

**Dominican University**

# **Student Employee Handbook**

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Version Spring 2018

## In od c ion

!"#\$%&'()\*+,%-'. "/+( 0&01. &' . 2%' . &'0( )+2" . &'') . 2""+3""4%'#&05%2-0" , '6+27'3+21%8'9'0"4' . )2+:0( . "%\* , '  
<<' -"#\$\$%&' -'6+270&=' +&'1. ( )#-> -"#\$\$%&'()\*+,%-') . , ' . -0=&0301. &'2+%'0&'4%'\$. , ?"+?\$. , '3#&1"0+&0&='  
+3' /+( 0&01. &'@&05%2-0" , 8!"#\$%&'()\*+,%-')%23+2( ' . '60\$%'2. &=%'+3'\$#"0%- '32+( '= %&2. \*'+3301%'  
. --0-". &1%"'+') + -0"0+&- ""4. ""2%A#02%' -)%10. \*0B%\$""2. 0&0&=8"





!"#\$%&'64+'2%1%05%' '[9!' . 6. 2\$'60'4'"4%02'30&. &10. \*'. 0\$'). 17. =%'2%1%05%' . ""% . -"NQg'+3'  
"4%02%' . 2&0&=-"42+#=4'"4%'3%\$%2. \*\*+=5%2& ( %&"8'[9!'-'#\$%&'%"( )'+,%%-' . 2%"\*0( 0%"\$"'+'#)"'+'  
^<'4+#2-'+'3'6+27')%2'6%%7'. &\$'( #-"% . 2&' . &'4+#2\*, '6. =%'M&+'-'0)%&\$-P8'[9!'-'#\$%&'"  
%( )'+,%%-' . 2%"\*0=0F\*%'"+'). 2"010). "%'0&'1+( ( #&0", ?-%2501%>+33?1. ( )#-'6+27?-'#\$, '  
)2+=2. ( -8'I4%, '. 2%'&+"%\*0=0F\*%'"+'6+27'0&' . ')+-0'0+&'4. ""0&5+\*5%-'4%'+)%2. "0+&>'  
1+&-"2#1"0&='+'2' ( . 0&"%&. &1%'+'3'. '2%"\*0=0+#-'6+2-40)' . 2%. 8'

- 2) 34546%5'738&). 3"5, '/2701"

!"#\$%&'60'4'. '/a'. 6. 2\$'4. 5%'^<<g'+3'"4%02%' . 2&0&=-'3#&\$%\$'F, '/+( 0&01. &'@&05%2-0", 8'/a'  
-'#\$%&'%"( )'+,%%-' . 2%"\*0( 0%"\$"'+'#)"'+^<'4+#2-'+'3'6+27')%2'6%%7'. &\$'1. &'%. 2&' . &'4+#2\*, '  
6. =%'+'2'. '-0)%&\$8'





- 2E+7380). 3"5, '7&?4<4&, . 'D) \$3' />BF01' I 4% 'V?T'3+2( '0- '#-%\$'" + '1+&302( ')



a. 14'\$%) . 2" ( %&'60\*\*'\$%'%2( 0&%'4%'-'#\$%&'%'( ) \* , %%'\$2%--'1+\$%'F. -%'\$'+&'64. ""'4%'-'#\$%&'%'  
% ( ) \* , %H-'\$#''0%-'60\*\*'F%8!# ) %250-+2-' . 2%'2%-) +&-0F%'3+2'-%''0&=""4%'\$2%--'1+\$%'=#0\$%'0&%-'#) +&'402%8'V&'

2%1+2\$-8!4%J1". ) \*0%- "' +'. \*\*0&- "0"#"0+&- "'4. "' . 2%'"4%'2%10)0%&" -'+3'3%\$2. \*'. 0\$'. \$( 0&0- "%2%\$'F, "'4%' !%12%". 2, '+3'a\$#1. "0+&>0&1\*#\$0&#=#/+ ( 0&01. &'@&05%2-0", 8''''

] +2%'0&3+2( . "0+&'&+'- "#\$%&'+&'"4%'D%=0-"2. 2i-' ] , /@'\_ . =%'#&\$%2'[aD\_J8'

