

## Summary of Changes to the Online Policy Guide: Effective September 25, 2024

### WORKPLACE EXPECTATIONS & GUIDELINES

#### Minors in Duke University Programs/Youth Protection at Duke University

- 1: Policy is being renamed as the Youth Protection at Duke University policy. Language has been updated regarding the process for approval of programs, consistency with the policy regarding employment of minors, and implications for policy violations.

<https://hr.duke.edu/policies/youth-protection>

### RECRUITING, HIRING & TRANSFERRING

#### Employment Status & Eligibility Policy

- 1: Language has been updated in the “Staff Member Who Is a Minor” definition to indicate that individuals who are younger than 18 years of age cannot be hired as a general policy. Links to the Employment of Minors Policy for further details.

<https://hr.duke.edu/policies/employment-status-eligibility/>

#### Employment of Minors Policy

- 2: The “Staff Member Who Is a Minor” definition within the Employment Status & Eligibility Policy has been expanded into a separate policy and updated to reflect that individuals who are younger than 18 years of age cannot be hired as a general policy. However, with approval from the Vice President of Human Resources or their designee, individuals between 16 and 18 years of age can be hired as employees, interns or through third party vendors.

<https://hr.duke.edu/policies/employment-minors/>

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## Summary of Changes to the Online Policy Guide: Effective January 24, 2024

### DIVERSITY & INSTITUTIONAL EQUITY POLICIES

#### Harassment & Discrimination Policy

- 1: The policy reference on the Human Resources website now points directly to the Office for Institutional Equity website with the source policy.

<https://oie.duke.edu/policies-procedures-and-statements/policy-prohibited-discrimination-harassment-and-related/>

### RECRUITING, HIRING & TRANSFERRING

#### Nepotism

- 1: Policy updated to clarify the approval process for requesting a waiver of the policy and what types of relationships are covered by the policy. The policy also now describes the management plan required for any approved waivers.

<https://hr.duke.edu/policies/nepotism/>

### **Recruitment and Hiring Policy**

- 2: Policy updated to clarify the approval process for requesting a waiver of the policy and what types of relationships are covered by the policy. The policy also now describes the management plan required for any approved waivers.

<https://hr.duke.edu/policies/recruitment-hiring/>

### **Reference & Background Checks Policy**

3. Policy updated to reference the inclusion of education verification, when required.

<https://hr.duke.edu/policies/reference-background-checks/>

## **WORKPLACE EXPECTATIONS & GUIDELINES**

### **Arrest or Conviction Policy**

- 1: Policy language added to indicate that a citation of arrest, as well as an arrest, requires notification of supervisor within seven calendar days.

<https://hr.duke.edu/policies/arrest-conviction/>

## **PAY ADMINISTRATION**

### **Hours Worked Policy**

- 1: Policy language added to reflect requirement for hourly-paid staff to work within North Carolina, and language updated to clarify the beginning and end of the “workday.”

<https://hr.duke.edu/policies/hours-worked/>

### **Health System Pay Structure & Processes Policy**

- 2: Language updated to reflect current practice of administering pay increases based on market competitiveness rather than merit.

<https://hr.duke.edu/policies/health-system-pay/>

## **BENEFITS**

### **Eligibility for Benefits Policy**

- 1: A statement was added to clarify that all staff, regardless of work schedule, are eligible to participate with their own contributions to the Duke Faculty and Staff Retirement Plan.

<https://hr.duke.edu/policies/eligibility-benefits/>

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## Summary of Changes to the Online Policy Guide: Effective August 30, 2019

### WORKPLACE EXPECTATIONS & GUIDELINES

#### Minors in Duke University Programs Policy

- 1: Policy updated to consolidate the Minors in Duke University Programs and the Minors in Duke Laboratories policies and covers all programs run, organized, sponsored, or hosted by Duke student organizations, Duke departments and units, Duke University Health System, and other Duke-related entities. University system Programs require approval from the Provost's Office after a recommendation from the relevant Dean. Details regarding process requirements (background checks, training, etc.) have been moved to a separate site.

<https://hr.duke.edu/policies/expectations/minors-duke-university-programs>

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## Summary of Changes to the Online Policy Guide: Effective June 12, 2019

### PAY ADMINISTRATION

#### Health System Pay Structure & Processes Policy (Effective June 1, 2019)

- 1: Policy updated to further clarify the Weekend Option Program on job families that are eligible and entity leadership approval of the WOP program.

