NEW HIRE ORIENTATION
Welcome to Temple University
TEMPLE ORIENTATION TOP 10

10 improve your chances of winning a temple trivia contest.
9. meet some new colleagues.
learn about temple discounts and other benefits.
fast-track your way to “employee of the month.”
6. Find out how to stay safe at the university.
TEMPLE ORIENTATION TOP 10

5

learn about temple’s tech resources.
learn how you can help make our campus more inclusive.
TEMPLE ORIENTATION TOP 10

3. win a fabulous prize.
2 enjoy lunch on us!
you have no choice. it’s required 😊
IN YOUR FOLDER…

- Agenda
- Contact Sheet
- Environmental Health Right to Know
- Temple Fund
- Policy on Preventing and Addressing Discrimination & Harassment
- Campus Maps
- Workplace Banking Partners Information
- ACA Information
TEMPLE UNIVERSITY:
YESTERDAY, TODAY, & TOMORROW
The Original Grace Baptist Church

The Temple
Temple Performing Arts Center (TPAC)
GREATNESS CONSISTS
not in the holding of some future office,
but really consists in doing
GREAT DEEDS WITH LITTLE MEANS.

R. H. B.
The Original Grace Baptist Church
ACCESSIBLE
HIGH QUALITY
ENGAGED
AFFORDABLE
DIVERSE
Introduce yourself to the people at your table.

Using what you know about Temple’s history, culture, mission, and commitments, what resonates most with you?
17 Schools and Colleges
6 Pennsylvania Campuses
2 Global Campuses
TU Japan
NEW EMPLOYEE RESOURCES
RESOURCES & SERVICES

- Parking
  - http://www.temple.edu/parking/
- Public Transportation Program
  - Payroll deduction plan through www.wageworks.com
- Direct Deposit
SUSTAINABILITY

- 10% off select bikes at Cycles PHL.
- Temple Surplus Program
- CSA groceries through the Rad Dish Café
- Office Supply Swap at the Student Center
- Water bottle refilling stations

http://sustainability.temple.edu
PNC BANK
Temple’s Workplace Banking Partner

- Free PNC Bank ATM transactions and reimbursement of first (2) PNC transaction fees for non-PNC Bank ATMs per statement period
- Free Online Banking, Mobile Banking and Bill Pay
- Free Overdraft Protection Transfers
- Free savings or money market account
- Bonus rates on select Certificates of Deposit and IRA CDs
- $10 annual fee discount on Safe Deposit Box
- Installment loan discounts with direct debit of payment from PNC checking
- PNC Purchase Payback® Rewards Program
- Open a new PNC Mortgage and earn $300
- Refer a Co-Worker Rewards Program
OWLS AT THE BALLPARK
SERIES
KRONOS TIME & ATTENDANCE

- Worked Hours and Leave Activity (Vacation, Sick, Personal) for **Biweekly Employees**
- Leave Activity for **Monthly Employees** (Vacation, Sick, Personal)

**Biweekly Employees Must:**

- Sign in and Out
- Notify Timekeeper of Discrepancies
- Approve Timecard
Policies and procedures apply to all faculty and staff (including student workers, temporary employees, TAs & RAs, and Post Doctoral Fellows)

Applicable Collective Bargaining Agreements (CBA) supersede any inconsistent provision

Employees are required to learn procedures in manual and abide by them

The University may make changes periodically in the policies

The official copy of the manual can be found at www.temple.edu/hr and all TU policies are at http://policies.temple.edu
EMPLOYEE MANUAL

Your Responsibilities

- Review the official copy on the HR website
- Understand provisions that apply to you and your position
- Review annually and when changes occur
  - All manual/policy changes are documented on HR website
- Call HR with any questions
UNION MEMBERSHIP

- Closed Shops: 835 (20) BUE (10)
  - Union Membership is a condition of employment
UNION MEMBERSHIP

- **Agency Fee Shops:** 1199c Clerical (50, 51, 5C), 511 (30, 33), PASNAP (15, 16)
  - Employees are not required to become full dues paying members
  - Non dues paying members must pay a fee which is a large percentage of the annual dues
  - Agency fee members (employees who do not pay full dues) do not have the right to vote

