



# Staff Employment Handbook

Office of Work Life Engagement  
Updated 01/01/2022

## **INTRODUCTION**

This Handbook serves as an overview of Anderson University policies, procedures and employment guidelines for staff employees. The handbook is intended to provide university managers with the information necessary to fulfill their responsibilities to employees and a foundation for consistency and fairness in the treatment of employees. The handbook is also intended to help staff become better acquainted with the university and the policies that affect employment.

It is expected that managers become familiar with the contents of this handbook and apply the appropriate policies and procedures as needed. Questions or clarifications regarding the contents may be directed to the Director of Work Life Engagement or the administrator responsible for other policies referenced.

A brief overview of the handbook is included in new employee orientation however it is the responsibility of each employee to become familiar with the handbook contents. Employees are provided a copy of the handbook and are responsible for the information it contains. The handbook may also be accessed online at <http://anderson.edu/uploads/hr/staff-handbook.pdf>.

The university reserves the right to make changes in content or application of policies and information in this Handbook as deemed appropriate. Changes may be implemented even if they have not been communicated, reprinted or substituted in this Handbook. This version of the Anderson University Employment Handbook supersedes any previous version of the Anderson University Staff Handbook.

Staff employment at Anderson University is at-will. This means that either the staff employee or the university may terminate the employment relationship at any time, with or without cause. The at-will relationship remains in effect regardless of any statements made by university personnel, including supervisors, or set forth in any documents. The Employment Handbook does not represent an individual contract of employment; only the University President is authorized to enter into an employment contract with an employee.

Please contact the Office of Work Life Engagement with any questions or concerns.

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## ABOUT THE UNIVERSITY

### **Mission Statement**

The mission of Anderson University is to educate persons for a life of faith and service in the church and society.

Established and sustained within the free and open traditions of the Church of God, this university is committed to be a teaching-learning community of the highest order, engaged in the pursuit of truth from a Christian faith perspective.

Through academic and Christian discovery, we intend to graduate people with a global perspective who are competent, caring, creative, generous individuals of character and potential.

We will build those quality programs that will enable each member of the university to become stronger in body, mind and spirit, to experience what it means to love God and neighbor, and to adopt Christ-like servant ways in all of life.

### **Ethos Statement**

#### **PREAMBLE**

Anderson University is committed to the preservation of integrity with our past and our present and to ensuring that important values are continued into our future. We want to state clearly to the various constituents we serve – prospective and current students and their families, alumni, donors, the Church, community partners, and prospective and current faculty and staff - the ideals that bind us together as an academic community. This statement articulates our unifying ethos.

#### **AT OUR CORE**

As a learning community, rooted in the Church of God (Anderson) movement, we celebrate the vibrancy of life in Christ. Our identity as a Christian University can be described in three words: Real life transformed. What that means is simple: we want to meet people where they are. We believe that the experiences and beliefs we bring to campus are real and authentic. We choose to welcome those who do not enjoy a relationship with Jesus Christ, and we open ourselves to engaging with people, from all walks of life, in a community and culture confidently faithful to biblical truths and expectations. Our commitment begins with respecting the real lives students bring with them to campus, but it does not end there. **We want our entire learning community to experience the kind of genuine transformation that comes from knowing Jesus, and understanding his incredible plans for the world.** And so we challenge ourselves to consider three big questions: “Who is God?”, “Who am I?”, and “How do we live?” We believe that the pursuit of answers to these questions will lead to genuine Christian spiritual transformation—in and beyond the classroom. Real life transformed for dynamic service to church and society.

## **OUR CORE VALUES**

We aspire to be a transformative Christian community informed by these core values:

### **SERVANT LEADERSHIP**

Dedication to a life of service; a preferential awareness of the needs of others in the resolution of problems; a willingness to take the first step, however challenging, in meeting the demands of the day; embracing a spirit of servanthood that extends beyond one's culture.

### **EXCELLENCE**

High-quality performance, innovation, and creativity; a relentless pursuit of the best in each individual and the wider learning community.

### **INTEGRITY**

Commitment to Christian moral values, shared virtues, and biblical truth; keeping faith with university policies.

### **RESPONSIBILITY**

Personal and social accountability to God and neighbor; trustworthy stewardship of personal and university resources.

### **GENEROSITY**

Readiness to give of one's gifts and talents with a spirit of gratitude; an attitude and posture of hospitality that comes with intercultural humility; a willingness to extend others the benefit of the doubt, placing mercy above rightness.

*It should be noted that this ethos statement is not intended to take the place of faculty or staff handbooks, both of which may contain more descriptive and prescriptive language about policies.*

### Historical Perspective

When the Anderson Bible Training School was formed by the Church of God Reformation Movement in 1917, it was on the assumption that it would be good for the church to sponsor formal education in order to serve the church and the world. The educational vision of the Anderson campus expanded quickly, from a narrow curricular focus in 1917, limited to furthering the particular knowledge and skills needed for enhancing the Christian ministries of a select group of individuals to a full liberal arts program. The church affirmed this vision in 1934 when the General Assembly re-ratified John Morrison's presidency. While a liberal arts education has been a part of our heritage ever since we have always supported the professional and pre-professional needs of those who have attended.

Today, we are in a covenantal relationship with the church. The General Assembly of the church ratifies a president once appointed by the Board of Trustees, and the president is taken to the General Assembly for re-ratification every five years. Likewise, members of the Board of Trustees are ratified by the General Assembly. This covenantal relationship is one in which we and the church pledge mutual support.

Not only have we been founded by and continue to be related to the Church of God (Anderson), we have also been sustained by the church in several ways. Church of God pastors and laity have been educated here and continue to encourage students to study here. Congregations have supported us directly and through Church of God Ministries and church matching scholarships. Individuals in the church have given sacrificially. All of these expressions of support have come because people have believed in our mission and have believed that we have been conscientious in our efforts to live the mission.

From our founding to our present, we have had profound respect for community commitments and values, and we have had respect for the traditions of the Church of God regarding personal freedoms. People who have chosen to work and study here have freely forgone personal preferences out of respect for the holiness values that are integral to the Church of God.