<https://hr.duke.edu/policies/pay-administration/health-system-pay-structure-processes>

### RECRUITING, HIRING & TRANSFERRING

#### Trial Period

- 1: Policy details regarding Personal Leave Benefit Coverage updated regarding continuation of Duke-sponsored insurance programs through COBRA when on leave without pay.

<https://hr.duke.edu/policies/hiring/trial-period>

### WORKPLACE EXPECTATIONS & GUIDELINES

#### Compliance Policy

- 1: Policy updated to explicitly reference research misconduct and align language to be consistent with Duke's values statement and updates to the code of conduct.

<https://hr.duke.edu/policies/expectations/compliance>

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## Summary of Changes to the Online Policy Guide: Effective March 13, 2019

### RECRUITING, HIRING & TRANSFERRING

#### Volunteer & Unpaid Intern Policy Guidelines

- 1: Policy updated to reflect new guidance from the U.S. Department of Labor regarding the requirements for establishing an unpaid internship.

<https://hr.duke.edu/policies/hiring/volunteer-unpaid-intern-policy-guidelines>

### TIME AWAY FROM DUKE

#### Family Medical Leave (FMLA) Policy

- 1: A new FMLA Tracking Form was added to assist managers in tracking and calculating intermittent leave on a rolling 12-month calendar.

<https://hr.duke.edu/policies/time-away/leaves-absence/family-medical-leave>

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## Summary of Changes to the Online Policy Guide: Effective November 1, 2018

### RECRUITING, HIRING & TRANSFERRING

#### Reference & Background Check Policy

- 1: Policy updated to no longer ask individuals whether they have been convicted of a crime as part of the process of applying for employment.

<https://hr.duke.edu/policies/hiring/reference-background-checks>

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## Summary of Changes to the Online Policy Guide: Effective October 4, 2016

### DIVERSITY & INSTITUTIONAL EQUITY

#### Equal Employment Opportunity & Affirmative Action Policy

- 1: Policy updated to include gender expression in its non-discrimination and equal employment opportunity policy.

<https://hr.duke.edu/policies/diversity/eeo>

### WORKPLACE EXPECTATIONS & GUIDELINES

#### Compliance Policy

- 1: Policy updated to reflect new name for consolidated department and updated hotline names and numbers.

<https://hr.duke.edu/policies/expectations/compliance>

### RECRUITING, HIRING & TRANSFERRING

#### Temporary Employment Policy

- 1: Policy updated to reflect names and procedures for new secondary temporary staffing vendors.

<https://hr.duke.edu/policies/hiring/temporary-employment>

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## Summary of Changes to the Online Policy Guide: Effective May 19, 2016

### BENEFITS

#### Enrolling & Making Changes in Benefits

- 1: Policy updated to reflect that request for enrollment or benefit changes resulting from qualifying life events can now be made online through the Duke@Work self-service website.

[http://www.hr.duke.edu/policies/benefits/enroll\\_changes.php](http://www.hr.duke.edu/policies/benefits/enroll_changes.php)

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### WORKPLACE EXPECTATIONS

## **Confidentiality**

- 1: Policy updated to revise language on corrective actions to be consistent with the Duke Health policy.

<http://www.hr.duke.edu/policies/expectations/confidentiality.php>

## **Protected Health Information and Patient Privacy**

- 2: Policy updated to revise language on corrective actions to be consistent with the Duke Health policy.

<http://www.hr.duke.edu/policies/expectations/phi.php>

## **Leaving Duke: Voluntary**

- 3: Policy updated to remove the phrase “reimbursement account” from language describing which voluntary deductions can be stopped before the final paycheck.

<https://www.hr.duke.edu/policies/expectations/leaving/voluntary.php>

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## **Summary of Changes to the Online Policy Guide: Effective September 30, 2015**

<b>BENEFITS</b>
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### **Same-Sex Spousal Equivalency**

- 1: Policy updated to reflect that beginning January 1, 2016, all faculty and staff, regardless of sexual orientation, must be legally married to cover a partner or partner’s child for benefits unless the partner is grandfathered under the Same-Sex Spousal Equivalency policy. In order to be grandfathered, eligible faculty or staff members must have registered a same-sex partner with Duke Human Resource prior to Jan. 1, 2016. The grandfathering status is only applicable to the partner on file prior to Jan. 1, 2016.

