

Employee Resources



Resources in Our Gonzaga Community

Horizon Health Employee Assistance Program (EAP)

- Offers guidance and resources for everyday challenges of life.
- Call 1-877-851-1631 today for assistance! Or find more information at www.horizoneap.com
- The EAP brochure can be found at: <http://www.gonzaga.edu/benefits>, under the work life section.

Employee Relations (ER)

Gretchen Stoup, Employee Relations Manager, x6909

- Seeks to develop and maintain a positive relationship between employees and Gonzaga through programs, guidelines, and policies that ensure fairness, respect, and consistent treatment for all employees.
- Utilize this resource if you need advice concerning personal problems that are impacting work, need assistance finding or clarifying guidelines, policies, or procedures, problem solving with supervisors or coworkers, or in responding to disciplinary or performance notice processes.

Equal Opportunity Office (EOO)

Victoria Loveland, Equal Opportunity Officer, x6910

- Contact the Equal Opportunity Officer to report a bias incident or harassment/discrimination related to gender, race, national origin, age, religion, disability, or other protected category.
- Use this resource for information on grievance procedures, harassment and discrimination policies and training, and to request an investigation.

Employee and Organizational Development Services

Jason Swain, Employment & Organization Development Manager, x6124

- Human Resources is committed to providing the learning and development opportunities necessary for individuals, teams, and departments to accomplish their goals.
- Our entire catalog of courses can be found online at www.gonzaga.edu/eod. Find the course (s) you are interested in and register by clicking on the link following the course description.

Campus Public Safety & Security

John VanSant, Director, x3996

- Courtesy transportation on request.
- Assistance with unwelcome visitors or guests
- Professional, courteous assistance with your safety and security needs.
- Referral to Spokane Police or other legal resources as needed.

Disability Resources, Education and Access Management (DREAM)

Kathy Shearer, Director, x4093

1. Professional assistance and consultation
 - A. Is my medical condition a disability?
 - B. I've never used accommodations. How do they work?
 - C. Classroom, internship, transition to graduation
2. Temporary and Permanent Disabilities served
 - A. Inquiry: Do I need to engage the disability accommodation process?
 - B. Intake: Activating the interactive disability accommodation process
 - C. Monitor: Are accommodations effective? Need adjustment?
 - D. Resources: Disability awareness, information, and resources.

Leave of Absence

There are many reasons that may require an employee to miss work and in many cases there are federal or state leave laws that protect your employment and benefits. Gonzaga University grants paid and unpaid leaves of absences depending on length of service, department work load, state and federal laws, and medical necessity. Absences covered by leaves include an employee's illness, care of a family member's illness, care for a newborn or newly placed adopted child, time off for reasons related to domestic violence and several issues that are related to the supporting our military. Many leaves are granted under the **Family Medical Leave Act (FMLA)** which forms can be accessed directly online, along with other information regarding specific leave eligibility criteria and protected benefits at:

www.gonzaga.edu/benefits.

Reminder: Leave of Absence forms must be completed for absences of 4 or more days. The forms are available online at the site noted above or in the Human Resources Office.