Although the Church of God has avoided writing and using creedal statements, the commonly accepted foundational tenets of Christianity have always been embraced. Thus, while the university does not have a creed, and while we do not ask faculty and staff to sign creedal statements, we expect that all staff and require that all faculty members, managers, administrators, and professional staff be Christian in word and deed.

### Conclusion

Anderson University has a long and distinguished history of educating individuals for Christ-like leadership in the church and in the world. It has done this through dedication to the cause of higher education in a context that has been and continues to be informed and guided by the traditions and values of its founding church. Living out these values will be critical to a successful future.

## **Governance and Organization**

Anderson University is governed by a board of trustees whose members are elected to four-year terms and ratified by the General Assembly of the Church of God. The president of the institution is accountable to this board for general administration of the university and seminary, including their development, maintenance, and programs. The president of the university is ratified by the General Assembly for five-year terms. An executive committee of the board of trustees consists of the president (*ex officio*) and seven trustees elected by the board. The executive committee acts on behalf of the full university board between its scheduled meetings.

Members of the university executive staff include the President, Provost, Vice President for Advancement, Vice President for Finance and Treasurer, Vice President for Enrollment and Marketing.

### **EMPLOYMENT BASICS**

#### **General Compliance Statement**

Anderson University maintains compliance with applicable federal and state statutes related to private institutions of higher education including the Family Educational Rights and Privacy Act (FERPA), as amended; the Student Right to Know Act, as amended; and the Solomon Amendment. In compliance with the Civil Rights Act of 1964 and 1991, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended, the university does not discriminate in its educational programs or admissions procedures. Anderson University is a not-for-profit exempt organization as described in Section 501(c) (3) of the Internal Revenue Code.

Under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the university reports required information on newly hired employees to the State of Indiana. The university is subject to the provisions of the Family Medical Leave Act (FMLA) of 1993 as amended. The university is committed to providing for employee and student safety and right to know laws under the provisions of the 1970 Occupational Safety and Health Act as amended. The university maintains compliance with the Drug Free Schools and Campuses Act of 1989 and the Drug Free Workplace Act of 1988. The employee's right to privacy in regard to disclosure of personal data is assured in conformity with existing legislative requirements.

#### **Americans with Disabilities Act**

The university has designated the university Business Manager as the person to whom facility and equipment accommodation requests should be directed. Employment accommodation requests should be directed to the Director of Work Life Engagement. An individual requesting accommodation is expected to establish they are disabled as defined by the Americans with Disabilities Act; instructions and forms will be provided by the Director of Work Life Engagement. An individual meeting the definition of disabled is expected to assist in developing acceptable accommodation alternatives. Each request is evaluated on a case-by-case basis.

## Drug Free Workplace

The Drug-Free Workplace Act of 1988 requires Anderson University to provide a drug-free work environment and to certify such a condition for receiving federal grants and contracts. Failure to establish and maintain policies designed to create a drug-free workplace can result in the loss of present and/or future federal grants.

The inappropriate use of a controlled substance or consumption of alcohol while on university premises is prohibited. As a participant in the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse , and in compliance with the Drug-Free Workplace Act of 1988, the university seeks to increase awareness about the dangers and harmful effects of alcohol and controlled substance abuse to individuals and society. The university will be supportive of an individual seeking assistance, however, the consequences of and responsibility for overcoming dependency or inappropriate use of a controlled substance or alcohol rests with the individual. The following statements further specify the Policy of Anderson University:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited on university premises or at university sponsored activities.
2. This Policy is a condition of employment and violations of same will be cause for one or more of the following disciplinary actions:
  - a. Documented verbal reprimand and a review of this Policy with the individual(s) in violation of Policy;
  - b. Written reprimand and a review of this Policy with the individual(s) in violation of Policy;
  - c. Written reprimand and requirement that the individual seek professional assistance in overcoming inappropriate use of or dependency on a controlled substance or alcohol;
  - d. Temporary suspension from employment without pay, normally not to exceed 90 calendar days; an individual may be expected to seek professional assistance as a condition of reinstatement to university employment (health and life insurance benefits may be continued during a temporary suspension);
  - e. Termination of employment if violation of and disregard for this Policy continues;
  - f. Termination from employment on the first offense for the illegal sale or distribution of a controlled substance on university premises or at university sponsored activities. A record of disciplinary actions will remain strictly confidential and a permanent part of the employee's personnel record. Seeking rehabilitation or other professional assistance will not affect future employment nor will such participation protect an employee from disciplinary action for substandard job performance or violation of university policies.

The university will provide education and information about: the dangers of drug and alcohol abuse; the Policy and standard pertaining to a drug-free workplace; the consequences of violation this Policy; and, the rehabilitation, counseling and medical services available in Central Indiana. Educational efforts will include, but are not limited to:

- the inclusion of this Policy in faculty and staff handbooks;
- the distribution of this Policy to persons presently employed by the university;
- the inclusion of Policy provisions in new employment orientation, and;
- a minimum of one presentation annually on this Policy and the detection, dangers and harmful effects of controlled substance and alcohol abuse (Examples: chapel/convocation, staff and faculty development sessions, safety meetings)

All persons employed by the university are subject to the provisions of this Policy and, as a condition of employment, an employee agrees not to violate this Policy. An employee further agrees to give notification of any criminal drug statute conviction no later than 5 days after such conviction in the following manner: faculty members give notification to the Provost or the Dean of the School of Theology, respectively; all others give notification to the Director of Work Life Engagement.

Anderson University is required to notify the federal granting agency of any incident where an employee engaged in work in connection with a federal grant is convicted of violating a criminal drug statute in the workplace. A convicted employee will be required to participate in a drug rehabilitation program as a condition of continued employment. Failure to participate satisfactorily in a drug rehabilitation program may result in termination.

To maintain our commitment to an alcohol and drug free workplace, the university reserves the right to request any employee to submit to a drug or alcohol test. Such testing will be requested when there is sufficient evidence to indicate the employee is under the influence of a controlled substance or alcohol while on university premises or at university sponsored activities. If a physician has prescribed the controlled substance, a statement from the attending physician describing expected side effects and the ability to safely perform assigned tasks may be required. An employee will be assumed in violation of this Policy for failure to submit to drug or alcohol testing, or provide a statement from an attending physician and will be subject to the disciplinary actions described in section 2.