[http://www.hr.duke.edu/policies/benefits/eligibility/same\\_sex.php](http://www.hr.duke.edu/policies/benefits/eligibility/same_sex.php)

### **Personal Leave of Absence**

- 2: Added benefits program checklist to assist employees going on an unpaid Personal Leave of Absence (Ex. COBRA, life insurance, etc.).

[http://www.hr.duke.edu/policies/time\\_away/loa/personal.php](http://www.hr.duke.edu/policies/time_away/loa/personal.php)

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## **Summary of Changes to the Online Policy Guide: Effective September 16, 2014**

<b>RECRUITMENT, HIRING AND TRANSFERRING</b>
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### **Volunteer and Unpaid Intern Policy Guidelines**

- 1: Provides general guidance within which University, Schools and Departments may establish specific procedures pertaining to volunteers and unpaid interns, both of whom are uncompensated and not eligible for any Duke benefits, including unemployment or workers compensation.

<http://www.hr.duke.edu/policies/hiring/volunteers/>

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## Summary of Changes to the Online Policy Guide: Effective April 16, 2014

### TIME AWAY FROM DUKE

#### Paid Parental Leave Policy

- 1: Policy updated the FMLA language to be consistent with the FMLA Policy changes in 2013 regarding use of accrued time before taking leave without pay.

[http://www.hr.duke.edu/policies/time\\_away/parental.php](http://www.hr.duke.edu/policies/time_away/parental.php)

### WORKPLACE HEALTH & SAFETY

#### Building & Facilities Access

- 1: New policy requires all ingress and egress access points in Duke buildings and facilities to be equipped with hardware or an electronic access authentication device that uses institutionally authorized systems and hardware.

[http://www.hr.duke.edu/policies/health\\_safety/access/index.php](http://www.hr.duke.edu/policies/health_safety/access/index.php)

### WORKPLACE EXPECTATIONS

#### Compliance

- 1: Policy updated with new contact information for Duke Ethics and Compliance Office.

<http://www.hr.duke.edu/policies/expectations/compliance/index.php>

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## Summary of Changes to the Online Policy Guide: Effective October 23, 2013

### RECRUITMENT, HIRING AND TRANSFERRING

#### Recruiting & Hiring: Posting Vacancies & Filling Jobs

- 1: Policy updated to remove reference to “real time” posting of job vacancies to reflect current practice of allowing time to coordinate with departments to ensure the job description is appropriate for advertising purposes.

<http://www.hr.duke.edu/policies/hiring/recruitment/index.php#vacancies>

## WORKPLACE HEALTH & SAFETY

### Prohibited Weapons

- 1: Policy updated to include the language to prohibits any weapon, "including but not limited to" a list of examples to allow for the potential of other weapons not explicitly cited.

[http://www.hr.duke.edu/policies/health\\_safety/weapons.php](http://www.hr.duke.edu/policies/health_safety/weapons.php)

## INTERNATIONAL

### International Education Allowance

- 1: Policy updated to include eligibility for the education allowance and the limitation of the allowance for up to two children.

[http://www.hr.duke.edu/policies/international/education\\_allowance.php](http://www.hr.duke.edu/policies/international/education_allowance.php)

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## Summary of Changes to the Online Policy Guide: Effective July 1, 2013

## TIME AWAY FROM DUKE

### Leaves of Absence: Family Medical Leave

- 1: Policy updated to reflect any accrued time in the form of vacation, sick leave, discretionary/designated holidays, or Paid Time Off (STB/LTB/COB) must be used prior to taking an unpaid leave of absence. Employees are not required to use accrued leaving during periods of time when receiving benefits from the Duke Voluntary Short Term Disability Plan. The use of accrued time or the short-term disability benefit will not lengthen the duration of the leave.

[http://www.hr.duke.edu/policies/time\\_away/loa/fmla.php](http://www.hr.duke.edu/policies/time_away/loa/fmla.php)

### Vacation for University Staff: Accrual Monthly-Salaried Staff

- 1: Policy details updated to clarify the vacation accrual rates for job levels 16-25 and jobs classified above 25 and 00.

[http://www.hr.duke.edu/policies/time\\_away/vacation/accrual\\_monthly.php](http://www.hr.duke.edu/policies/time_away/vacation/accrual_monthly.php)

## RECRUITMENT, HIRING AND TRANSFERRING

### Reference and Background Checks

- 1: Policy updated to reflect that the required pre-hire criminal background checks will include all newly hired faculty effective Jan. 1, 2014.



