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POLICY

EMPLOYMENT

# Employee Handbook – Human Resources Policies Manual

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RESPONSIBLE OFFICE  
Human Resources

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## *Policies For Non-Represented, Non-Faculty Personnel*

- [About the Employee Handbook – Preface](#)

## 100 EMPLOYMENT POLICIES

Boston University's employment policies govern the processes and activities that lead to the University's employment of the best qualified individuals. They establish the University's commitment to equal opportunity, affirmative action, non-discrimination, and reasonable accommodations and are consistent with applicable federal and state laws and regulations. The policies are listed below and the specific provisions are presented in the individual policy statements.

- [101 Interim Equal Opportunity and Title IX Policy](#)

Effective October 15, 2024, the Interim Equal Opportunity and Title IX Policy replaced the Equal Opportunity/Affirmative Action Policy.

- [102 Recruitment, Interviewing and Hiring](#)

- [103 Employment of Aliens, Minors, Relatives and Students](#)
- [104 Employee Orientation](#)

## 200 JOB RELATED POLICIES

Boston University has eight (8) personnel policies that, for the purposes of this Handbook, are categorized as Job-Related Policies. They govern hours of work, attendance, promotions and transfers, employee grievance process, and several other job-related matters. The policies are listed below and the specific provisions are presented in the individual policy statements.

- [201 Hours of Work](#)
- [202 Attendance](#)
- [203 Promotions and Transfers](#)
- [204 Termination Notices](#)
- [205 Reduction in Workforce](#)
- [206 Employee Grievance Process](#)
- [207 Length of Service](#)
- [208 Health and Safety](#)
- [209 Performance Evaluation Program](#)

## **300 AUTHORIZED ABSENCES FROM WORK**

The sixteen (16) policies that constitute Boston University's authorized absences from work are listed below. Individual statements are provided for each policy. These statements define employee eligibility requirements, length of absence, compensation during the absence, and request and approval responsibilities. When applicable, the statements also define accrual rates, conditions of returning to work and other provisions of the policy. Each statement concludes by listing the other policy statements (related policies) that were cited in its text.

With the exception of those authorized deductions from pay permitted under the Fair Labor Standards Act, exempt employees will receive their full salary for any week in which they perform work for the University, and it is the policy of the University to prohibit improper deductions from the salary of exempt employees. Exempt employees who believe that they have been subject to an improper deduction should immediately inform their supervisor who shall take appropriate steps to investigate and resolve the complaint. Should the University determine that an improper deduction was made, the employee will be reimbursed in the

amount of the improper deduction.

- [301 Vacation Leave](#)
- [302 Sick Leave](#)
- [303 Personal Days](#)
- [304 Parental Leave](#)
- [305 Sympathy Leave](#)
- [306 Jury Duty Leave](#)
- [307 Military Leave](#)
- [308 Holidays](#)
- [309 Compensatory Time Off](#)
- [310 Intersession Closings](#)
- [311 Emergency Campus Closing](#)
- [312 Family and Medical Leave \(FMLA\)](#)
- [313 Unpaid Time Off](#)
- [314 Leave of Absence – Medical \(Unpaid\)](#)
- [315 Leave of Absence – Personal \(Unpaid\)](#)
- [316 Religious Holidays \(Unpaid\)](#)
- [317 Domestic Violence Leave](#)
- [318 Paid Family and Medical Leave](#) – effective January 1, 2021
- See also [BU Paid Family and Medical Leave Law Policy](#) – effective January 1, 2021

## 400 GENERAL POLICIES

Boston University has several personnel policies that, for the purposes of this Handbook, are categorized as General Policies. They include policies that govern and establish guidelines for employee conduct in several areas. The policies are listed below, and the specific provisions are presented in the individual policy statements.

- [401 University Rules of Conduct](#)
- [402 Conflict of Interest](#)
- 403 Patent Policy – (Please see the [Intellectual Property Policy](#))
- [404 Solicitations and Distribution](#)
- [405 Copyright Policy \(Employees\)](#)
- [Fitness for Duty Policy](#)

The University's [Fitness for Duty Policy](#) establishes that University employees required to be fit for duty when they come to work and to remain so at all times while they are working. This requirement applies to all employee responsibilities. The University encourages employees to voluntarily: (i) seek assistance for physical or mental condition(s) before their work performance is adversely affected by such conditions; and (ii) self-report a fitness for duty issue to their dean or administrative unit leader and to proactively address the impact of such condition(s) on their ability to perform their duties in a safe and successful manner. If an employee believes they require a reasonable accommodation to allow them to perform their essential job duties safely and/or successfully they should reach out to the Equal Opportunity Office. The University's [Fitness for Duty Policy](#) is available on the University's Policies webpage [url: <https://www.bu.edu/policies/fitness-for-duty-policy/>].

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff) - This manual
- [Faculty Handbook](#) (faculty)
- IS&T Policies
  - [Acceptable Use of Computing Services Policy](#)
  - [Data Protection Standards](#)
- Equal Opportunity Office Policies
  - [Sexual Misconduct Policy](#)
  - [Workplace Violence Prevention Policy](#)
  - [Equal Opportunity/Affirmative Action Policy](#)
  - [Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment](#)
- Office of the General Counsel Policies

- [Code of Ethical Conduct](#)
- [Conflict of Interest Policy](#)

## Related BU Websites

- [Human Resources](#)
  - [Policy Manuals](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Annual Merit Process](#)
    - [Compensation](#)
    - [Employee Time and HR Actions](#)
    - [Exit Process](#)
    - [Hire a Worker for a non-US location](#)
    - [Hiring and Recruiting](#)
    - [Leaves of Absence](#)
    - [Managing Your Staff](#)
    - [Onboarding](#)
    - [Performance Management](#)
    - [Temporary Personnel and Contractors](#)
    - [Volunteers](#)

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