Questions regarding the provisions of the Drug-Free Workplace Act and/or this Policy should be directed to the Office of Work Life Engagement, Anderson University.

### Definitions

1. "Controlled substance" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance in Schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1300.11 through 1300.15.
2. "Conviction" means a finding of guilt (including a plea of *nolo contendere*) of imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
3. "Criminal drug statute" means a criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
4. "Drug-free workplace" means a site for the performance of work done in connection with the employee's assigned university responsibilities at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or uses of a controlled substance or alcohol.

5. "Employee" means any individual engaged in the performance of work for the university.
6. "Policy" means the Drug-free Workplace Policy of Anderson University, approved by the President, June 1989.
7. "University premises" means any building, structure, vehicle, equipment, or any improved or unimproved land, or any part of any such building, structure, vehicle, equipment, or land that is owned, leased, used or occupied by Anderson University.
8. "University sponsored activities" means, but is not limited to, any participation in business, academic, athletic, or social events sponsored or paid for by Anderson University, or participation in any such events as a representative of Anderson University.

### **Fair Employment Practices/Hiring Process**

Anderson University is an equal opportunity employer and, as such, ensures that both applicants for employment and employees are treated in compliance with applicable laws and regulations governing equal employment on the basis of race, color, national origin, handicap, age, sex or veteran status.

Anderson University is committed to the policy of equal employment as an appropriate standard of Christian servanthood. Personnel actions, including, but not limited to, compensation, benefits, transfers, layoffs, sabbatical leaves, termination, educational privileges and selection for training are administered without regard to race, color, religion, age, sex or national origin, except as may be dictated by a bona fide occupational qualification. A person responsible for employment and/or promotion decisions strives to base such decisions solely on an individual's qualifications for the position in question.

In recruitment efforts, all qualified applicants will receive fair and equitable consideration for employment. It is the responsibility of appropriate institutional officers to coordinate all recruitment efforts included in position notices. Unless necessary due to a bona-fide occupational requirement for employment, advertisements make no reference to sex or age. Anderson University is an equal opportunity employer.

If hiring for an open position, departments will likely follow these steps. Hiring is a decentralized process at Anderson University in conjunction with hiring managers and the Office of Work Life Engagement. Positions are posted on the University applicant tracking site with additional postings on external sites as needed.

1. Identify the need for a new job opening or replacement.
2. Get approval for hiring/posting the position.
3. Review job description.
4. Decide whether to hire externally or internally.
5. Request posting through Work Life Engagement.
6. Select appropriate sources (external or internal) to post the position.
7. Decide on hiring stages and possible timeframes.
8. Review resumes in Applicant Tracking Software.
9. Shortlist applicants.
10. Screen and interview candidates (careful to use the same process for all candidates).
11. Select the most suitable candidate.

12. Request an official offer letter from Work Life Engagement.
13. Completion of background check once offer is accepted.

Steps may overlap, so skip steps when appropriate. Anderson University reserves the right to change the order of operations for hiring at any time, and for any reason, and to grant exceptions to this policy based on business needs including whether or not to post an open position.

The Vice President for Finance and Treasurer is responsible for answering requests for reports concerning employment practices. Therefore, any contacts from agencies or groups requesting such information or reports should be directed to that office.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The act provides for the right to inspect and review educational records, the right to seek to amend those records and to limit disclosure of information for the records. The Act applies to all institutions that are the recipients of federal funding.

### **Medical Privacy Practices**

Anderson University is required by HIPAA (Health Insurance Portability and Accountability Act) to maintain the privacy of protected health information; provide notification of any breach of unsecured protected health information; provide information regarding certain rights with respect to individual protected health information; and provide individuals with a copy of the university's legal duties and privacy practices with respect to protected health information. The [Notice of Privacy Practices](#) may be found on the university website.

### **Military Leave**

The university is committed to compliance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) for full-time and reserve components of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, Commission Corps of the Public Health Service, and any other category designated in time of war or emergency. Employees are expected to notify their supervisor and Work Life Engagement of a need to leave employment for military training or service unless such notice is prohibited or otherwise impossible or unreasonable. Contact the Office of Work Life Engagement for more information.

## **General Code of Conduct**

### **Code of Conduct**

The university [Code of Conduct](#) applies to all employees. Employees are expected to conduct themselves with honesty and integrity, and ethically handle actual or apparent conflicts of interest between personal and professional relationships. Employee actions must comply with applicable laws, rules and regulations and be free from unethical discrimination, libel, slander or harassment.

### **Confidential Information**

In the course of their work, employees may have access to confidential information regarding the university; its students, donors, or faculty and staff. Such information is to be used only in the performance of assigned duties. Confirmed release of confidential information to unauthorized persons, the unauthorized obtaining of documents or records relating to themselves or others, or other breach of confidentiality is cause for immediate disciplinary action.

### **Conflict of Interest**

Anderson University (university and affiliates), including its trustees, officers and employees, has a clear obligation and commitment to conduct all affairs of the university in accordance with the highest standards of integrity and ethics, and in compliance with applicable federal and state laws and with the standards set forth in the conflict of interest policy and commitment to the best interests of Anderson University.

All employees of Anderson University must avoid conflicts of interest or any appearance of conflicts between their own personal interests and the interests of the university. All employees are obligated to avoid any situation in which an actual or potential conflict of interest could arise. Any situation or activity involving a potential conflict of interest must be disclosed.

The [Conflict of Interest Policy](#) requires employees to file on an annual basis a Disclosure and Compliance Statement disclosing their personal interest, direct or indirect, in any university transaction during the previous year. Any questions concerning this policy should be addressed to the Vice President for Finance and Treasurer.

### **Conflict Resolution Policy**

Problems, misunderstandings and frustrations will arise in the workplace. It is the intent of the university to be responsive to its employees and their concerns as they arise. Supervisors are the first level of engagement to address routine issues or concerns that arise in the workplace, and such engagement builds trust between an employee and their supervisor. At times, an employee is confronted with an issue (often sustained or persistent in nature) that requires a deeper level of engagement than first or second level supervision.

The purpose of this policy is to provide a quick, effective and consistently applied method for an employee to present his or her concerns to management and have those concerns internally resolved. We strive to be a learning institution. Learning to coexist in the mission of educating others for a life of faith and service requires an ongoing commitment to direct and honest communication, intellectual humility, and a desire to invest in the professional success of one another.

This policy does not apply to complaints regarding sexual harassment or discrimination. Such complaints should be made directly to the Director of Work Life Engagement.

For purposes of this policy, “timely” is defined as 10 days or less.

Procedure:

Step 1: Discussion with supervisor

- a. Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee’s supervisor, the employee should schedule an appointment with that supervisor to discuss the problem that gave rise to the complaint.
- b. The immediate supervisor should respond timely, and in writing, to the complainant employee.

Step 2: Written complaint and decision

- a. If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint timely, the employee may submit a written complaint to the employee’s director/department head and Office of Work Life Engagement.
- b. The submission of the written complaint should be submitted timely following the response from the supervisor. The complaint should include:
  1. The problem and the date when the incident occurred.
  2. Suggestions on ways to resolve the problem.
  3. A copy of the immediate supervisor’s written response or a summary of his or her verbal response and the date when the employee met with the immediate supervisor. If the supervisor provided no response, the complaint should state this.
- c. Upon receipt of the formal complaint, the director/department head must schedule a timely meeting with the employee to discuss the complaint. The director/department head should issue a decision within a reasonable time, both in writing and orally, to the employee filing the complaint.

Step 3: Appeal of decision

- a. If the employee is dissatisfied with the decision of the director/department head, the employee may appeal this decision in writing to the Office of Work Life Engagement.
- b. The Office of Work Life Engagement may call a meeting with the parties directly involved to facilitate a resolution or refer complaints to a review committee if it believes that the

complaint raises serious questions of fact or interpretation of policy. The Office of Work Life Engagement may gather further information from the involved parties.

### Additional Guidance

If an employee fails to appeal from one level to the next level of this procedure timely, the problem should be considered settled on the basis of the last decision, and the problem should not be subject to further consideration.

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.

Anderson University reserves the right to impose appropriate disciplinary action for conduct it considers to be disruptive or inappropriate arising from the underlying circumstances of the issue; or the manner in which the issue was handled by the supervisor. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No Anderson University employee will be subject to retaliation for filing a complaint under this policy.

## **Conservation of Resources and Sustainability**

Anderson University is committed to operating the university in a sustainable manner. Sustainability refers to a quality and system of life that allows people to meet their current needs without compromising the resources available for future generations to meet their needs. To support the university's commitment, employees are asked to conserve resources such as utilities (heat, electricity and water) and supplies provided for performance of job duties (cleaning supplies, office supplies). As part of the university's sustainability commitment, recycling receptacles are placed in offices and public locations throughout campus.

## **Cooperation in an Investigation**

There may be situations which occur during employment that necessitate an investigation. An investigation may be conducted if there is indication of a violation of university policy, or a concern or formal complaint has been initiated by an individual. The university is committed to conducting fair and impartial investigations that may include but are not limited to interviews, drug and/or alcohol testing, or computer and work area searches. All employees involved in an investigation are expected as a condition of employment to fully cooperate with those conducting the investigation. Failure to cooperate in any aspect of an investigation may result in discharge. The use of recording devices is not permitted during an investigative interview.

## **Dress Code**

Dress appropriately. Staff employees are expected to consistently maintain a professional appearance in accordance with their work assignment. The department manager is responsible

for setting, communicating, and maintaining appropriate standards for his or her department.

An employee reporting to work dressed inappropriately may be asked to leave and return in appropriate attire.

### **Financial Fraud or Misconduct**

Anderson University is committed to lawful and ethical behavior in all of its financial activities. Administrators, faculty and staff are required to act in accordance with all applicable laws, regulations and policies, and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. See the [Policy and Procedures for Reporting Financial Fraud and Misconduct](#) for more information.

The university has contracted with a third party to receive reports of incidents that breach institutional integrity. The [misconduct reporting hotline](#) is a confidential reporting mechanism that may be used to report the following types of issues: financial fraud, conflict of interest, sexual misconduct, racial/ethnic bias or harassment, violations of university policy, misuse of university resources or property, any serious or recurring abuse or authority, public or workplace safety issues, violation of any federal or state law or regulation.

### **Political Activity**

As a 501(c) (3) organization, Anderson University is prohibited from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. The university cannot endorse any candidate, make donations to campaigns, engage in fundraising, distribute statements or become involved in any other activities that may be beneficial or detrimental to any candidate. The university may sponsor debates or forums to educate voters. If the debate or forum shows a preference for or against a certain candidate, however, it becomes prohibited activity. This means that an employee running for office, or anyone working for the university who wishes to support the candidacy of another person, may not use any university resources for campaigning or supporting any candidate. University resources include, but are not limited to: university stationary or other materials identifiable with the university, the university e-mail system or distribution lists, or university campus mail.

### **Progressive Discipline Policy/Gross Misconduct**

Anderson University's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of progressive discipline policy and procedures. Anderson University reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the

employment-at-will relationship between Anderson University and its employees.

*Procedure*

***Step 1: Counseling and verbal warning***

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

***Step 2: Written warning***

The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and a division manager or director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting (consult with Work Life Engagement regarding PIP). The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

***Step 3: Disciplinary Probation***

A disciplinary probationary period from 30 to 90 days may be imposed if an employee fails to perform their duties or conduct themselves in an expected manner. A disciplinary probation may be an alternative to the verbal and written warnings; in addition to the verbal and/or written warning; or may be initiated at any time during the progressive disciplinary process that a supervisor, in consultation with Office of Work Life Engagement, believes it would be effective. A disciplinary probation is an opportunity to correct performance or conduct. An employee will be notified in writing if they are being placed on disciplinary probation, and be advised of the duration and conditions required for continued employment. At any time during the disciplinary probation, an employee may be terminated for failure to improve performance or conduct.