<http://www.hr.duke.edu/policies/hiring/reference/index.php>

## **PAY ADMINISTRATION**

### **Pay Administration: Zero Rate of Pay**

- 1: Policy created to help manage the growing number of employees that are not actively working at Duke University but remain active within Human Resources/Payroll system. The policy states that only individuals who will be compensated at a near future date and paid from Duke's payroll should be listed at a zero rate of pay in the Human Resources/Payroll system

[http://www.hr.duke.edu/policies/pay\\_administration/zero\\_rate.php](http://www.hr.duke.edu/policies/pay_administration/zero_rate.php)

## **WORKPLACE EXPECTATIONS AND GUIDELINES**

### **Severe Weather and Emergency Conditions: Support Services**

- 1: Policy details have been updated to reflect the discontinuation of the Severe Weather Child Care Program for Duke University Health System.

[http://www.hr.duke.edu/policies/expectations/severe\\_weather/support\\_services.php](http://www.hr.duke.edu/policies/expectations/severe_weather/support_services.php)

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## **Summary of Changes to the Online Policy Guide: Effective April 23, 2013**

## **WORKPLACE HEALTH & SAFETY**

### **Workplace Violence Prevention and Response**

- 1: Policy details added to describe violent behaviors and recommend reporting of behaviors that may suggest the need for intervention.

[http://www.hr.duke.edu/policies/health\\_safety/violence/response.php](http://www.hr.duke.edu/policies/health_safety/violence/response.php)

## **BENEFITS**

### **Benefits to Survivors of Currently Employed**

- 3: Language changed to be consistent with the policy that became effective Jan. 1, 2012, regarding the eligibility for dental, health and vision insurance of surviving dependents in the event of an employee's death. Covered dependents will be eligible based on criteria for retiree health, dental or vision insurance. Otherwise, family members may continue coverage through COBRA.
- 4: Language updated to reflect the previously announced change in the name of the 403(b) plan for hourly-paid staff to Duke University Faculty and Staff Retirement Plan.

<http://www.hr.duke.edu/policies/benefits/survivor/employed.php>

## **PAYROLL**

## Pay Deductions

- 5: Language updated to reflect the previously announced change in the name of the 403(b) plan for hourly-paid staff to Duke University Faculty and Staff Retirement Plan.

<http://www.hr.duke.edu/policies/payroll/payment/deductions.php>

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## Summary of Changes to the Online Policy Guide: Effective Jan. 17, 2013

### WORKPLACE EXPECTATIONS & GUIDELINES

#### Minors in Duke University Laboratories

- 1: Policy added to establish safeguards for children between the ages of 14 and 18 (Minors) who participate in activities, whether as volunteers, interns, or other status, within School of Medicine and Campus schools' laboratories.

[http://hr.duke.edu/policies/expectations/minors\\_laboratories.php](http://hr.duke.edu/policies/expectations/minors_laboratories.php)

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## Summary of Changes to the Online Policy Guide: Effective Jan. 1, 2013

### BENEFITS

#### Enrolling & Making Changes in Benefits

- 1: Policy details clarified to reflect a change in the definition of the initial enrollment period from the first 60 days following employment to the first 30 days of employment.

[http://www.hr.duke.edu/policies/benefits/enroll\\_changes.php#newly](http://www.hr.duke.edu/policies/benefits/enroll_changes.php#newly)

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## Summary of Changes to the Online Policy Guide: Effective Oct. 17, 2012

### RECRUITMENT, HIRING & TRANSFERRING

#### Temporary Employment

- 1: Policy clarified to indicate that temporary employees may not work more than 900 hours during the fiscal year (July 1 – June 30).

<http://www.hr.duke.edu/policies/hiring/temporary/index.php>

#### Employment Status & Eligibility

- 2: Policy clarified to indicate that temporary employees may not work more than 900 hours during the fiscal year (July 1 – June 30).

[http://www.hr.duke.edu/policies/hiring/status\\_eligibility/index.php](http://www.hr.duke.edu/policies/hiring/status_eligibility/index.php)

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## Summary of Changes to the Online Policy Guide: Effective Sept. 1, 2012

### WORKPLACE EXPECTATIONS & GUIDELINES

#### Minors in Duke University Programs

- 1: New policy added to establish safeguards for children under the age of 18 who participate in Duke activities and programs on university land and in facilities or under the authority and direction of the university at other locations.