- **Closed Shops**
- **Open Shops**
UNION MEMBERSHIP

- **Closed Shops**
- **Agency Fee Shops**
- **Open Shops**

- **Open Shops**: TAUP (60, 65, 67, 68) AFSCME (45 – 49), Law Professors (70, 74), 1199c – PTEA (95, 96, 9C), 835A (25)
  - Employees may choose whether or not to pay dues
  - No fee assessed to non dues paying members, but positions are still covered by the provisions of the CBA
  - TAUP & TUGSA CBAs allow for the collection of an agency fee if membership reaches a certain percentage
PAYING DUES

- Once a membership card is signed, it will be submitted to Payroll Management and dues are automatically deducted from your pay.
- Dues vary by union - flat rate or 1.4 -3.12% of salary
- In most cases, union membership withdrawal is permitted ONLY within the 15 day period prior to the expiration of the contract.
- TAUP CBA allows for an annual withdrawal period within the first 15 days of October.
- Whether or not you choose to be a dues paying member, all of the contract provisions apply, including pay increases and benefits.

For additional questions, please contact Labor Relations at 215-926-2290
12.1 EXPECTATIONS FOR WORK BEHAVIOR

- All employees must conform to certain basic standards of behavior
  - Abide by all University and departmental policies and procedures;
  - Meet established expectations of job performance;
  - Comply with attendance policies;
  - Respect personal and property rights;
  - Observe all safety policies, regulations & procedures;
  - Maintain a courteous and professional demeanor

*Rules of Conduct* is a guide that outlines violations of expected work related behavior
11.3 Disability – Reasonable Accommodation

- TU must engage in an interactive process if employee asks for a reasonable accommodation
- To discuss reasonable accommodation requests, please contact Employee Relations at 215-926-2290

11.15 HIV/AIDS Non-Discrimination
CITY OF PHILADELPHIA PREGNANCY ORDINANCE

- Reasonable accommodations for employees for needs related to their own pregnancy, childbirth, or a related medical condition
  - Provided the employee requests such accommodations
  - Such accommodations will not cause an undue hardship to the employer
- Reasonable accommodations made by an employer in the workplace that will allow the employee to perform the essential functions of the job.
11.5 Conflict of Interest – Employees

- Disclosure to supervisor/manager of any potential conflict of interest
- Whistleblowers protected from retaliation
- Disclose gifts > $50 (lunches, concerts, gift certificates, sporting events)
- Special limitation on sponsorships of dept. programs – prohibited if dept/unit has decision making authority over vendor selection/business relationship
- See University policy: http://policies.temple.edu

11.7 Conflict of Interest – Faculty

- Must avoid any conflict or appearance of conflict in dealing with organizations or individuals having business relationships with the University.
- Disclosure to chair and/or Dean
11.6 Conflict of Interest - Employment of Relatives (“Nepotism”) and Consensual Romantic Relationships

- Prohibited within reporting relationships – nepotism and consensual relationships

- Including relationships between administrators and students where reporting relationship exists

Faculty and Student Relationships

- Prohibited
  - Including academic advisors
ETHICS AND COMPLIANCE HOTLINE

- The helpline is a 24-hour, confidential communication channel hosted by EthicsPoint.
- It provides a resource for confidentially asking questions or submitting reports relating to violations of applicable law or university policies, standards or procedures.

Submit reports confidentially or anonymously online or by phone 24/7, 365 days a year:

http://temple.ethicspoint.com/
844-755-3394

You can always reach the Temple University Ethics and Compliance office:
ethicsandcompliance@temple.edu
215-204-5248
EMPLOYEE MANUAL

- 11.8 Drug Free Workplace
- 11.9 Drug & Alcohol Abuse
- 11.10 Drug & Alcohol Testing
  - Pre-employment
  - Reasonable suspicion/after an accident
- 11.11 Gambling in the Workplace
EMPLOYEE MANUAL

- **11.12 Political Activities**
  - May not use position or university connection in any way.
  - If elected, duties cannot interfere with work

- **11.14 Safety**
  - Employees must follow all safety regulations promulgated by Environmental Health & Radiation Safety (EHRS)
  - Employees responsible for reviewing EHRS website
12.2  Weapons on Campus

- Prohibited except for Temple Police/Campus Safety

12.3  Violence in the Workplace

- Threatening or violent behavior toward anyone is prohibited
- Physical acts, oral or written statements, harassing communication (including non-verbal), stalking, or bullying.
- Reporting of such behavior is required
BE TEMPLE’S SAFETY NET

Please be vigilant about warning signs of problematic behavior exhibited by students, faculty or staff.

