



HR News: Policy Changes

Paid Parental Leave

Changes to the Paid Parental Leave policy (VI.E.3) will align leave benefits for all parents. For births or adoptions that occur on or after July 1, 2015, all eligible employees can receive up to six weeks of paid parental leave. The alignment of leave benefits also eliminates the leave “sharing” provisions that currently apply when both parents were eligible Purdue employees.

Parent: A male or female faculty or staff member, graduate student employee, or post-doc who is a birth mother; a father of the birth child; a same-sex domestic partner of the birth mother; a same-sex domestic partner of the birth father; an adoptive mother or father; a same-sex domestic partner of an adoptive mother or father.

Bereavement Leave

The University’s Bereavement Leave (found in policy VI.E.2) will be increased from three to five days for immediate family members and relatives living in an employee’s home. It will also provide greater flexibility for employees to take bereavement leave over a longer period. Bereavement leave for fellow employees is increased from one-half day to a full workday.

Immediate family: Employees are eligible for up to five workdays of paid bereavement leave over six consecutive calendar months for the death of the employee’s spouse/same-sex domestic partner, parent, child, grandparent, great grandparent, grandchild or sibling, and corresponding in-law, or step-relative of employee’s spouse or same-sex domestic partner.

Relative living in employee’s home: Employees are eligible for up to five workdays of paid bereavement leave over six consecutive calendar months for the death of the employee’s uncle, great uncle, aunt, great aunt, niece, great niece, nephew, great nephew, cousin or corresponding relative of the employee’s spouse or same-sex domestic partner if the relative lived in the employee’s home.

Fellow employee: Employees are eligible for up to one workday of paid leave to attend the funeral of a fellow employee, subject to the staffing needs of the employee’s department as determined by the head of the department.

Questions regarding Paid Parental leave or Bereavement Leave can be directed to Tina Sullivan at sullivat@ipfw.edu.

Grievance Policy

In an effort to minimize tension for both parties, the administrative/professional and clerical/service staff grievance policy (VI.D.1) will be adjusted to follow the Alternative Dispute Resolution (ADR) concept. This change brings a non-adversarial approach to the process. The revamped dispute resolution policy will provide employees experiencing a concern or issue with their employment or working conditions the opportunity to move forward in a positive manner to resolve the situation.

Human Resources specialists who have been trained in workplace neutral conflict resolution will serve as mediators between the two parties to facilitate an informal resolution process. This allows for one-on-one conversations where both parties share their perspective of the situation and trained mediators provide resolution recommendations. This approach allows for improved solution-driven communication between the parties with the goal of helping both parties find successful outcomes.

If it is ever necessary to go beyond the recommendations made by the mediator, the updated process allows the parties to discuss their situations with a three-member panel of their peers. The panel has the ability to ask questions and dig deeper into the situation. Questions regarding this policy can be directed to Melissa Helmsing at helmsinm@ipfw.edu, or Dimples Smith at smid@ipfw.edu.

Anti-Harassment (III.C.1)

The [Anti-Harassment \(III.C.1\)](#) added responsibilities for Mandatory Reporters and Title IX Coordinators. The policy also updated the definitions for consent and retaliation. Updates were effective June 1, 2015.

Equal Opportunity, Equal Access and Affirmative Action (III.C.2)

The [Equal Opportunity, Equal Access and Affirmative Action \(III.C.2\)](#) policy was updated effective June 1, 2015 to include responsibilities for Director of Compliance, Mandatory Reporters and individuals who believe they have experienced or witnessed discrimination. The policy also included an update to the definition of retaliation.

Questions regarding these policies can be directed to Christine Marcuccilli, marcuccc@ipfw.edu.

Revised policies are available on the [Purdue University Policy Office](#) website. Human Resources will continue to communicate various policy changes in multiple ways.