<http://www.hr.duke.edu/policies/expectations/minors.php>

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## Summary of Changes to the Online Policy Guide: Effective Aug. 15, 2011

### DIVERSITY & INSTITUTIONAL EQUITY

#### Harassment & Discrimination

- 1: Additional details have been to the policy to be consistent with the language from the Office of Institutional Equity, which maintains the policy.

<http://www.hr.duke.edu/policies/diversity/harassment.php>

### WORKPLACE EXPECTATIONS & GUIDELINES

#### Protected Health Information and Patient Privacy

- 2: This new policy expands upon the Confidentiality policy and provides specific details regarding the management of protected health information and patient privacy, including definitions, reporting responsibilities, process and corrective action.

<http://www.hr.duke.edu/policies/expectations/phi.php>

#### Confidentiality

- 3: Language has been updated to reflect the addition of the Protected Health Information and Patient Privacy policy.

<http://www.hr.duke.edu/policies/expectations/confidentiality.php>

## **PAY ADMINISTRATION**

### **Health System Pay Structure & Processes: Pay Premium**

- 1: Language has been updated to reflect that effective Aug. 29, 2011, staff members in the Surgical Service Team Leader classification will become eligible for the Clinical Nursing related premiums.

[http://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/premium\\_pay.php](http://www.hr.duke.edu/policies/pay_administration/duhs_pay/premium_pay.php)

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### **Summary of Changes to the Online Policy Guide: Effective May 20, 2011**

## **INTERNATIONAL**

### **Vaccinations & Travel Health Review**

- 1: A new policy has been introduced regarding funding of direct costs associated with obtaining the necessary vaccinations for travel to non-U.S. destinations when the assignment is a requirement of, or directly related to, the current position at Duke.

<http://www.hr.duke.edu/policies/international/vaccinations.php>

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### **Summary of Changes to the Online Policy Guide: Effective April 15, 2011**

## **DIVERSITY & INSTITUTIONAL EQUITY**

### **Equal Employment Opportunity & Affirmative Action**

- 1: In compliance with the Genetic Information Nondiscrimination Act (GINA), Duke's Equal Employment Opportunity and Affirmative Action statement has been updated to include "genetic information" among the criteria.

<http://www.hr.duke.edu/policies/diversity/eeo.php>

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### **Summary of Changes to the Online Policy Guide: Effective November 15, 2010**

## **WORKPLACE EXPECTATIONS & GUIDELINES**

### **Compliance**

- 1: Added references and contact information for Institutional Ethics and Compliance as an option for reporting compliance concerns.

<https://www.hr.duke.edu/policies/expectations/compliance/index.php>

- 2: Minor language changes to reflect new names for Duke Medicine Code of Conduct, added state regulations and title changes (Duke Medicine vs. DUHS, etc.), contact information for the DUHS Compliance Office and additional information about the False Claims Act.

<https://www.hr.duke.edu/policies/expectations/compliance/index.php>  
[http://www.hr.duke.edu/policies/expectations/compliance/duhs\\_compliance.php](http://www.hr.duke.edu/policies/expectations/compliance/duhs_compliance.php)  
<http://www.hr.duke.edu/policies/expectations/compliance/reporting.php>  
[https://www.hr.duke.edu/policies/expectations/compliance/false\\_claims.php](https://www.hr.duke.edu/policies/expectations/compliance/false_claims.php)

## **WORKPLACE HEALTH & SAFETY**

### **Workplace Violence Prevention and Response: Emergency Contact Chart**

- 3: Name and phone number for “Safe Rides” changed to reflect updated name and contact information for “Duke Vans.”

[http://www.hr.duke.edu/policies/health\\_safety/violence/contacts.php](http://www.hr.duke.edu/policies/health_safety/violence/contacts.php)

## **TIME AWAY FROM DUKE**

### **Bereavement (Funeral) Leave**

- 4: Include language in the policy details that explains that Health System staff receive time off for funeral leave through Paid Time Off, which combines vacation, holiday, bereavement and sick leave.

[http://www.hr.duke.edu/policies/time\\_away/bereavement.php](http://www.hr.duke.edu/policies/time_away/bereavement.php)

### **Payout of Accrued Time Upon Leaving DUHS**

- 5: Additional language changed under “Pay for Unused Time” to be consistent with change made July 14, 2010, indicating that staff member must be age 55 or older to receive payout of any accrued and unused Long-Term Bank.

[http://www.hr.duke.edu/policies/time\\_away/payout\\_pto.php](http://www.hr.duke.edu/policies/time_away/payout_pto.php)

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## **Summary of Changes to the Online Policy Guide: Effective July 1, 2011 (announced/posted July 20, 2010)**

## **INTERNATIONAL**

### **Education Allowance**

- 1: New policy announced to provide faculty or staff on long-term assignment with an education allowance to assist in defraying those costs necessary for their children to obtain adequate educational services in the host country which are ordinarily provided without charge by the public schools in the employees’ home country.

[http://www.hr.duke.edu/policies/international/education\\_allowance.php](http://www.hr.duke.edu/policies/international/education_allowance.php)

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## Summary of Changes to the Online Policy Guide: Effective July 14, 2010

### TIME AWAY FROM DUKE

#### DUHS: Paid Time Off

- 1: Language changed under "Pay for Unused Time" to indicate staff member must be age 55 or older to receive payout of any accrued and unused Long-Term Bank.

[http://www.hr.duke.edu/policies/time\\_away/pto/guidelines.php](http://www.hr.duke.edu/policies/time_away/pto/guidelines.php)

### WORKPLACE EXPECTATIONS & GUIDELINES

#### Severe Weather and Emergency Conditions

- 2: Language changed to update titles for administrators who have roles in making decisions and coordinating response during emergency conditions.

[http://www.hr.duke.edu/policies/expectations/severe\\_weather/declaring.php](http://www.hr.duke.edu/policies/expectations/severe_weather/declaring.php)

[http://www.hr.duke.edu/policies/expectations/severe\\_weather/notification.php](http://www.hr.duke.edu/policies/expectations/severe_weather/notification.php)

[http://www.hr.duke.edu/policies/expectations/severe\\_weather/faqs.php](http://www.hr.duke.edu/policies/expectations/severe_weather/faqs.php)

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## Summary of Changes to the Online Policy Guide: Effective June 14, 2010

### WORKPLACE HEALTH & SAFETY

#### Substance Abuse: Impairment

- 1: Note added at the end of the Impairment section to indicate the following:

"Falls, slips or injuries could be an indication of impairment. Supervisors who have concern about staff should consult with EOHW for direction in managing their staff safely."

[http://www.hr.duke.edu/policies/health\\_safety/substance\\_abuse.php#impairment](http://www.hr.duke.edu/policies/health_safety/substance_abuse.php#impairment)

#### Criminal Drug Conviction

- 2: The required notification for a criminal drug conviction was changed from five calendar days to seven calendar days to be consistent with the policy requirement for notification of arrest or conviction.

[http://www.hr.duke.edu/policies/health\\_safety/drug\\_conviction.php](http://www.hr.duke.edu/policies/health_safety/drug_conviction.php)

### RECRUITMENT & HIRING

### **Waiving the Duke Posting Requirement**

- 3: Changed the description of the approver from “assistant vice president” to “vice president for Human Resources or his/her designee.”

<http://www.hr.duke.edu/policies/hiring/recruitment/index.php#wave>

### **Offers of Employment**

- 4: Changed the description of the approver from “assistant vice president” to “vice president for Human Resources or his/her designee” in cases where all approvals are not obtained.

<http://www.hr.duke.edu/policies/hiring/recruitment/index.php#offer>

<b>WORKPLACE EXPECTATIONS &amp; GUIDELINES</b>
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### **Voluntary Resignation Or Retirement: Final Paycheck**

- 5: Instructions for how to stop voluntary deductions from being taken out of an individual's final paycheck revised to reference appropriate departments for stopping different deductions. Directions now read as follows:

“The staff member may direct that voluntary deductions not be made from his or her final paycheck. For health, dental, vision, and reimbursement account benefits, the employee must submit a request in writing to Duke Human Resources prior to their last day worked. For other voluntary benefits, the employee would need to contact the benefit vendor directly. For other Duke voluntary deductions, such as parking, the employee would need to contact the department responsible for those deductions to request cancellation of the deduction. Deleting voluntary deductions is the sole responsibility of the staff member. If the staff member does not initiate action to delete any or all voluntary deductions, those deductions will be taken from a final paycheck. In the case of deletion, any contribution normally made by Duke in the affected category will not be made.”

<http://www.hr.duke.edu/policies/expectations/leaving/voluntary.php>

### **Severe Weather and Emergency Conditions**

- 6: Language changed to update titles for administrators who have roles in making decisions and coordinating response during emergency conditions.

[http://www.hr.duke.edu/policies/expectations/severe\\_weather/declaring.php](http://www.hr.duke.edu/policies/expectations/severe_weather/declaring.php)

[http://www.hr.duke.edu/policies/expectations/severe\\_weather/notification.php](http://www.hr.duke.edu/policies/expectations/severe_weather/notification.php)

[http://www.hr.duke.edu/policies/expectations/severe\\_weather/communication.php](http://www.hr.duke.edu/policies/expectations/severe_weather/communication.php)

[http://www.hr.duke.edu/policies/expectations/severe\\_weather/faqs.php](http://www.hr.duke.edu/policies/expectations/severe_weather/faqs.php)

## **TIME AWAY FROM DUKE**

### **DUHS Paid Time Off: Guidelines, “Bank Definitions and Usage Process”**

- 1: Deleted following sentence in third bullet to reflect capping of accrued time off at 120 days: “Any time accumulated over 120 days (960 hours) will automatically be paid to the staff member annually at 50% of their base rate of pay.”

Added following language at the end of the first bullet: “No additional accruals will be applied until the Long Term Bank balance is below 120 days (960 hours).”

[http://www.hr.duke.edu/policies/time\\_away/pto/guidelines.php](http://www.hr.duke.edu/policies/time_away/pto/guidelines.php)

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## **Summary of Changes to the Online Policy Guide: Effective November 23, 2009**

## **RECRUITMENT, HIRING and TRANSFERING**

### **Employment Status and Eligibility**

- 1: The “Employment Status and Eligibility Chart” (pdf format) was updated to reflect that part-time employees are eligible for shift differentials.  
[http://www.hr.duke.edu/policies/hiring/status\\_eligibility/Employment\\_Status\\_and\\_Eligibility\\_Chart.pdf](http://www.hr.duke.edu/policies/hiring/status_eligibility/Employment_Status_and_Eligibility_Chart.pdf)

## **PAY ADMINISTRATION**

### **Duke University Health System: Standardized Pay Policy Guidelines**

- 2: Language changed to reflect that Holiday Pay is based on the majority hour rule.  
[http://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/guidelines.php](http://www.hr.duke.edu/policies/pay_administration/duhs_pay/guidelines.php)

### **Hours Worked: Overtime Pay**

- 3: Language updated to reflect that for Duke University Health System Paid Time Off (including holidays and time off voting in elections) is not included in overtime calculations.  
[http://www.hr.duke.edu/policies/pay\\_administration/hours\\_worked/overtime.php](http://www.hr.duke.edu/policies/pay_administration/hours_worked/overtime.php)

### **Health System Pay Structure & Processes: Guidelines for Premium Pay**

- 4: Language updated to reflect that for Duke University Health System Paid Time Off (including holidays and time off voting in elections) is not included in overtime calculations.  
[http://www.hr.duke.edu/policies/pay\\_administration/hours\\_worked/overtime.php](http://www.hr.duke.edu/policies/pay_administration/hours_worked/overtime.php)

## **PAYROLL**

### **Recording, Reporting & Payment of Work Time (DUHS)**



- 5: Language and a link added to reference the DUHS Badge Swiping Policy.  
[http://www.hr.duke.edu/policies/payroll/payment/time\\_attendance.php](http://www.hr.duke.edu/policies/payroll/payment/time_attendance.php)

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## Summary of Changes to the Online Policy Guide: Effective February 13, 2009

### NEW STAFF

#### Duke NetID:

Advise staff member on activating his/her NetID and the creation of a NetID password to gain access to Duke's many computing resources.

[http://www.hr.duke.edu/policies/hiring/orientation/new\\_job.php](http://www.hr.duke.edu/policies/hiring/orientation/new_job.php)

#### Duke@Work:

Review Duke@Work, a self-service website that offers staff the ability to view and update their personnel information at Duke and encourage the use of direct deposit.

[http://www.hr.duke.edu/policies/hiring/orientation/new\\_job.php](http://www.hr.duke.edu/policies/hiring/orientation/new_job.php)

#### Online Safety Training:

Ensure staff complete online safety training before the end of their 90-day orientation and evaluation period.

