

3.3 Description of Working Conditions

Section 3.3 describes the working conditions available to faculty that are mandated in Part II, 2.10.4, "Working Conditions." These are included here for information purposes only and cannot be construed as contractually binding. Full descriptions of benefits are available in the Human Resources Office.

In order to assist faculty members in the performance of their duties, the College of Saint Benedict and Saint John's University provide the facilities and services listed below.

3.3.1 Office Space

Faculty offices are assigned by the associate provost and academic dean in coordination with the Space Committee. In non-teaching areas, office assignments are negotiated by the area vice-president.

3.3.2 Media Services

The College of Saint Benedict and Saint John's University have two Media centers, which contain a collection of nearly 17,000 titles of audiovisual materials and a trained staff. Media services are available at no charge to all employees. For more information call Media Services at 363-2118 or visit the Web site:
<http://www.csbsju.edu/library/about/services/media.html>.

3.3.3 Computer Services

Information about available computer services can be found at Information Technology Services at 363-2228 or visit the following Web site:
<http://www.csbsju.edu/itservices/faculty/faculty.htm>.

3.3.4 Library Services

Library services are available at no charge to all employees. In addition, staff members have extended loan periods for most library materials. Interlibrary loan and photocopying services may be charged to the academic department. For further information contact general information at Alcuin Library, Saint John's University, at 363-2122, or Clemens Library, College of Saint Benedict, at 363-5611, or log on at <http://www.csbsju.edu/inside/Libraries/>.

3.3.5 Office Keys

Faculty employees are provided keys. Contact the Physical Plant at Saint John's University or Facility Maintenance at the College of Saint Benedict to obtain office keys.

3.3.6 Identification Cards

Photo identification cards are produced at the Mary Commons Desk at the College of Saint Benedict and at the Campus Life and Housing Office in Sexton Commons at Saint John's University during normal office hours. New employees must present an authorization form from the Human Resources Office in order to have an ID card produced. Employees needing to replace their ID card must present their existing ID card or other photo identification. Photo identification cards can be used as a charge card at the colleges' bookstores and dining options as well as an identification card at the colleges' libraries, athletic facilities, computer facilities, fine arts programs, and campus programs and events. The photo identification card can also be used to access buildings or labs on both campuses using a card-swipe system at the College of Saint Benedict or a proximity card reader at Saint John's University. If an identification card is lost, please contact the Mary Commons Desk at 0 (or 363-5011 from off campus) or the Campus Life and Housing Office at 363-3512 to deactivate the card. If access is needed for an area using a card-swipe or proximity card reader access system, please contact Security at the College of Saint Benedict at 363-5000 or Life Safety Services at Saint John's University at 363-2144.

3.3.7 Secretarial Services

Secretarial services and photocopying are provided by the college [university] within the constraints of departmental budgets and secretaries' other departmental responsibilities.

3.3.8 Duplicating Services

The Saint John's University Duplicating Center and the College of Saint Benedict Duplicating Center are two full service copy centers which can copy, collate, staple and fold orders as requested. For more information check the following Web site: <http://www.csbsju.edu/copycenter/> or call the Saint John's University Duplicating Center at 363-2498 or the College of Saint Benedict Duplicating Center at 363-5072.

3.3.9 Official Stationery

Official stationery is provided by the College of Saint Benedict and Saint John's University within the constraints of departmental budgets.

3.3.10 Postage for Official Correspondence

Postage for official correspondence is provided by the College of Saint Benedict and Saint John's University within the constraints of departmental budgets.

3.3.11 Health Services

All employees and their dependents are eligible to use the Health Center located on the Saint John's University campus. It is currently staffed with a doctor and physician assistant. For more information contact the Health Center at 363-3142 or visit the website: <http://www.csbsju.edu/sjuhealthcenter/>.

3.3.12 Counseling Services

The Employee Assistance Program (EAP) is currently a free resource available to all employees and immediate family members. Counselors are available to assist in identifying problems and concerns, including the areas of family, marriage, emotions, alcohol and drugs, financial difficulties, job stress, and legal issues. The telephone number is listed in the campus directory under Benefits/Insurance. Or check the website: <http://www.midwesteap.com>.

3.3.13 On-campus Parking

Faculty and staff permits are issued once per vehicle for the term of employment. Employees are encouraged to register all vehicles they may use on campus so that permits can be issued. Check the department of security Web site for specific information regarding parking permits and lot assignment for the College of Saint Benedict and Saint John's University faculty at <http://www.csbsju.edu/csbsecurity/> or call Security at the College of Saint Benedict, 363-5000, or Life Safety Services at Saint John's University, 363-2144.

3.3.14 Academic Regalia

Contact the Office of the Provost for current policy.

3.3.15 Notary Public

Contact the Business Office or the employee's academic department for notary public services related to faculty responsibilities.

3.4 Employment Benefits

Section 3.4 describes the employment benefits available to faculty that are mandated in Part II, 2.12.2, "Employment Benefits." These are included here for information purposes only and cannot be construed as contractually binding. Full descriptions of benefits are available in the Human Resources Office at both the College of Saint Benedict and Saint John's University.

3.4.1 Governmentally-Mandated Benefits

3.4.1.1 Social Security

The college [university] and each employee contribute monthly to the retirement program established under the Federal Insurance Contribution Act (FICA). In addition to retirement benefits, this program includes disability, survivor, and dependent benefits.

3.4.1.2 Workers' Compensation Insurance

The college [university] carries Workers' Compensation Insurance to provide reimbursement for medical expenses and continuation of salary in the event of occupational illness or accidents incurred during the course of employment.

All injuries, even if serious personal injury is not involved, must be reported to the employee's supervisor. At the College of Saint Benedict, the supervisor must contact Security (363-5000); at Saint John's University, the supervisor must contact Life Safety Services (363-2144). If professional medical treatment is indicated, the supervisor, along with Security or Life Safety Services, will make the necessary arrangements.

Cooperation could mean prevention of future accidents. Absence from work due to a Workers' Compensation claim is not considered sick leave.

Any questions about work-related injuries should be directed to the Human Resources Office at either the College of Saint Benedict or Saint John's University.