- CARE Team
  - careteam.temple.edu
  - Referral Guide for Faculty & Staff
EMPLOYEE MANUAL

12.5 Confidential Information

- Everyone must obey the law and abide by policy
- FERPA, HIPAA, GLBA, etc.
- Every Temple employee must sign a Confidentiality Form
- Failure to sign/abide – termination
- Specific guidelines for compliance with policies and law:
  - http://policies.temple.edu
EMPLOYEE MANUAL

12.6 Workplace Surveillance and Searches

- Employees on notice that Temple may for search for safety related concerns or investigations of misconduct

12.7 Use of Communication Systems

- Property of the University
- For lawful TU purposes only
- TU has right to investigate concerns regarding unlawful use
EMPLOYEE MANUAL

- **12.8 Monitoring and/or Recording of Telephone Calls**
  - For business purposes
  - Employees will be notified if department monitors
  - Employees must consent

- **12.9 Voicemail and E-mail**
  - Notice to employees that Temple has right to review for business purposes including investigation of inappropriate use.
12.12 Outside Activities or Employment

- Approval needed for administrators and faculty
- Faculty – up to 1 day per week

12.13 Smoking in the Workplace

- All U.S. University properties are designated as tobacco-free
- This includes the use of all combustible tobacco, electronic smoking devices, and smokeless tobacco products

12.14 Solicitations and Distribution of Literature
EMPLOYEE MANUAL

12.15 Emergency Closings

- Policy pertains to closure of University for extreme conditions
- Does not pertain to cancellation of classes
- All staff in designated “essential areas” must report in a closure
EMPLOYEE MANUAL

12.15 Emergency Closings

- If Temple is open and an employee does not come to work – vacation/personal time must be used unless CBA states otherwise
- Employee is responsible for checking status of Temple
- TU Alert notification registration
  - [https://safety.temple.edu/](https://safety.temple.edu/)
MINOR VISITORS ON CAMPUS

- Temple University welcomes the presence of minors who come to the University for limited periods of time to visit the University and to participate in programs and activities on campus.

- Temple University has an obligation to its students, faculty, staff, and visitors, including minors, to conduct its operations and maintain its facilities in a reasonably safe manner consistent with its mission.

- New policy defines roles related to activities that could include minors on campus

- Outlines process for proposing a program and information that must be provided to Risk Management prior to program implementation
WHAT IS WORKERS’ COMPENSATION?

A state mandated law called “The Act” which defines the liability of an employer to pay medical and indemnity (wages) benefits for work related injuries.
ELEMENTS OF WORKERS’ COMPENSATION

- 100% Employer Sponsored
- No-Fault System
- Employee’s sole remedy is WC
- Rates are locked in on the day of injury
- Fringe benefits continue for 6 months
- Seniority continues for 1 year
EMPLOYEE RIGHTS AND RESPONSIBILITIES

- To notify your supervisor when you are injured even if you do not require medical treatment
- To proper medical care - treat with the posted panel of physicians for 90 days
- Switch medical providers
- Second opinion for surgical procedures
- Notify your supervisor/employer of any changes in your medical or employment status.
- Fraud provisions for non-compliance
- REPORT ALL UNSAFE CONDITIONS
OSHA REQUIREMENTS

Supervisors must notify Workers’ Compensation (7-2276) and/or EHRS (2-2520) immediately when the following occurs:

- An employee’s death at work regardless of cause (natural or work-related)

- For injuries occurring during work hours involving:
  - An overnight admission to a hospital
  - An amputation of any body part
  - A loss of an eye
SLIPS, TRIPS, AND FALLS IN THE OFFICE

