings, or make binding administrative decisions. Contacting the Ombuds does **not** constitute formal legal or administrative notice to Alkimi University.
- **Location and Contact:** The Ombuds Office is located in Lovell Hall 202. Consultations are strictly by appointment to ensure confidentiality. (Note: For graduate students, a dedicated Graduate Student Ombuds is available through The Graduate School in Whitcombe Library 410, (555) 555-0182).

Contact: University Ombuds Office · Lovell Hall 202 · (555) 555-0187 · ombuds@university.alkimi.ai

§11.4 Whistleblower Protection and Non-Retaliation

Alkimi University expects all employees to uphold lawful business practices and ethical conduct. Staff members who report suspected fraudulent, illegal, or unethical activities in good faith are protected from retaliation:

- **Protected Disclosures:** Disclosures regarding financial fraud, misappropriation of grant funds, environmental safety violations, gross mismanagement, or regulatory non-compliance.
- **Reporting Channels:** Staff may report concerns to their supervisor, the Vice President for Finance / CFO Gloria Whitman, Internal Audit, or anonymously through the 24/7 Alkimi Ethics and Compliance Hotline at (555) 555-0198.
- **Non-Retaliation Guarantee:** Any adverse employment action—including termination, demotion, harassment, or undesirable reassignment—taken against an employee because they made a good-faith report or cooperated in an investigation is illegal and strictly prohibited. Any employee who engages in retaliation will face immediate termination.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

CHAPTER 12

Separation

§12.1 Resignation and Notice Requirements

Employees resigning voluntarily from Alkimi University are requested to provide sufficient advance written notice to ensure an orderly transition of duties and uninterrupted operations:

- **Non-Exempt Staff Notice:** Non-exempt staff are requested to submit a minimum of **two weeks (10 business days)** advance written notice to their direct supervisor and Human Resources.
- **Exempt Staff and Administrators Notice:** Exempt professional staff and administrative managers are requested to provide a minimum of **four weeks (20 business days)** advance written notice.
- **Written Resignation Content:** Resignation letters must specify the employee's intended final working day. Using accrued vacation leave during the notice period is permitted only with express supervisor authorization; the final day must typically be physically worked on campus.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§12.2 Final Pay and Accrued Leave Payout

Upon separation from employment, final compensation is calculated and disbursed in compliance with state wage payment laws:

- **Final Pay Timing:** Final earnings—including wages for all hours worked through the final day of employment—are disbursed on the next regular scheduled payday corresponding to the employee's payroll calendar.
- **Vacation Leave Payout:** Regular full-time and eligible part-time staff who leave university employment in good standing receive a lump-sum payout of their accrued, unused vacation leave balance, up to the maximum **carryover cap of 30 workdays (240 hours)**. Any vacation balance exceeding 30 days is forfeited.
- **Sick Leave Forfeiture:** In accordance with university policy, accrued sick leave has no cash surrender value and is **not paid out under any circumstances** upon separation.
- **Outstanding Obligations:** Any outstanding financial debts to the university (e.g., unreturned equipment fees, library fines, or unpaid parking citations) must be satisfied prior to separation.

Contact: Payroll Office · Harlan Hall 410 · (555) 555-0185 · payroll@university.alkimi.ai

§12.3 Return of University Property and Account Termination

On or before the final day of employment, departing staff must return all university-owned property to their supervisor or designated campus offices:

- **Items to Return:** AlkimiCard, campus office and building keys, university-issued laptop computers, monitors, cellular devices, hardware security MFA tokens (YubiKeys), parking permits, and purchasing credit cards (P-Cards).
- **Account Deprovisioning:** In accordance with university IT security standards, employee network access, email, AlkimiHub administrative rights, and Alkimi AI accounts are **disabled on the final day of employment**. Employees must archive personal documents prior to their final day; university systems remain institutional property.
- **Clearance Checklist:** Supervisors must verify the return of all property and submit the completed *Staff Separation Clearance Form* to Human Resources.

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§12.4 Exit Interviews and Benefits Continuation

- **Exit Interview:** Human Resources invites all departing regular staff to complete an online exit questionnaire and schedule an in-person or virtual exit interview with an HR representative. The exit interview provides valuable feedback regarding working conditions, supervision, campus culture, and institutional retention.
- **COBRA Health Continuation:** Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), departing employees and their enrolled dependents may elect to continue medical, dental, and vision insurance coverage at their own expense (paying 102% of full group premium costs) for up to 18 months (or 36 months in specific qualifying events). Information packets and election forms are mailed by the university's third-party COBRA administrator within 14 days of separation.
- **Retirement Account Options:** Departing employees maintain ownership of their vested 403(b) retirement balances with TIAA. Funds may remain in the plan, roll over into an individual retirement account (IRA) or new employer plan, or be withdrawn subject to IRS distribution rules and tax penalties.

Contact: Human Resources Benefits Team · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§12.5 Rehire Eligibility and Prior Service Recognition

Staff who separate from Alkimi University in good standing are eligible to apply for future staff vacancies across all university departments:

- **Good Standing Standard:** Employees who provide required advance resignation notice, return all university property, and maintain satisfactory performance records are classified as eligible for rehire. Employees terminated for gross misconduct or serious policy violations are permanently ineligible for reemployment.
- **Prior Service Credit Restoration:** If a former regular staff member is rehired into a regular staff position within **12 calendar months** of their separation date, their prior continuous service credit will be restored for vacation accrual rate tiers (e.g., credit toward the 5-year or 10-year service thresholds) and tuition remission eligibility. Previously forfeited sick leave balances are not reinstated.
- **Rehired Retirees:** University retirees drawing 403(b) retirement distributions may be rehired into temporary or part-time roles subject to IRS regulations and university post-retirement employment guidelines.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai