

## 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>

### 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/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)

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## **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](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)