V&' . \$\$0"0+&'+"3+\*\*+60&#=[aD\_+ , %%-'. 2%'2%A#02%\$'" + '7%%)'1+&30\$%&"0. \*'. &, '0&3+2( . "0+&' #-%\$'+2''%. 2&\$%"42+#=4'"4%' +-0"0+&8!"#\$%&'%"( )\*, %%- '-4+#\*\$'&+'-4. 2%>'\$0-"20F#"'+2' \$0-1#--'. &, '0&3+2( . "0+&'4. "2%'\$%)'. 2" ( %&'")2050%=%\$'7&+6%\*\$=%8'140-0&1\*#\$%- '( . 0'->' 1+&5%2-. "0+&-'+2'6+27?2%\*. "%

## Ma im m Ho e Week

@&\$%2=2. \$#. "%'-"#\$%&"-' . 2%'"0( 0%"\$'" + '^<'4+#2-'+'3'6+27')%2'6%%7'\$#20&#="4%'. 1. \$( 01', % . 28'V3'. '- "#\$%&'" 4+\*\$-'( +2%'"4. &'+&%'K+F'+&'1. ( )#->'4%Z-4%'( #-'-' )0''''4%'"&'4+#2-'F%"6%%&'4%' )+-0"0+&-8' E11. -0+&. \*\*, '- "#\$%&"-'( . , 'F'+33%2%\$'#))%27\*5%\*" -"#\$%&'%"( )\*, ( %&'")+-0"0+&- "'4%-%)'+-0"0+&-'( . , ' . \*\*+6'. '- "#\$%&'"'+6+27'+5%2'^<'4+#2-' )%2'6%%7'\$#20&#="4%'. 1. \$( 01', % . 2'#)+&' . ))2+5. \*'32+( 'C#( . &' D%+>#21%-8''

L2. \$#. "%'-"#\$%&"-'( )+, %\$'0&'. '=2. \$#. "%'-"#\$%&'")+-0"0+&'( . , '6+27'#)"'+R<'4+#2-' )%2'6%%78'V3'. ' =2. \$#. "%'-"#\$%&'4+\*\$-'( +2%'"4. &'+&%'K+F'+&'1. ( )#->'4%Z-4%'( #-'-' )0''''4%'R<'4+#2-'F%"6%%&'4%' )+-0"0+&-8'V3'. '=2. \$#. "%'-"#\$%&'0-%( )+, %\$'0&'. ')+-0"0+&'&+2( . \*\*, '4%\*\$'F', . &'#&\$%2=2. \$#. "%'-"#\$%&'>' "4%&'4%Z-4%'1. &'&\*, '6+27'#)"'^<'4+#2-' . ""4. "' )+-0"0+&8'

I4+#=4-'-"#\$%&"-' . 2% '=05%&' . '( . : 0( # ( '&#( F%2'+3'4+#2-'+'3'6+27')%2'6%%7>'4%'-#)%250-+2'60\*\*0&\$01. "%' 4+6'( . &, '4+#2-'4%'+-0"0+&'60\*\*2%A#02%'+&'4%K+F'\$%-120)"0+&' . &\$'6+27'. #'4+20B. "0+&'3+2( 8'!+( %' )+-0"0+&-'( . , '&+'2%A#02%'4%'3\*\*\*^<'2'R<'4+#2-'+'3'6+278''

V&'+2\$%2'"'+)2+50\$%3\*%: 0F0"0", >'-"#\$%&'%"( )+, %%-'. 2%'. \*\*+6%\$'"'+%: 1%\$%"4%'4+#2-' )%2'6%%7'0( 0'"60"4' "4%#&\$%2-". &\$0&#"4. ""4%'4+#2-'( . , 'F%'+6%2%\$'"4%'3+\*\*+60&#='6%%7'1M8%&8'. '- "#\$%&'%"( )+, %%'6+27-' ^Q' 4+#2-'0&'9%7'^'. &\$'Q'4+#2-'0&'9%7'RP8'C+6%5%2>'. ""&+')+0&'"4+#\*\$' . &, '- "#\$%&'%"( )+, %%'%: 1%\$%' ( +2%'"4. &'R<'4+#2-'+'3'6+27'0&' . '6%%7'640%'1\*. --%-. 2%'0&'-%--0+&8''