- Are the number one (1) cause of office injuries – 50% on average
- Nationally, 10% of all injuries are slips trips and falls
COMMON CAUSES OF SLIPS, TRIPS, AND FALLS

- Obstructed views/carrying objects
- Lighting – lack of/change in
- Clutter/obstructions left in pathways
- Improper footwear
- Steps – poor lighting – not using handrails
- Running/rushing
COMMON CAUSES OF SLIPS, TRIPS, AND FALLS

- Surfaces – uneven, wet, slippery
- Distractions – talking on cell phones, reading text messages and listening to music
- Falls from ladders, stools, desks, chairs and other objects.
- Trips over open desk drawers and file cabinet drawers
PREVENTION OF OTHER WORKPLACE INJURIES

- Ergonomics and Posture
- Awareness of Work Environment
- Be considerate to your back
OTHER WORKPLACE COMPENSATION ISSUES

- Student workers and volunteers are covered while performing work-related duties.
- Employees exposed to bloodborne pathogens must follow the Hep B guidelines.
IMPORTANT CONTACT INFORMATION

To report any and all unsafe conditions, safety related problems, or to give safety related tips or suggestions send an email to:

healthandsafety@temple.edu

For Workers’ Compensation questions or claims, contact the Workers’ Compensation department @ 215.926.2286 or 7-2286 or:

workcomp@temple.edu
FAMILY & MEDICAL ACT (FMLA)

- Federal Law which provides up to 12 weeks of unpaid leave (26 weeks to care for wounded military personnel).
- FMLA grants employment and benefits protection for associated absences.
- Employers may require utilization of paid leave programs concurrently with FMLA.
FMLA ELIGIBILITY

- Worked 1,250 hours in the past 12 months
- 1 Year of service in the past 7 years
- FMLA may be used intermittently or continuously
FMLA LEAVES MAY BE GRANTED TO CARE FOR...

- Spouse
- Domestic Partner (if certified under the University's domestic partnership policy)
- Child
- Parent
SERIOUS HEALTH CONDITIONS COVERED UNDER FMLA

- 1. Pregnancy, care of a newborn, or placement of an adopted or foster child.
- 2. In-patient care – overnight stay in a hospital, hospice or residential medical care facility.
- 3. Absence plus treatment – Incapacity of more than 3 consecutive calendar days that involves 2 treatments or 1 treatment resulting in a “regiment of continuing treatment.”
SERIOUS HEALTH CONDITIONS COVERED UNDER FMLA

- **4. Chronic conditions** – Those that require periodic visits, continue over extended periods or cause episodic incapacity (e.g. asthma, diabetes, epilepsy.

- **5. Permanent/long-term conditions** – Those where treatment may not be effective but an individual needs medical supervision (e.g. Alzheimer’s, stroke, terminal stages of a disease).

- **6. Multiple treatments for non-chronic conditions** – (e.g. cancer, arthritis, kidney disease).

[Image: Medical professionals discussing paperwork]
UNIVERSITY LEAVES OF ABSENCE

- Medical
- Personal
- Military
PHILADELPHIA LAWS & ORDINANCES

- Sick leave (Employees not covered by CBA)
- Pregnancy Accommodation
- Leave due to Domestic or Sexual Violence (includes Stalking)
Leave Questions

Phone: 215-926-2282
or
Email: loa@temple.edu
CAMPUS SAFETY
215.204.1234
CAMPUS SAFETY
215.204.1234
Walking Escort

Escort service is available daily from 4pm – 6am

From a campus phone, call: 8-WALK (8-9255)
From a cell phone, call: 215-777-9255
THE CLERY ACT

- Federal law mandated by the US Department of Education.
- Colleges and universities must inform parents, students, and employees about campus security and crimes on and around the campus.
- Clery reportable incidents include criminal offenses, hate crimes, drug, alcohol, and weapons violations.
- View our daily crime log at safety.temple.edu
- Annually by October 1st our ASFSR is distributed through email.
- Campus Security Authority (CSA) are employees who have specific responsibilities for students and campus activities.
- Responsibilities of CSAs include:
  - reporting incidents for inclusion in ASFSR
  - contacting Temple Police: 215-204-1234
Temple university is committed to preventing and addressing sexual assault, domestic violence, dating violence, harassment and stalking.

