

2018 Office of the University Registrar (UR)

STAFF POLICIES

Welcome to the Office of the University Registrar!

UR's mission is to serve as the steward of the academic record and to ensure its accuracy in order to protect the value and integrity of the DePaul degree.

All UR staff are expected to comply with the standards and practices outlined in this document, as they are critical to maintaining the level of integrity, confidentiality, service, and teamwork to which the department commits itself.

Compliance Standards

1. All UR staff are required to complete FERPA training and to familiarize themselves with the Family Educational Rights and Privacy Act which governs release of and access to student education records. Examples of breeches of confidentiality requirements include, but are not limited to:
 - Discussing a students' record with others without express written consent of the student except as necessary to perform job responsibilities.
 - Viewing a student's record without proper authorization or the legitimate educational need to know.
 - Utilizing student record information for illegal purposes. This includes, but is not limited to unauthorized tampering with or altering students' records or supporting data in any way. Examples include changing grades, overriding enrollment requirements or holds, altering course enrollment capacities, etc., without proper authority.
2. UR staff will diligently refrain from releasing, discussing, or otherwise granting access to confidential information regarding DePaul University (DPU), students, and/or employees except as necessary to perform job responsibilities or to satisfy a legitimate educational need to know.
3. UR staff understand that falsification of or tampering with any DPU record, document or file cannot be tolerated.
4. UR staff recognize that disrespectful behavior, insubordination, refusal to perform work assignments or to follow instructions, or use of University supplies and services for personal purposes are serious matters that will be dealt with accordingly.

Dress Code

Recognizing that professional attire contributes to an optimal working environment, UR staff will adhere to the standards set forth by Human Resources. Further, in accordance with EM&M practice, denim jeans may be worn only on Fridays and on other designated days. Please see HR website for more detailed information on university dress code.

Attendance Policy

1. In the event that an employee cannot report to work as scheduled, the employee must notify his/her manager within one hour of their scheduled reporting time.
 - The immediate supervisor is responsible for the timely entry into DOOR.
 - The employee is responsible to record their time accurately into Campus Connect.
2. Accrued vacation time may be taken throughout the year. Vacation requests are subject to manager approval, balancing time already requested by staff and the needs of the office. Employees are asked to be mindful of vacation balances and distributing time off throughout the year. Only thirty-five hours may carry over to the next year; hours above that at the end of the calendar year are forfeited in accordance with the HR policy governing vacation time.
3. Staff are expected to utilize their daily one-hour lunch break.
4. Staff are required to share their Outlook Calendar with their supervisors.

Policy on Intermittent Work from Home

1. The privilege to work remotely from an alternate location is not guaranteed to any employee, and will be decided by the employee's manager. Some positions are not suitable for working from home and cannot be approved for business reasons.
2. Managers may only approve one request from an employee at a time and each request may only be for a single day or portion of a day.
3. Requests must be submitted and approved at least 24 hours prior to the home day. If the request is made less than 24 hours in advance, the employee must use vacation, sick, or personal time as appropriate to the situation.
4. Employees may work remotely no more than 3 days in a given month, except in cases where overnight processing is a required part of a particular position.
5. The employee must be able to securely remote into their DePaul workstation, and must be available in Skype during the entire day or portion of the day for which remote work has been approved, except during the designated lunch break.
6. See also HR policy regarding extended work from home arrangements.

Office of the University Registrar

All UR employees are expected to become familiar with Office of the University Registrar policies as well as abide by the University policies and procedures as outlined by Office of Human Resources Policy Manual.

I, _____, have read and fully understand the policies and procedures outlined in this manual of the Office of the University Registrar.

Employee Signature

Date