/#20&#=#&05%2-0", 'F2%. 7')%20+-\$-'0&1\*#\$0&#='60&'%2'F2%. 7>-)20&#='F2%. 7'. &\$'-#( ( %2'F2%. 7>'. \*\*-'-"#\$%&'%"( )+, %%-'( . , '0. 24000. 2418565. 92cBT4600461044-148T11( ')0. 0003Tc46004-111044-18( '-5(+ )5. 9)65. 9460046225-1211T





# Wage

] + - "' - "#\$%&'()\* +, %%- '2%1%05%'. &'4+#2\*, '6. =%'+3'. ""\*%. - "'I ^<8<<Z4+#28'J&, '- "#\$%&'()\* +, %%' -"0)%&\$- '&%\$'"'+1. \*1#\*. ""'"'+. &'4+#2\*, '2. ""'+3'. ""\*%. - "'I ^<8<<Z4+#28'14%'2. ""'+3'). . , '1. &'0&12%. -%F. -%\$' +&', % . 2- '+3'- %2501%>' -) %10. \*0B%\$'-70\*\* -'+2')2%2%A#0-0"%7&+6\*%\$=%8'14%2%'0- '&+'=#. 2. &"%"4. ""'"4%'4+#2\*, ' 2. ""'60\*\*\*0&12%. -%%. 14', % . 2>:%:1%) "" . -' ( . &\$ . ""\$'F, '+1. \*\*+2'3%\$%2. \*\* ( 0&0 ( # ( '6. =%2%A#02% ( %&"-8"

! + ( %' ) + - 0"0 + & - '60\*\*')2+50\$%"#0"0 + &'12%\$0"" . -' ) . 2"" + 2' . \*\*\* + 3""4%'1 + ( ) %& - . "0 + &8'14 + - %' ) + - 0"0 + & - '%\*0=0F\*"3+2' "#0"0 + &'12%\$0"" . 2%'1%. 2\*, ' ( . 27%\$'0&'4%'K+F'\$%-120)"0 + &8'14%'12%\$0""0-'. 22. &=%\$'F, ""4%'4020&='%) . 2" ( %&' "42+#=4'[0&. &10. \*\*J0\$8'd+'+'4%2""#0"0 + &'2% ( 0--0 + &'F%&%30"-'. 2%' . 5. 0\*. F\*%' . &\$'4+#2-'6+27%\$'#&\$%2-'#\$%&' "% ( ) \* + , ( %&' "\$+'&+'1+#&'"" + 6. 2\$""#0"0 + &'2% ( 0--0 + &'F%&%30"-'-4+#\*\$""4%' - "#\$%&'"" . "%2'F%'402%\$' . -' . &' . \$k#&1""+2') . 2""?0 ( %' % ( ) \* + , %%8'

[+2'. 11+#&'0&=' . &\$'" . : . "0 + &' ) #2) + - % - > - "#\$%&'()\* +, %%- ' ( # - "'2%1%05%'. &, '1 + ( ) %& - . "0 + &'3+2'. &, '\$#"0%-') %23+2 ( %\$>'0"4%2""42+#=4""4%'2%=#\*. 2'+&'1. ( ) # - 'K+F'+2'+&%?'0 ( %' - "0) %&\$ - '3+2' - %2501% - '+#" - 0\$%"4%' \$%) . 2" ( %&">"42+#=4') . , 2+\*\*\*+2'30&. &10. \*\*. 0\$8'@) + &' - ) %10. \*\*1021# ( - . &1% - > + "4%2'1 + ( ) %& - . "0 + &'1. &



## Beak

!"#\$%&'()\*+,-./:;<=>?@AB CDEFGHIJKLMNOPQRSTUVWXYZ[ ]^\_`{|}~. 0\$'F2%. 7'3+2'%5%2, '3+#2'1+&-%1#"05%'4+#2-' +3'6+27'60"40&'.'  
\$%). 2" ( %&"8'Y2%. 7-' -4+#\*\$'F%' -14%\$#\*%\$'. 4%. \$'+3""0( %'60"4""4%' -#)%250-+28'I 4%' -"#\$\$%&'()\*+,-./:;<=>?@AB CDEFGHIJKLMNOPQRSTUVWXYZ[ ]^\_`{|}~. 0\$'F2%. 7-8"

J\*\*'). 0\$'F2%. 7-' -4+#\*\$'F%' \$+1# ( %&"%\$'F, ""4%' -#)%250-+2'0"4%2'F, '#-0&=""4%'d+"%F#"+"&'0&"4%"'0( %'. &\$'  
. ""%&\$\$. &1%' )+2". \*

1\*+-0&=-'M8%8>'&+6'\$, -P'60\*\*F%)'. 0\$^8Q''0( %-''4%02'4+#2\*, '2. ''%8'E&\*, '-#\$%&''%( )'+, %%- '60'4')+ -0'0+&-'  
 "4. ''2%'50'. \*\*\*+'4%'-. 3%+')2. "0+&'+3''4%'#&05%2-0", '-4+#\*F%''. \*\*\*+6%\$''+'6+27'\$#20&=-14++\*1\*+-0&=-'  
 M%:c'!'1#20", '\$0-). "14%2-P8'

**Vol n ee ing**

l 4%'[. 02'b. F+2'!''. &\$\$. 2\$-'J1'''+'3^TK0>'. -'. ( %&\$%\$>')2+40F0''-( )'+, %2-'32+( ('. 11%)''0&='5+\*#&". 2, '  
 -%2501%-32+( ('.&,'). 0\$%(' )'+, %%8'J'''-#\$%&''%( )'+, %%-(' #-''F%')'. 0\$'3+2'. \*\*\*4+#2-'6+27%\$>%5%&'03''4%'  
 4+#2-'50+\*. ''%''4%'6%%7\*, '4+#2', '0( 0''+2')\*. 1%''4%'-'#\$%&''0&''+'5%2'0( %8'l 4%'-'#\$%&''%( )'+, %% '( , 'F%'  
 . -7%\$''+'. \$K#-'40-Z4%2'-14%\$#''+'+'33-%''. &, '%: "2. ''0( %32+( ('4%')2%50+#-' ). , ')20+\$8'

V&'. \$ \$0'0+&>'&+'- '\$%\$&'>0&1\*\$ \$0&=' "4+-%'&+' '\*0=0F\*''+'6+27'0&'4% @&0'\$#!". "%->1. &'5+\*#&'%'%2'3+2'. '  
 )+-0'0+&'4. "'6+#\*\$ '&+2( . \*\*, '2%1%05%'1+( ) %&-. "0+&8"

**Inj ie a Wo k**

!#)%250+-2-'-4+#\*\$')2+50\$%''. -3%>4%. \*\*\*4, '6+27%'&502+& ( %&'3+2''4%02'-'#\$%&''%( )'+, %%-8!'#\$%&'"  
 %'( )'+, %%- '4+#\*\$ '&+'F%'. \*\*\*+6%\$''+')23+2( ('.&, '\$#''0%- '60'4+#''''4%'. )2+)20. "%%A#0) ( %&'". &\$'  
 "2. 0&0&=8'l #) %250+-2-'-4+#\*\$'F%'. 6. 2%'+'3'\$\$. &=#2+#+- '6% "4%2'-0''# "0+&. 'M8%8>'-' '+'2( ' +2'4%'. '' '\$50+-20%-P'  
 . &\$'0&- ' '%%-'+&')2+)2%2)2+'+'+'3+2' '# ( -'. &'1%- 'M8%8>'64%&'+'  
 -%7'-4%' ' \$2. "0+&'-. "0+&-P8'

J&, '0&K# &' % ( )'+, %%'640%'. "'6+27'&'%\$-\$'' ' '+C# ( . &'D%-+#21%-'. -' -++&'. 3%2'  
 "4%'+11%' )+-0F\*%8'C# ( . &'D%-+#21%- '60''30%'. '1+( ) %&-. "0+&'1. 0( ' . &\$' "4%'0&=#2. &'1%'  
 1. 220%2'6' ( #)'60'4''4%'-'#\$%&''%( )'+, %%'2%=. 2\$ '1. 0( 8'

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[+2-'%1#20", '2%. -+&-'-'#\$%&''%( )'+, %%- '64+'&'%\$'. 11%-''+'.' /+( 0&01. &'1+( )#''%2>\$%). 2" ( %&' -4. 2%\$'  
 \$205%-'. &\$Z+2'\$%). 2" ( %&' -) %10301')2+=2. ( -(' #-''F%')2+50\$%\$'60'4'. '-#\$%&''%( )'+, %%'+=0&8'  
 !#)%250+-2-'( #-''-#F( 0''.'d+&?J330'0. "%\$'\_%2+&'[+2( 'M. 5. 0'. F%'+&'0&%'P''+'4%'VI '\$%). 2" ( %&'3+2%. 14'  
 -'#\$%&''%( )'+, %%'64+'2%A#02%-'. 11%-8''

!#)%250+-2-'-4+#\*\$')2+50\$%'4%'-'#\$%&''%( )'+, %%- '60'4''4%02'+6&>'#&0A#\*'+=0&'. &\$'). --6+2\$'3+2%'5%2, '  
 )2+=2. ( "'4%, '2%'2'A#02%'+'#-%'0&'4%'1. ). 10", '3''4%02%'( )'+, ( %&'8'!)#)%250+-2-'-4+#\*\$'&'5%2'. \*\*\*+6'. '  
 -'#\$%&''%( )'+, %%'+=0&8;'#&%'2' &. +8%'% '%' #'-%2'&'. ( %', &\$'). --6+2\$8'

V3''4%')+-0'0+&'2%A#02%'=05%&'&. '&'#&05%2-0', ')2+)2", '-#14'. -'. '#&03+2( >  
 &. ( %'F. \$=#+'2'7%, ' ' -'#\$%&''%( )'+, %%'. '620''%&'. =2% ( %&' "4. "'( #-''  
 F%' -0=8%\$''2%=. 2\$0& ' )2+)2", 8'C# ( . &'D%-+#21%- '4+#\*\$'F%'&+'030%\$')20+2''+'  
 &%;'' ). , \$, '03''4%-' ( )'+, %%. 4. 5%'40-Z4%2'). , 14%17'60''44%'\$'+2'\$%\$#1%'\$'F%1. #-+'3'  
 ( 0--0&='+'2'\$\$. ( . =%)

**S den Em plo ee A n n e c i a i o n**

!#)%250+-2-'( , '=05%'-'#\$%&''%( )'+, %%- '=03'-'+'1%'F2. "%%'5%&'>-'#14'. -'4+'0\$. , ->'F02'4\$. , -'+2%&\$'+3'  
 , %2. )2)10. "0+&8'l 4%'=03'-'4+#\*\$'F%'0&'. '2%. -+&. F%')201%'2. &=#%. &\$'-4+#\*\$'&+'F%'0''( -''4. "'1. &'F%'  
 )%21%05%\$'. -'3. 5+20'0-( ' +2'0&. )2+)20. "%'3+2'. '-#)%250+-2Z-'#\$%&''%( )'+, %%'2%\*. "0+&-4-0)8 l 4%'@&05%2-0', '  
 . \*+'). 2'010). "%-'0&'4%'d. "0+&. \*!'#\$%&'a( )'+, %%'J))2%10. "0+&'6%'7>4%'\$''4%'302-'3#''6%'7'0&'J)20'8''

# Sei o Re on ibili ie

!#)%250-+2-'-4+#\*\$'&+'''. -7-'-#\$\$%&''%( )^+, %%-'''+')%23+2( ('. -7-'3+2''4%)%2-+&. \*\*F%&%30''' +3'''4%'  
-#)%250-+2'Wp: c'F. F, -0'>')017'#)'=2+1%20%-P'+2')%23+2( '\$#'0%- '3+2'+2=. &0B. "0+&- '+2'F#-0&%--%'+'64014''4%'  
-#)%250-+2'4. -'. &'0&'%2%-''0&'F#''0-'#&2%\*. "%\$''+' /+ ( 0&01. &'@&05%2-0", 'Wp: c'6+27'3+2'. ') +^0'01. \*\*  
1+&- "0"#%&'>'-'\*\*\*2. 33%''017%'-'3+2'. 'F%&%30'>%'5%'+)''. '6%F')'. =%'3+2'. '4+ ( '%F#-0&%--P8'

! "#\$%&'''( )^+, %%- '1. &&+''6+27'0&'4%'-. ( %'\$%)'. 2" ( %&'"+3'. '2%\*. "05%'5%&'03''4%'2%\*. "05%'0-'&+''''4%'  
0( ( %\$0. "%#-'#)%250-+2'+3''4%'-'#\$\$%&'') + -0'0+&8'\_%'. -%'2%3%2'''+''4%'d%) + "0- ( '\_+^01, '0&'4%'!' ". 33'C. &\$F++7'  
M! %18'Q8^8NP'3+2'\$%30&0'0+&' +3'2%\*. "05%8'

!#)%250-+2-'-4+#\*\$')2+50\$%''. -. 3%>4%. \*\*4, '6+27%'&502+& ( %&'"+3+2''4%02'-'#\$\$%&'''( )^+, %%-8!' "#\$%&'''  
%( )^+, %%- '4+#\*\$'&+''F'. \*\*+6%\$'''+')%23+2( '. &, '\$#'0%- '60"4+#''''4%''. ))2+)20. "%%'A#0) ( %&''. &\$'  
"2. 0&0&=8!'#)%250-+2-'-4+#\*\$'F'. 6. 2%' +3'\$\$. &=%2+#-'6%. "4%2'-0"#. "0+&- 'M08%8>'-' +2( '+2'4%. "''. \$50-+20%-P'  
&\$'0&- '2#1''-'#\$\$%&'''( )^+, %%-'+&')2+)2'+'+1+^3+2'\$%. \*0&='60"4'-#14'1021#( -". &1%- 'M08%8>'64%&'''+'  
-%%7'-4%''%2'+2')2+50\$%'4, \$2. "0+&'-' ". "0+&-P8'

\%20301. "0+&' +3%'( )^+, ( %&'"+2%A#%- '-3+2-'-'#\$\$%&'''( )^+, %%-'. 2%'4. &\$%'\$'F, 'C#( . &'D%-+ #21%-8!' "#\$%&'''  
%( )^+, ( %&'"+0-'1+&-0\$%2%\$'). 2''+3''4%'-'#\$\$%&'H-'30%'. &\$'0-'1+5%2%\$'F, '[aD\_J8'd+'0&3+2( . "0+&'1. &'F%'  
2%\*. -%'\$'F, "'4%0&- '0"#'0+&'60"4+#''''4%'-'#\$\$%&'H-'-0=8%\$')%2( 0--0+&8'V&'=%&%2. ^>'C#( . &'D%-+ #21%- '60''  
+&\*, '5%203, '\$. "%->'0'''. &\$'6. =%- '3+2-'-'#\$\$%&'''( )^+, %%- 'CD'\$+%- '&+''2%\*. -%'0&3+2( . "0+&' +&'K+F'  
)%23+2( . &1%>')%2-+&. \*0", '+2'2%. -+&'3+2''%. 50&=8'

C+6%5%2>'. '- "#\$%&'''( )^+, %%'1. &'2%A#%-'''. ''''''2'+3'2%3%2%&1%'32+ ( ''4%'-'#)%250-+2''4%'2%A#%-''-4+#\*\$'  
0&1\*#\$%\$. '620''%&'1+&-&'32+ ( '- "#\$%&'''( )^+, %%'"+'2%\*. -%'4%'0&3+2( . "0+&8'