[http://www.hr.duke.edu/policies/hiring/orientation/new\\_job.php](http://www.hr.duke.edu/policies/hiring/orientation/new_job.php)  
<http://www.safety.duke.edu/OnlineTraining.html> (NetID protected)

### BENEFITS OPPORTUNITIES

Loss or gain of eligibility for insurance coverage for staff or a covered dependent (loss of student insurance or individual policy does not qualify)

Change in spouse's employment status

Change in medical insurance eligibility due to a relocation of residence or workplace

Change in your child's full-time student status (loss of student insurance or individual policy does not qualify)

[http://www.hr.duke.edu/policies/benefits/enroll\\_changes.php#lifeevent](http://www.hr.duke.edu/policies/benefits/enroll_changes.php#lifeevent)

### TIME AWAY FROM DUKE

An eligible employee with a covered military member serving in the National Guard or Reserves manages their affairs while the member is on active duty in support of a contingency operation. This provision makes the normal 12 workweeks of FMLA job-protected leave available for: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

[http://www.hr.duke.edu/policies/time\\_away/loa/types.php](http://www.hr.duke.edu/policies/time_away/loa/types.php)

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[http://www.hr.duke.edu/policies/time\\_away/loa/fmla.php](http://www.hr.duke.edu/policies/time_away/loa/fmla.php)

Under “Reinstatement Following Leave” delete bullet beginning “Staff whose positions are eliminated...”

[http://www.hr.duke.edu/policies/time\\_away/loa/personal.php](http://www.hr.duke.edu/policies/time_away/loa/personal.php)

Add Memorial Day in two places

[http://www.hr.duke.edu/policies/time\\_away/pto/holidays.php](http://www.hr.duke.edu/policies/time_away/pto/holidays.php)  
[http://www.hr.duke.edu/policies/time\\_away/holidays/designated.php](http://www.hr.duke.edu/policies/time_away/holidays/designated.php)

Delete “May” from

[http://www.hr.duke.edu/policies/time\\_away/holidays/discretionary.php](http://www.hr.duke.edu/policies/time_away/holidays/discretionary.php)

Change charts found at

[http://www.hr.duke.edu/policies/time\\_away/pto/accrual\\_usage.php](http://www.hr.duke.edu/policies/time_away/pto/accrual_usage.php), and chart at  
[https://www.hr.duke.edu/benefits/time\\_away/pto/how\\_it\\_works.php](https://www.hr.duke.edu/benefits/time_away/pto/how_it_works.php)

## **PAY ADMINISTRATION**

In the “Health System Pay Structure & Polices, Establishing Pay Rates: Weekend Option (non-nursing): delete the word “**not**” in first sentence.

[https://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/premium\\_pay.php](https://www.hr.duke.edu/policies/pay_administration/duhs_pay/premium_pay.php)

Holiday Premium section—change to “Holiday premium is paid based on the majority hour rule. The holiday is defined as the period stretching from 11 p.m. on the day prior to the holiday to 10:59 p.m. on the actual holiday. No capping at the work schedule. Eligible hours are paid at time and one-half.

[https://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/premium\\_pay.php](https://www.hr.duke.edu/policies/pay_administration/duhs_pay/premium_pay.php)

Delete “Please refer to the “Relevant Experience” document.”

[https://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/pay\\_rates.php](https://www.hr.duke.edu/policies/pay_administration/duhs_pay/pay_rates.php)

Change April 1 to March 31 (where indicated)

[https://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/pay\\_rates.php](https://www.hr.duke.edu/policies/pay_administration/duhs_pay/pay_rates.php)

Under “Guidelines for Promotion Pay: Remove “should” and replace with “can”

[https://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/pay\\_rates.php](https://www.hr.duke.edu/policies/pay_administration/duhs_pay/pay_rates.php)

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[https://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/guidelines.php](https://www.hr.duke.edu/policies/pay_administration/duhs_pay/guidelines.php)

## **WORKPLACE HEALTH AND SAFETY**

### **Smoking:**

#### **Policy Details**

Duke is a smoke-free work environment. Smoking is only allowed in designated areas, and staff should check with their supervisors for such workplace locations. In support of its mission to improve and promote health, all Duke Medicine facilities—including those in the Duke University Health System, the School of Medicine, and the School of Nursing—are tobacco-free environments.

#### **Support Resources**

Duke recognizes the health problems that commonly arise because of and in relation to smoking and provides resources through LIVEFORLIFE that can help staff to quit smoking.

[https://www.hr.duke.edu/policies/health\\_safety/smoking.php](https://www.hr.duke.edu/policies/health_safety/smoking.php)