***Step 4: Suspension and final written warning***

A suspension without pay, may be imposed if an employee has failed to perform their duties, failed to conduct themselves in an expected manner, or a serious incident has occurred that

requires temporary removal of the employee from the workplace.

A suspension may be an alternative to the verbal and written warnings; in addition to the verbal and written warnings; or may be initiated during the progressive disciplinary process if the supervisor, in consultation with the Director of Work Life Engagement, believes it would be effective. The duration of the investigative layoff may be the balance of the present work shift to a maximum of five working days.

An employee will be notified in writing, within one working day, if they have been placed on suspension, and advised of the duration and conditions required for continued employment.

Suspensions recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from area Vice President and Work Life Engagement.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws. Non Exempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. Work Life Engagement will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

#### ***Step 5: Recommendation for termination of employment***

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, Anderson University will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, Anderson University reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by Work Life Engagement, Vice President, and Director/Supervisor. Final approval may be required from the President.

#### ***Appeals Process***

Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information.

### ***Documentation***

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file.

### ***Investigative Leave***

An investigative leave, without pay, may be imposed outside the progressive disciplinary process when an employee has failed to perform their duties, failed to conduct themselves in an expected manner, or a serious incident has occurred warranting an investigation. An employee will be notified in writing, within one working day, if they have been placed on an investigative leave, and advised of the duration and conditions required for continued employment or termination.

### ***Gross Misconduct***

Evidence of behavior defined below as gross misconduct may result in investigative leave, immediate dismissal without notice, and may not be appropriate for the progressive discipline process. If requested, employees will be given a written statement concerning their dismissal and a copy will be placed in their personnel file.

1. Insubordination, disobedience or resisting authority and/or work direction.
2. Any use of alcohol or narcotics while on university premises, as defined in the Drug Free Workplace Policy, participating in a university sponsored event, as defined in the Drug Free Workplace Policy, or reporting for work while under the influence of alcohol or narcotics.
3. Theft or vandalism of university property, the property of university guests, or the property of individuals employed by the university.
4. Confirmed release of confidential information to an unauthorized person, or the unauthorized obtaining or copying of documents or records.
5. Continued absenteeism (normally 3 consecutive days) without notice or just cause.
6. Fighting, gambling, or other disorderly conduct on university premises or while participating in a university sponsored event.
7. Open, vocal, and/or sustained social or moral behavior that is contrary to the customs generally held by the Church of God (Anderson, IN) community.
8. Open, vocal, and/or sustained behavior which has a negative impact on the university's commitment to equal employment opportunity as described in the university Fair Employment Practices Statement.
9. Disruptive conduct with or toward students, faculty, staff or guests which negatively impacts work performance, or creates an intimidating, hostile, or offensive work/learning environment.
10. Physical assault or the unauthorized possession or use of guns, knives, or other weapons while on university premises or at university sponsored events.
11. Confirmed direct or indirect sexual harassment of students, faculty, staff or guests of the university.
12. Illegal or grossly unethical behavior.

## **Public Information and the Media**

Only representatives of the Communication and Marketing Department are approved to speak with the media or coordinate media coverage on behalf of the university, its programs, and its activities. Faculty, staff, and student employees should direct any media inquiries to the Communications and Marketing Department for follow-up. If a faculty or staff member wants to write letters to the editor or otherwise engage in editorial discussions with the media, he or she should do so on an individual basis and not use institution letterhead, email, or other tools that may connect his or her opinions to the university.

## **Selling on Campus**

The university does not permit selling or solicitation in campus buildings or on walkways throughout the campus. Prohibited activities include selling items which are in competition with legal agreements held by the university (e.g. concessions, food or logo items), and fund raising in offices desk to desk. Selling in residence halls is permitted with the permission of the resident director.

## **Sexual Misconduct Policy**

The University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community.

Prompt and effective measures will be taken to assure that such discrimination and harassment does not occur. All charges of harassment will be taken seriously. The University encourages employees, faculty, students, vendors, and visitors to report all possible incidents of harassment.

The Anderson University Sexual Harassment Policy is designed to ensure a safe and non-discriminatory educational and work environment. The Policy and Procedures set forth how the University will proceed once it is made aware of possible prohibited conduct in keeping with our institutional values.

Every report of sexual harassment will be reviewed and a decision will be made, in partnership with the complainant, about how to reach a resolution. If a report of sexual misconduct is received alleging misconduct involving a faculty/staff person and a student the University will follow Title IX policy. Under Title IX policy, the investigatory/hearing process may be initiated when requested by the complainant and/or when deemed the appropriate path for resolution under the policy by the Title IX Coordinators. In addition, the complainant may, at the complainant's option, request to explore a range of informal resolution options. Both parties (complainants and respondents) will be provided supportive measures, as appropriate. In matters where a faculty or staff related Title IX investigatory process is initiated, a decision on responsibility will be made by appointed neutral decision-makers, through the hearing process described in the policy. If the evidence supports a finding of responsibility based on a preponderance of evidence, appropriate remedies and sanctions will be decided. Either party may appeal the outcome of the matter as outlined in the policy.

### Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other university activity;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive university environment<sup>1</sup>

<sup>1</sup>Section 703, Title VII of the Civil Rights Act of 1964- as used herein, "sexual harassment" shall also be defined to include any future amendments to this section.

Sexual harassment can take many forms. Some of these are overt and unambiguous while others may be more subtle and indirect. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer of reward or threats of reprisal. Such behavior constitutes serious harassment, and a single incident establishes grounds for complaint. Other forms of sexual harassment include sexual conduct, physical or verbal (in person, via e-mail, mobile phone text or social media), that is repeated and unwanted such as, but not limited to:

- sexual innuendos, suggestive comments, repeated sexually oriented kidding, teasing, joking, or flirting, or offensive crude language;
- derogatory or demeaning gender-based comments and/or conduct including verbal abuse of a sexual nature;
- leering, whistling, touching, pinching, touching, grabbing or brushing against another person's body, making obscene gestures, or giving or displaying objects or pictures which are sexual in nature that would create hostile or offensive work, learning, or living environments.

### **Sexual Misconduct Complaint Procedures Reporting a Complaint**

Any person who believes that he or she has been sexually harassed (the complainant) is encouraged to bring the matter to the attention of the appropriate university official. The complainant should present the complaint as promptly as possible after the alleged harassment occurs, normally within 30 days. To report sexual misconduct or unwelcome conduct, browse to [anderson.edu/hr/titleix](http://anderson.edu/hr/titleix) to file a report or contact Tim States, Director of Work Life Engagement, or Scott Cagnet, Dean of Students.

- a) By a faculty member toward any student, staff or other faculty member: The complaint should be reported to the Provost and will be handled by the Provost's office in

conjunction with the Office of Work Life Engagement. If a formal charge is filed, the investigation and disciplinary action, if any, will be resolved in a manner similar to other violations of university rules and regulations as outlined in the Faculty Handbook.

- b) By a staff member toward any student, faculty or other staff member: The complaint should be reported to the Director of Work Life Engagement and will be handled by the Office of Work Life Engagement in the same manner as other violations of university rules and regulations as outlined in the Staff Handbook.
- c) By a student toward any other student, staff or faculty member: The complaint should be reported to the Co-Title IX Directors via an online form at [anderson.edu/hr/titleix](http://anderson.edu/hr/titleix).
- d) By an individual not currently enrolled as a student or not employed as a faculty or staff member: The complaint should be reported to the immediate supervisor and Work Life Engagement if involving an employee, or to the Department of Student Life if involving a student. These persons will determine the appropriate response.
- e) Any individual wishing to report a complaint but uncertain how to proceed is encouraged to contact the Office of Work Life Engagement for assistance.
- f) The Office of Work Life Engagement will be informed of all informal and formal complaints of sexual harassment. Work Life Engagement will retain the records of investigation and resolution with the exception of complaints involving students only.

If the allegation of misconduct does not involve a student, then the University will proceed as outlined below.

### **Resolution of a Complaint**

The initial discussion between the complainant and the university official will occur without formal written record; notes may be taken. The discussion will be handled in a professional and confidential manner. No formal action on the alleged charge will be taken at this time unless initiated by the complainant.

- 1) The university official will notify the alleged offender of the complaint and provide an opportunity for the alleged offender to respond.
- 2) Promptly after the initial conversations with the complainant and the alleged offender, the university official may initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties.
- 3) If the complainant or the alleged offender is dissatisfied with the informal resolution, either party may pursue formal procedures, normally within 90 days of the alleged incident. Formal procedures are as follows:
  - a) a written statement must be submitted by the complainant, or taken by the university official and signed by the complainant;
  - b) an investigation of the complaint will be conducted in an expeditious manner and at a minimum will include the following:
    - i) a fact finding interview with the complainant;
    - ii) an interview with the alleged offender in which he/she has an opportunity to respond to all allegations;
    - iii) interviews with all witnesses, individually;
    - iv) a written record of all interviews maintained in a confidential file
  - c) the university official will review all the findings of the investigation and determine if the complaint is valid;

- d) If the complaint is determined to be valid, university actions may include, but are not limited to: 1) reprimand; 2) disciplinary sanction; and/or 3) termination/expulsion. When determining appropriate disciplinary action, consideration will be given to the harassment complaint as a whole, the record of the accused individual(s), and the totality of the circumstances, including the nature of the conduct and the context in which it occurred. If possible, the university official will seek the agreement of concerned parties in the resolution of a sexual harassment complaint.

#### Confidentiality

Any form of sexual harassment is a sensitive issue that may potentially affect any member of the university community. Every attempt will be made to maintain the confidentiality of the parties involved in an allegation and the nature of the allegation. Decisions to release information will be made on a need-to-know basis and include consideration for the university's legal obligation to investigate allegations when such allegations are brought to the university's attention and/or to take corrective action. Once a complaint has been resolved, the record will be maintained as confidential.

#### Non-Retaliation

Any attempt by a member of the faculty, staff or student body to penalize or retaliate in any way against a person bringing a sexual harassment allegation is prohibited. Retaliation may be any behavior, attitude or conduct which is believed to be the result of filing a complaint and adversely affects an individual's employment or creates an intimidating, hostile or offensive environment. A complaint of retaliation will be treated as a separate incident and investigated as such.

#### Protection of the Accused

During the investigation of a formal complaint, the accused will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations, and will be given the opportunity to respond. Persons interviewed during the investigation process will be advised that the investigation is confidential and they may be personally liable for the unauthorized release of any information. In the event the allegation is not substantiated all reasonable steps will be taken to restore the reputation of the accused if damaged by the investigation process. A complainant found to have been intentionally dishonest in making an allegation, or to have made an allegation maliciously, is subject to the full range of the university's disciplinary procedures from official reprimand to dismissal. The university reserves the right, however, to report a complaint to the police and/or prosecutor if the complaint involves possible commission of a misdemeanor or felony.

#### Consensual Relationships and Charges of Sexual Misconduct

There exists a unique relationship between students and faculty/staff members, with the faculty/staff member serving as an educator, counselor, employer and/or evaluator. Because this relationship has the possibility of being abused or may have the appearance of being abused, the university will generally view it as inappropriate and inadvisable for a faculty/staff member to engage in romantic relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this position of the university, if charges of sexual harassment are made, it will not be a defense to allege that the relationship was consensual.

## Responsibility

It is clear in the EEOC rules that the employer, its agents, or supervisory employees are responsible for acts of harassment in the workplace/school where the employer, its agents, or supervisory employees knew or should have known of the conduct, unless the employer can show that it took immediate and appropriate corrective action. All forms of harassment are a serious matter; it is the responsibility of each administrator to assure that this policy and the consequences for harassing behavior are communicated to all students and staff and faculty members in their respective areas.

## **Social Media Use**

Anderson University uses social media as a communication tool to reinforce institutional messaging, to disseminate information, and create opportunities for community engagement. We promote the university, mission, values, and share relevant information to grow our community and increase our support from the AU community such as students, parents, faculty, staff, alumni, donors, and friends of the university.

AU recognizes social media as an important communication tool. It is a great way for schools, departments, and offices to develop relationships with key stakeholders, as well as interact with our AU fan base. Because each social media platform has its own unique audience and purpose, we must work proactively to ensure that they are used correctly and maintained properly in order to gain the most impact and protect our AU brand.

### *Authorized Users*

Faculty and staff who have been given the authority to open an AU affiliated social media account, must maintain the account on behalf of their designated department or organization within the university. All university guidelines must be followed.

The Office of Marketing and Communication will maintain a master list of social media accounts, logins, and passwords on behalf of administrative leadership. It is the responsibility of the current authorized user to provide login information to the Office of Marketing and Communication and to notify the office of password changes as well as user changes. Any university affiliated social media accounts that are not performing at prescribed standards will be evaluated and may require a meeting to discuss challenges and opportunities and may be deleted. All affiliate accounts that are created without prior authorization will be evaluated for deletion.

### *Legal Policy Considerations*

All official university social media sites must respect the legal requirements applicable to online communication, Anderson University policies, copyright law, and intellectual property rights, as well as state and federal laws and regulations.

- Abide by FERPA , NCAA regulations , HIPAA , and other applicable privacy laws.
- Follow the terms of service for each social media platform.
- All university affiliated social media accounts are the property of Anderson University and should not be created without prior authorization from the Office of Marketing & Communication.

- Comply with the institution's 501c(3) non-profit status with regard to political activity. Employees are asked to carefully read these guidelines and ensure postings are consistent with these policies.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action up to and including termination.

Anderson University prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use Anderson University work email addresses to register on social networks, blogs or other online tools utilized for personal use.

### **Telephone Use**

The university telephone system is for business and educational use. Employees are expected to keep personal calls to a minimum whether using the university phone system or a personal cell phone. The university telephone system is not to be used to make personal long distance calls. Questions about the university phone system should be directed to the Director of Facilities.

### **Tobacco, Alcohol and Controlled Substance Use**

The university does not permit the use of tobacco in any university building or vehicle, or on university premises. The use of products that simulate tobacco use, such as e-cigarettes and herbal chew, are also prohibited in any university building or vehicle, or on university premises.

The misuse of alcohol and other intoxicants is a major social and legal concern. The university maintains a firm policy prohibiting student drinking of alcoholic beverages and asks faculty and staff to honor this policy whenever their lives intersect with the university. These intersections include, but are not limited to, attending conferences as a representative of the university or participating in events such as Tri-S trips, department parties, and other venues where students, faculty, and/or staff encounter each other in social, dining, service, and academic settings.

As a condition of receiving federal grants and resources, the university is required to maintain a drug-free work environment. Therefore, the inappropriate use of a controlled substance, including the inappropriate use of prescription drugs is prohibited. (See the Drug Free Workplace Policy.)

### **Workplace Safety**

Anderson University is committed to creating and maintaining a safe and healthy work/learning environment for students, faculty and staff. The university's leadership is fully committed to a safe and healthy work/learning environment and requests the full participation of the entire campus community. The Risk Management Committee is responsible for administering the campus

## [Safety Policy.](#)

Administrators, managers, faculty and professional staff have an obligation to maintain awareness of accident, safety and health risks associated with their respective areas, and the safety standards necessary to maintain a safe and healthy work/learning environment. Faculty, staff and student workers will be provided appropriate instruction, protective equipment or devices, and workspaces designed to prevent workplace injuries.

Those who fail to follow and/or inform others of safety and health standards that have the potential of causing injury and health risk to themselves or others may be subject to disciplinary action.

## **PAYROLL, TIME AND ATTENDANCE**

### **Attendance and Time-off Requests**

Employees are expected to arrange time off in advance with their supervisor. Requests for time off will be approved according to departmental practice and staffing requirements. If the need arises to be off work due to personal or family illness or emergency, employees are to notify their supervisor or other designated individual prior to their regular report time. Department procedures for requesting time off or absence/late arrival reporting will be provided by individual departments.

Regular attendance and punctuality is essential for the university to function effectively and deliver necessary services to faculty, staff, students and the public. Unscheduled absences, tardiness, unscheduled early departures, failure to provide appropriate absence notification, or abuse of paid time off are disruptive to normal operations. In general, five (5) or more such absences in a six (6) month period may result in disciplinary action. Patterns of unplanned absence or tardiness, such as a particular day of the week or the day before/after a holiday are also subject to disciplinary action.

The university reserves the right to request an explanation of unplanned absences in excess of 3 consecutive work days. Failure to provide reasonable explanation and supporting documentation may result in loss of pay for the absence. Failure to call in or report to work (no call/no show) for 3 consecutive work days may result in termination.

### **Overtime Provisions**

Departmental budgets do not usually include provisions for overtime pay. If work cannot be completed during the regular scheduled workweek, or unusual conditions arise, a supervisor may ask and expect an employee to work overtime. **An employee must request and/or receive advance approval from a supervisor to be paid for overtime work.**

If approved in advance, non-exempt employees will receive overtime pay at the rate of time and one-half for hours worked in excess of 40 hours per week. Holidays, earned time, sick leave reserve, and other non-worked, paid time are not considered time worked in determining overtime pay. *Exception:* Holiday hours will be considered "time worked" if a non-exempt employee is called upon to work hours **other than** their normally scheduled work hours during the calendar week in which a holiday falls.

## Payroll Dates and Distribution

Employees on the bi-weekly payroll cycle are paid every other week, normally on Friday. Employees on the monthly payroll cycle are normally paid on the 25<sup>th</sup> of each month with the exception of advancing the pay date to the Friday prior when the 25<sup>th</sup> is a Saturday or Sunday.

Employees receive paychecks by Direct Deposit/Electronic Fund Transfer (EFT) and a pay advice (check stub) is available online. Direct deposit information may be changed through accessing the employee self-service portal of the University payroll software. Failure to update direct deposit account information resulting in the issuance of a paper check may result in a \$25 fee being assessed.