The Preventing and Addressing Sexual Assault, Domestic Violence, Dating Violence, and Stalking policy provides for:

- **Comprehensive education and prevention programs** that inform the university community about the risks and myths that contribute to sexual assaults, domestic violence, dating violence and stalking.
- **Procedures sensitive to victims in responding to reports** of alleged sexual assault, domestic violence, dating violence or stalking, including informing victims about their right to file criminal charges as well as the availability of medical, counseling and support services, and alternative remedies such as housing and academic accommodation, if reasonably available.
- **University disciplinary sanctions** for those who commit sexual assault, domestic violence, dating violence and stalking.
- [https://sexualmisconduct.temple.edu/](https://sexualmisconduct.temple.edu/)
ANDREA SEISS
Title IX Coordinator

- Prompt investigation of complaints pertaining to dating violence, domestic violence, sexual assault and stalking;
- Ensure awareness of and training on sex discrimination, sexual harassment and sexual misconduct across campus

Direct Phone: 215-204-7188
Email: andrea.caporale@temple.edu
HAZARDOUS MATERIALS IN THE WORKPLACE

Online Hazardous Materials training required for all faculty and staff
FIRE MARSHAL’S OFFICE

- Inspects all buildings
- Conducts fire drills
- Provides fire and occupational site-specific safety training
- Annually certifies all fixed fire protection systems

Main Campus, Health Sciences Campus, and Ambler Campus:

In the event of fire, call
215-204-1234 or 1-1234
TECHNOLOGY AT TEMPLE
AccessNet Account
Login with your AccessNet Username and Password:

Username

```
tuh12345
```

Password

```
***************
```

LOGIN

Login Help

System Status | Tuhelp
Manager Your Account

Manage Account

Log in here to:

- Change your password
- Reset your expired password
- Change your security questions

AccessNet username

Password

Need Help?

- Activate AccessNet account
- What is an AccessNet account?
- I cannot log in.
- I received an e-mail to change my password. I am now locked out of my AccessNet account.
- Can I change my AccessNet username?
- Create my "TUmail for Alumni."
TUPortal & Self-Service Banner
Main Menu

Personal Information
View and update: address, phone, emergency contact and TUalert information.

Student
Apply for Admission, Register, View your academic records.

Employee
Search Results for: James C. Papacostas

James C. Papacostas
James Papacostas (preferred)
Executive Director Systems, Computer Services : Client Services
P: 1-215-204-5645
E: James.Papacostas@temple.edu

Profile

James C. Papacostas
Executive Director Systems, Computer Services : Client Services
Direct Phone: 1-215-204-5645
Department: 1-215-204-1030

Email: Jim.Papacostas@temple.edu
james.Papacostas@temple.edu
jimp@temple.edu
j.p@temple.edu
j.c.papacostas@temple.edu
jim.stesting@temple.edu

Organization: TEMPLE UNIVERSITY
Mailing Address: 1101 W Montgomery Ave
TECH Center - 4th Floor, Suite 401
Philadelphia
PA
19122-2715
United States of America

DIRECTORY.TEMPLE.EDU
Two-Step Verification

PERMANENT
Temple University
N 12th St
TECH Center
Philadelphia, Pennsylvania 19122
PA-Philadelphia
United States of America

TEMPLE DIRECTORY
Temple University
N 12th St
TECH Center
Philadelphia, Pennsylvania 19122
PA-Philadelphia
United States of America

Add other address:
Select

PHONE NUMBERS
- Select a Primary phone that we call first when we would like to reach you for a voice call.
- Note that any mobile phone you enter will automatically receive Tualert text messages. You can opt out in the Tualert Notification box below.
- Select all the phones below that you want to use for Two Step Verification when accessing certain resources, such as Direct Deposit.

<table>
<thead>
<tr>
<th>EDIT</th>
<th>PHONE TYPE</th>
<th>PHONE NUMBER</th>
<th>PRIMARY</th>
<th>TWO STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>🗒️</td>
<td>Direct Phone</td>
<td>(215) 2048000</td>
<td>🔒 NO</td>
<td>🔒 NO</td>
</tr>
<tr>
<td>📞</td>
<td>Mobile - Personal</td>
<td>(215) 2048000</td>
<td>🎈 YES</td>
<td>🎈 YES</td>
</tr>
</tbody>
</table>

Add phone

TUALERT NOTIFICATIONS OPT-IN/OUT
Phone numbers listed below are eligible to receive Tualerts. You may choose to set Opt-Out to yes if you no longer wish to receive Tualert text messages for a number. Please allow at least 24 hours for any changes to take effect.

NOTE: You cannot opt out of Tualert notifications sent to your @temple.edu email account. Please visit the Tuready website for more information about Tualerts.

<table>
<thead>
<tr>
<th>PHONE TYPE</th>
<th>PHONE NUMBER</th>
<th>OPT-OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile - Personal</td>
<td>(215) 2048000</td>
<td>🔒 NO</td>
</tr>
</tbody>
</table>

Two Step Verification

Confirm Your Identity
This application requires a second verification step. Our system can call or text you, or if you have the Duo Mobile app installed, send you a passcode or approval screen. Select your phone number and then the method to contact you.

Call Me
Text Me
App Push
Passcode

215-204-8000

Re-install app
TU Applications
E-Mail For Faculty, Staff, and Students

Outlook Exchange

TUMail powered by Google

TUMAIL.TEMPLE.EDU
Host Online Meetings with WebEx
Telecom
AccessNet Account
Get Support from the Help Desk

TUHELP.TEMPLE.EDU
Contact the Help Desk

Call Us
215-204-8000

Visit Us
Information Technology Services
Help Desk
Room 106
12th St. & Montgomery Ave
Philadelphia, PA 19122

E-Mail
help@temple.edu

TUHelp
Chat With Us
Online Help
Center for the Advancement of Teaching

TECH Center, Suite 112
1101 W. Montgomery Ave.
Philadelphia, PA 19122

Email: cat@temple.edu
Tel: 215.204.8761
Perks
The Perks
Welcome to the Information Technology Services website!

Starting Temple in the Fall? Welcome OWL! See what resources are available for students in our Technology at Temple guide.

The Computer Services department name has been changed to Information Technology Services. You may see references to both names as we gradually transition. We're here to continue supporting and serving your technology needs!

Blackboard is no longer available at Temple. As of June 1, 2018, Canvas is the official Learning Management System of the University. You can access Canvas through TUPortal or at canvas.temple.edu.

Explore this site to learn all about Temple's technology resources. Have any questions? We're here to help. Use the tabs below...
Information Security & Privacy
Protect Your Data & Identity

AccessNet Username: [Enter]

Password: [Enter]

Login
Protect Your Devices
Know & Secure Your Data

- Unrestricted (Public)
- Sensitive (Internal)
- Confidential (Restricted)
Treat Confidential Information with Care
Send Confidential Data Safely

Pick-up

Share

TUafesend

Drop-off

Collaborate

Request

Drop-off

TUSAFESEND.TEMPLE.EDU
Speak Up!

SEE SOMETHING

SAY SOMETHING
Welcome to the Information Technology Services website!

Have you checked out the new OWLtech store? Shop at Temple’s first on-campus technology store on Main Campus in Pearson Hall. The store carries your favorite brands, such as Apple and Dell, as well as accessories. Visit the [OWLtech webpage](#) to learn more.

Explore the ITS site to learn all about Temple’s technology resources. Have any questions? We're here to help. Use the tabs below to search, request technical help, manage your account or report a problem.

---

Report a Problem

Don't provide confidential information such as password, SSN or date of birth.