## Change o Pe onal Info ma ion



R8

^8 V\*0&+0-'0-'. &!. "?60\*\*%( )\*+, ( %&'-' . ""'4%2%3+2%'-#)%250-+2-'2%". 0&'"4%'20=4"" + ""%2( 0&. ""'.' -"#\$\$&""%( )\*+, %%'.' . &. ""0( %8!#)%250-+2-'-4+#'\$-%&\$'C#( . &'D%-+#21%-'.' '6+27'. #'4+20B. "0+&' 0&\$01. "0&=""4%'&\$'\$\$. ""'+3'%( )\*+, ( %&'3+2'"4%'-'#\$\$&""%( )\*+, %%-8'b07%60-%>'. '-#\$&""1. &'&\$' 40-74%2%( )\*+, ( %&'60"4'. ') + -0"0+&!. ""' . &. ""0( %8"

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J-'60"4'. &. %%( )\*+, ( %&'>-'#\$&""%( )\*+, %%-'. 2%'&1+#2. =%\$''+')2+50\$%' . -( #14 &+"01%'. -') + --0F\*' 64%&'2%-0=&0&='32+( '. ') + -0"0+&8! '6+'6%7-'&+"01%'0-'4%'=%&&2. \*\*, '. 11%) ""\$'-' . &\$ . 2\$8! + ( %'-#)%250-+2-' ( . , '2%A#%-""4. ""2%-0=&. "0+&- 'F%' -#F( 0""%\$'0&'620"0&=8! "#\$&""-' . 2%'&1+#2. =%\$''+'1+ ( #&01. ""' 4. 2\$-40) -""+'-#)%250-+2->'. -""4%, '( . , 'F%' . F\*""+' +33%2'. '2%\$#1%'6+27'-14%\$#%' +2'. \$ \$0"0+&. ""' . --0-'. &1%8'

J""0( %->0"" ( . , 'F%'&%1%--. 2, ""+'&&\$'. '-#\$&""%( )\*+, ( %&'') + -0"0+&'\$#%'+'F#\$=%". 2, '+2'+ "4%2' 1+&- "2. 0&"-8!#)%250-+2-' . 2%'&1+#2. =%\$''+'-4. 2%""40-'0&3+2( . "0+&'60"4'- "#\$&""%( )\*+, %%- '60"4'. -( #14' &+"01%'. -') + --0F\*%8'V&""4%-%'1. -%>-'#\$&""-' . 2%'&1+#2. =%\$''+'-%7'+ "4%2%( )\*+, ( %&'"+&

%) \*+, %%. -'+&'. -') +--0F\*''+'\$0-1#--''4%'% ( ) \*+, %i-'1+&1%2&8''14%'\$%). 2" ( %&''4%. \$Z#&0''  
-#)%250-+2i- : 1\*#-05%'. &\$'F0&\$0&='+&''4%'#&05%2-0", '. &\$''4%'-'#\$\$&'8'  
k8 C#( . &'D%-+ 4+20", ''+'14. &=%'. &'% ( ) \*+, ( %&''?2\* . "%\$'\$%10-0+&'F, '. &,'#&05%2-0", '  
\$%). 2" ( %&'' . F\*''+'\$0-1#--'. '-''#\$\$&''% ( ) \*+, %i-'1+&1%2&-'+&1''4%'-'#\$\$&''  
% ( ) \*+, %%4''4%02'0 ( ( %\$0. "%'-#)%250-+28'

## Summary

14%'-# ( ( %2%' ( ) \*+, ( %&''''%2 ( >64014'F%=0&-''4%'\$. , '. 3''%2'=2. \$#. "0+&'. &\$%'&\$-'4%'\$. , 'F%3+2''4%'-' . 2''  
+3'-14++>'0-'&+''). 2''+3''4%'&+2 ( . \*-''#\$\$&''% ( ) \*+, ( %&'''' ) 2+=2. ( 8'14%2%' . 2%'&+'6+27'-''#\$, '. 6. 2\$-'3+2'  
-# ( ( %2%' ( ) \*+, ( %&'' . &\$' ( . &, '+3''4%'2%-''201''0+&-'+3'4+#2-'. &\$'6. =%-'. 2%'03''%\$8''  
!#)%250-+2-'60'4'+)%&')+ -0'0+&- '3+2''4%'-# ( ( %2') +-'''4%' ) + -0'0+&- '+&''4%'K+F-'6%F-0''%8!' "#\$%&''-'64+'

