



Policy Name: Special Services and Facilities for Employees

Marian University Special Services and Facilities for Employees

Originated Date:

Review Date:

Revised Date:

Policy Statement:

ATM

An ATM is located in the Hornung Student Center (HSC). This machine is not owned by Marian University and usage fees are applied. The HSC building is open 24 hours a day, 7 days a week.

Bookstore and Sabre Shop

Marian University Bookstore and Sabre Shop is a local bookstore serving the students, faculty and staff of Marian University with pride. Its primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. They also provide many other items to support students' academic careers and promote school spirit. You are invited to browse the website or stop by the store anytime. Staff may receive a discount with presentation of a staff ID card.

Marian University Bookstore and Sabre Shop online is your place for official Marian University textbooks, gear and supplies. Buy or sell used and new textbooks, find official Marian University gear, and purchase software and gifts - all online. Learn more about the bookstore and their promise of high quality and excellent service on the webpage.

Bookstore and Sabre Shop hours of operation are:

Regular Hours: Monday-Thursday 8:00 am-6:00 pm and Friday 8:00 am-4:00 pm

Summer Hours: Monday-Friday 8am-4pm

Campus Ministry

Grounded in the Catholic tradition and therefore respectful of people's distinct backgrounds, Campus Ministry offers the entire Marian University community opportunities for personal and spiritual growth. Everyone is invited to participate in liturgies, service, and retreats, as well as Bible study, prayer groups, and other discussion groups. The Samuel and Sarah Mackey Campus Ministry Center offers a "safe place" where meaningful and honest conversations can take place around religious and spiritual topics.

Please feel free to stop by and take advantage of all that Campus Ministry offers. Confidential pastoral counseling and spiritual direction are also available.



Cashier Services

Cashier services are available at the One-Stop located in the main lobby of the Administration Building, and are available to receive tuition payments from students and answer general questions. Additional questions or concerns regarding billing should be directed to the Office of Business and Finance located in the Administration Building, A105. Personal check cashing facilities are **not** available on campus. There is an ATM located in the Hornung Student Center. Normal operating business hours are Monday–Friday, 8 a.m.-4:30 p.m.

Dining Services

The primary dining room and The Hub grill are located in the Hornung Student Center (HSC). Erbert & Gerbert's Bistro and Starbucks Coffeehouse are located in the Todd Wehr Alumni Center. While school is in session, three meals are served during weekdays and two meals a day are served on weekends. Dining service is available in the summer, but with limited hours of operation, based on business needs. Each meal is planned and prepared by the dining service staff with attention to quality and variety. Dining services will be happy to accommodate any special dietary needs. Employees are welcome and encouraged to take advantage of this discounted, convenient, all you can eat service available in the primary dining room. A cash price may be paid at the door or a meal card may be purchased through the One Stop. There are several meal plans offered for your convenience. You can also preload a departmental card with dining points that can be used at all locations for your department colleagues or any guests to utilize.

Directory

An internal telephone directory of campus personnel is updated each semester and sent out by the Office of Business and Finance. A more detailed directory listing, posted by Human Resources, is available in the Phone List folder on the Human Resources webpage on MyMarian.

Disability Services

In alignment with Marian University's core values we recognize the inherent worth and unique contributions of every individual. Marian University values individual differences and support the premise that disability is an aspect of diversity, which plays a vital and important role in the educational experience.

For complaints or concerns or to request accommodations contact the Vice President for Student Engagement who serves as the University's Section 504 Coordinator.

The full text of the ADA/Section 504 Reasonable Accommodations Policy is included in the Policy Against Discrimination, Harassment and Retaliation.

Early Childhood Center

For over 25 years, Marian University Early Childhood Center has provided a developmentally appropriate whole-child approach to encouraging a child's natural curiosity, imagination, self-esteem and knowledge. Located in Naber Hall, the Center is a 5 star NAEYC accredited program with 4-year degreed certified teachers. The center serves both the local community and offers a reduced rate to students, staff and faculty. The center follows the Marian University academic calendar beginning in late August and runs through mid-May. Three programs are available. For more information contact the director at: janielsen58@marianuniversity.edu

Employee Recognition Program



An employee of Marian University must be a full-time faculty or full-time staff employee, part-time pro-rata faculty with a workload of at least 6 credits per semester, or a regular part-time staff member working at least 1,000 hours annually, to be eligible for the “years of service” award. These awards are given to employees at five-year length of service intervals.

The Sabre of the Month employee recognition award honors faculty and staff who exemplify the Marian University core values of community, learning, service, social justice and spiritual traditions. Any member of the Marian community can forward a nomination to the Recognition and Awards Committee for consideration of this award.