What type of problem is it? *

- Report a Problem
- Report a Security Incident

Details - Be specific: (i.e., location, time, device) *

Optional - Name, Contact Number, Email

---

Visit Us
Information Technology Services Help Desk
Room 106
12th St. & Montgomery Ave.
Philadelphia, PA 19122

Call Us
215-204-8000

Chat With Us
Launch Chat
Ask Specific Questions

- UNIVERSITY COUNSEL
  universitycounsel@temple.edu

- INFORMATION SECURITY AND PRIVACY
  ciso@temple.edu
FACULTY & STAFF DEVELOPMENT
HR Learning & Development

- **Signature Programs**
  - Supervisory Academy
  - Management Academy
  - Leadership Academy
  - International Educators Academy

- **Additional Services**
  - Scheduled Workshops
  - Organizational Development, Coaching, and Consultation

Visit: templeu.bridgeapp.com
HR Learning & Development

- Signature Programs
- Supervisory Academy
- Management Academy
- Leadership Academy
- International Educators Academy

- Additional Services
  - Scheduled Workshops
  - Organizational Development, Coaching, and Consultation

Visit: templeu.bridgeapp.com
Performance Development Plan

- Non-faculty administration and staff who work 20 hours or more
- Both Union and non-union positions
- All new employees’ PDPs should be started during the first month of their introductory/probationary period.
- Please review the PDS Tutorial

Visit: pds.temple.edu
VALUING DIVERSITY & PREVENTING HARASSMENT
ORGANIZATIONAL DIVERSITY

The combination of ways in which each of us is
like all others...
like some others...
and like no other...
“The University is committed to providing a workplace and educational environment, programs, and activities, free of unlawful discrimination and harassment. This policy does not allow curtailment or censorship of constitutionally protected expression.”
11.1 Non-Discrimination Policy

“Temple University is committed to a policy of equal opportunity for all in every aspect of its operations.”

In employment, any program or activity offered or sponsored by the University, discrimination is unlawful on the basis of:

- Race
- Color
- Religion
- Gender
- Sexual Orientation
- National Origin
- Ancestry
- Age
- Disability
- Familial Status
- Veteran Status
- Gender Identity
- Genetic Information
- Domestic Or Sexual Violence Victim Status
11.2 Anti-Harassment, Including Sexual Harassment

- Temple University is committed to creating and maintaining an academic and work environment free of all forms of harassment.

- Harassment is a form of discrimination and is based on the same protected classes as Temple’s non-discrimination statement.
11.2 Anti-Harassment, Including Sexual Harassment

- **Quid Pro Quo**
  - Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or status in a course, program, or activity
  - Submission to or rejection of such conduct is used as a basis for an employment-related, educational or other decision affecting an individual
11.2 Anti-Harassment, Including Sexual Harassment

- **Hostile Work Environment**
  - Conduct substantially interferes with an individual’s work, educational performance or equal access to university’s resources and opportunities
  - Conduct creates an intimidating, hostile or abusive work environment
  - **Pervasive** or **Severe**
11.17 Anti-Retaliation

Temple University strictly prohibits any form of retaliation against an employee who makes a good faith complaint or reports conduct prohibited by Temple’s policies, procedures or Rules of Conduct, or other conduct prohibited by law or regulation.
Manager and Supervisor Responsibilities

- Knowing, understanding, explaining and enforcing this policy;
- Being receptive to concerns and complaints
- Taking appropriate action (including consultation with Equal Opportunity Compliance (EOC) and/or EOC Ombudspersons
- Following up with a complainant
Avenues for Reporting

- Supervisor
- Supervisor’s Supervisor
- Department Chair, Department Head, or VP
- Human Resources
- Equal Opportunity Compliance Staff
- Equal Opportunity Compliance Ombudsperson
- Campus Safety Services
- EthicsPoint Helpline
- University Counsel
Equal Opportunity Compliance

Sullivan Hall, 200M
1330 West Berks Mall
Philadelphia, PA 19122

Phone 215.204.8890
Fax 215.204.8897
https://www.temple.edu/eoc/

Sandra Foehl, Director
Tracey Hamilton, Assistant Director
Mandatory Online Compliance Training

- Required of All Employees
- 30 Days to Complete 5 Programs
  - Preventing and Addressing Discrimination and Harassment
  - Disability, Inclusion, and Accessibility at Temple University
  - The Clery Act on Campus
  - Reporting Child Abuse on Campus
  - Hazard Communication: Right to Know
- notifications@templeu.bridgeapp.com