

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>

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

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>

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

BENEFITS

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

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

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

RECRUITMENT, HIRING AND TRANSFERRING

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/>

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

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

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>

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

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

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

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

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

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

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

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>

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

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

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

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>

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

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>

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>

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/reporting.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

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

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

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

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

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/notification.php

http://www.hr.duke.edu/policies/expectations/severe_weather/faqs.php

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

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

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>

WORKPLACE EXPECTATIONS & GUIDELINES

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/notification.php

http://www.hr.duke.edu/policies/expectations/severe_weather/communication.php

http://www.hr.duke.edu/policies/expectations/severe_weather/faqs.php

Summary of Changes to the Online Policy Guide: Effective January 5, 2010

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

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

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

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

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

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

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

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

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.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

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

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/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

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/holidays/designated.php

Delete "May" from

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, and chart at
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

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

Delete "Please refer to the "Relevant Experience" document."

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

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

https://www.hr.duke.edu/policies/pay_administration/duhs_pay/pay_rates.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/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