The Staff of the Year Award recognizes staff employees who make exceptional contributions to the Marian University community. All members of the Marian community are encouraged to nominate staff in recognition of their exemplary contributions for the betterment and advancement of the University.

The Pass it Forward Award recognizes staff dedication, leadership, support, and demonstration of living Marian’s Mission and Core Values daily. The recipient will display the “trophy” for 30 days at which time they will select another colleague outside of their office area to receive the award. The presenter must include a short narrative explaining why the individual deserves the award. The award will be passed forward at the next Staff Senate meeting.

Staff members who are also adjunct faculty should refer to the Faculty Handbook for information on recognition for adjunct faculty.

Hornung Student Center

The Hornung Student Center (HSC) serves as the main dining hall on campus. Resident and non-resident students, faculty and staff can purchase meal plans each semester for convenience in utilizing meal services provided by Sodexo Food Service. Employees are welcome and encouraged to take advantage of this discounted, convenient, all you can eat service available in the primary dining room. A cash price may be paid at the door or a meal card may be purchased through the One Stop. There are several meal plans offered for your convenience. You can also preload a departmental card with dining points that can be used at all locations for your department colleagues or any guests to utilize.

Lost and Found

Lost and Found items are kept at the Marian University One-Stop located in the Administration Building. Employees are encouraged to bring any misplaced personal items found on campus to this area and to contact One-Stop at Ext. 8555 should they find any of their own property missing. Marian University does not assume responsibility or liability for the loss or theft of employee personal property.

Nursing Mothers’ Room

Space has been designed for nursing mothers to utilize as needed in Regina Hall, Lower Level, Room 006. The room may be locked for privacy, and has a comfortable chair, electrical outlet and a refrigerator. Contact the Health Services Office at 923-7615 to reserve specific days and times.

Parking

The University maintains all parking lots located on the Campus and all lots are available to employees. All vehicles operated or parked on campus by must be registered with Campus Safety and Security. A parking



permit will be issued to employees at no charge. Parking permits are to be placed in the lower corner of the passenger side of the front windshield. Temporary parking permits for visitors are available through Campus Safety and Security.

Campus speed limit is 15 miles per hour. Bicycles should be parked in racks as provided.

Fine schedules and other information may be obtained from Campus Safety and Security.

Recreational Facilities

A gymnasium, basketball and volleyball courts, soccer fields and baseball fields are available on campus. Check with the Athletic Department for scheduled events.

One-Stop

One-Stop serves as the frontline for the Office of Business and Finance and general information; and is designed to provide a one-stop experience for on-campus customers as well as the community. One-Stop serves as a liaison between the student and division offices in assisting students with the administrative details of school, allowing students to focus on their academic studies. One-Stop has work study students acting as the call center, e-mail response center, express service center, as well as providing services for faculty, staff, students and community members who stop in person. Each work study student in this area is trained to provide basic assistance, and also serve as Accounts Receivable. When necessary, customers will be directed to appropriate offices for further assistance.

United Way

Marian University is a sponsor of United Way which benefits local organizations. Employees may participate in the annual fundraising campaign by making a personal one-time cash donation or by electing to have a deduction from your payroll. Check with the Marian University United Way contact person or the Director of Human Resources for more information. The annual campaign is coordinated by Marian alumni of Leadership Fond du Lac whose membership changes annually.

University Mission

The President has primary accountability for mission and delegates as needed the responsibilities of integration, development and expression of Marian University's Catholic identity, mission and core values into all facets of University life. Through support and educational ventures, the President helps the Marian community to become the "lily among the thorns" (*sicut lilium inter spinas*) in learning, prayer, recreation, and service to the local community and beyond.

Use of University Supplies, Facilities, and Equipment

The University provides its employees with appropriate supplies, facilities and equipment necessary to effectively perform their job duties. These include office space, copiers, fax machines, phone systems, personal computers, voice mail, electronic mail, calculators, writing instruments, paper supplies, etc. These supplies, facilities and equipment are not to be used for personal business or for non-work related purposes. Employees are encouraged to use University resources prudently and efficiently. Misuse of these resources



will be regarded as a serious violation of University policy. The full text of the Marian University Information Technology Acceptable Use Policy is available at:

<https://my.marianuniversity.edu/OfficesAndServices/IT/SitePages/Acceptable%20Use%20Policy.aspx>.

Wellness Committee

The University has established an advisory Wellness Committee in conjunction with the University's health care program and the nursing program. The committee is comprised of employees, health nurse, and students and meets regularly. This committee coordinates various wellness activities and employees are encouraged to support and participate in these wellness programs.