

## Edits to the Duke Online Policy Guide and Staff Handbook, rev. 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/policy\\_details/new\\_job.html](http://www.hr.duke.edu/policies/hiring/orientation/policy_details/new_job.html)

#### **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/policy\\_details/new\\_job.html](http://www.hr.duke.edu/policies/hiring/orientation/policy_details/new_job.html)

#### **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/policy\\_details/new\\_job.html](http://www.hr.duke.edu/policies/hiring/orientation/policy_details/new_job.html)  
<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/benefits/life-events/>

### 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/policy\\_details/types.html](http://www.hr.duke.edu/policies/time_away/loa/policy_details/types.html)

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[http://www.hr.duke.edu/policies/time\\_away/loa/policy\\_details/family\\_medical.html](http://www.hr.duke.edu/policies/time_away/loa/policy_details/family_medical.html)

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

[http://www.hr.duke.edu/policies/time\\_away/loa/policy\\_details/personal.html](http://www.hr.duke.edu/policies/time_away/loa/policy_details/personal.html)

Add Memorial Day in two places

[http://www.hr.duke.edu/policies/time\\_away/pto/policy\\_details/holidays.html](http://www.hr.duke.edu/policies/time_away/pto/policy_details/holidays.html)

[http://www.hr.duke.edu/policies/time\\_away/holidays\\_university/policy\\_details/designated.html](http://www.hr.duke.edu/policies/time_away/holidays_university/policy_details/designated.html)

Delete "May" from

[http://www.hr.duke.edu/policies/time\\_away/holidays\\_university/policy\\_details/discretionary.html](http://www.hr.duke.edu/policies/time_away/holidays_university/policy_details/discretionary.html)

Change charts found at

[http://www.hr.duke.edu/policies/time\\_away/pto/policy\\_details/accrual\\_usage.html](http://www.hr.duke.edu/policies/time_away/pto/policy_details/accrual_usage.html) , and chart at <http://www.hr.duke.edu/pto/howitworks.html>

## **PAY ADMINISTRATION**

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

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

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.

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

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

[http://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/policy\\_details/pay\\_rates.html](http://www.hr.duke.edu/policies/pay_administration/duhs_pay/policy_details/pay_rates.html)

Change April 1 to March 31 (where indicated)

[http://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/policy\\_details/pay\\_rates.html](http://www.hr.duke.edu/policies/pay_administration/duhs_pay/policy_details/pay_rates.html)

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

[http://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/policy\\_details/pay\\_rates.html](http://www.hr.duke.edu/policies/pay_administration/duhs_pay/policy_details/pay_rates.html)

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[http://www.hr.duke.edu/policies/pay\\_administration/duhs\\_pay/policy\\_details/guidelines.html](http://www.hr.duke.edu/policies/pay_administration/duhs_pay/policy_details/guidelines.html)

## 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.

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