## Payroll Deductions

The university will withhold FICA (Social Security), federal, state and local income taxes as required by federal and state laws. The taxes and FICA withheld from wages are in accordance with the tables established by the Internal Revenue Service, state and federal government agencies. As required by law, the university matches the amount of FICA withholding from employee paychecks, up to established limits. To change tax withholdings, employees can access the employee self-service portal of the University payroll software.

Employees may authorize other payroll deductions such as premiums for elected benefits or contributions to the university or United Way. Ordained clergy, in an eligible position, should contact the Office of Work Life Engagement to discuss eligibility for ministers housing allowance or exemption from FICA if in a non-eligible position while ordained.

## Time Reporting

Employees are exempt or non-exempt according to Fair Labor Standards Wage & Hour criteria. Time reporting requirements are based upon this determination.

### Non-Exempt Staff

Non-exempt employees are required to report time worked online via the university payroll software platform and paid bi-weekly for hours worked. Minimum wage and overtime provisions of the Fair Labor Standards Act cover non-exempt employees.

All time paid must be accounted for as time worked, earned time, holidays or time without pay. Supervisors may permit employees to leave early, however not at the expense of the university. It is permissible for a supervisor to allow an employee to modify their work schedule to accommodate a *periodic* need to leave early. To show active at work status, hourly employees should either work or use paid benefit time for the day preceding a holiday and the day after the holiday.

### Exempt Staff

Exempt employees are paid according to job assignment and are *not* covered by the Fair Labor Standards Act. An exempt employee may be expected or find it necessary to work in excess of 40 hours per week; this may include evenings and/or weekends. Additional time worked is not eligible for overtime pay or compensatory time off.

Requests for time off should be made through accessing the employee self-service portal of the University payroll software. Time off requests must be approved by a supervisor. Although work schedules may be flexible due to evening and weekend duties, work-related travel or other such work-related activities, absences of ½ day (4 hours) are to be reported as use of paid time off.

#### Time Off to Attend Classes

An employee wishing to enroll in a class that requires time away from work must have the approval of their supervisor before completing enrollment. Arrangements must be made with the supervisor to make up lost work time, use earned time benefits or time without pay.

### **Work Week, Rest Periods and Lunch Breaks**

A full-time, non-exempt staff employee typical work schedule is 12 months, 40 hours per week at eight hours per day. A part-time employee may work a schedule of less than 40 hours per week and/or less than 12 months per year, as arranged by the department supervisor. Administrative and academic office hours are typically 8 a.m. to 5 p.m., Monday through Friday. Departments, at the convenience of the department and/or university, may arrange other work schedules. Newly hired employees will receive specific work schedule information on or before the first day of work.

Non-exempt employees are permitted a 15-minute rest period during each four-hour period of work. The rest period should be taken at the assigned time or with the approval of a supervisor. A lunch break of at least 30 minutes, but no more than one hour, is to be taken near the middle of each eight-hour period worked. The supervisor for the convenience of the department may determine the exact time and length of lunch breaks. Employees are required to clock-out if a break is 30 minutes or longer.

Although the university provides for a rest period, failure to take a rest period is not considered additional time worked. Federal law does not require an employer to provide a rest period or lunch break during the workday therefore, an employee may be asked to work without a rest period or lunch break.

Any concerns regarding work schedules, rest periods or lunch breaks should be discussed with the Director of Work Life Engagement.

### **EMPLOYMENT POLICIES AND INFORMATION**

#### **Chapel/Convocation**

Chapel/Convocation is a means for faculty, staff, and students to build community through a shared experience. The university holds an undergraduate chapel/convocation two times per week and a seminary chapel once per week. Offices and departments should make time available for employees to attend chapel, but employee participation is not mandatory. Hourly employees will remain on the clock while in chapel.

## Children and Pets

Children are welcome for brief visits but are not to be brought to work on a regular basis. Although the university is concerned about the safety and well-being of children, the buildings and facilities are not "child-safe." Additionally, the presence of children in the workplace can be a distraction to an employee and their work, the work of others and our guests.

It is acceptable for pets to make brief visits to the workplace however, dogs and other pets are not to be brought to work on a regular basis. Service animals are welcome although the university reserves the right to request documentation that the service animal is needed.

## Computer and Technology Resources

The university provides employees with computer and technology resources necessary to accomplish assigned tasks. The primary purpose of the university computer network is the transmission and sharing of information and other communications in support of the mission of the university. Although not a regular practice, the university reserves the right to examine any files in any directory at any time including electronic mail. The university computer resources are not to be used for personal financial gain. The [Information Technology Policy](#) is available on the university website.

## Emergency Closings

Administrative office closing and/or class suspension for a full or partial day due to [inclement weather](#), power outage or other emergency will be treated as holiday pay for payroll purposes. In the event of an inclement weather closing, radio and television stations are notified. [Rave Alert](#) is also used to notify faculty, staff and students of emergency closing. Faculty and staff are automatically registered for Rave Alert but may opt-out of the emergency notification system by contacting Information Technology Services (ITS).

### Non Exempt Time Reporting

If the university is closed for an entire workday, supervisors of non-exempt staff employees *scheduled to work on the day of the closing* should indicate on the employee timesheet the hours normally worked as "Emergency Closing." Those *required* to work during an emergency closing will receive pay for the emergency closing (regular workday) plus pay for actual hours worked. Time paid as a result of the emergency closing is *not* counted toward overtime.

If the university is initially open and later closes as a result of weather or other emergency, the balance of that workday is reported as hours worked for an employee who is at work at the time of the emergency closing. Non-exempt employees asked to remain at work after the emergency closing time will be paid for the emergency closing plus actual hours worked. Both time worked and the emergency closing must be noted on timesheets for proper payment. Time paid as a result of the emergency closing is not counted toward overtime.

If an employee reported to work after their normal start time, the hours up to the time of closing may be reported as time worked plus earned time, or time worked only (balance unpaid). If an employee does not report for work any part of the day, no emergency closing hours are paid; employees may use earned time or time without pay.

### Exempt Time Reporting

If the university is closed for an entire workday, exempt staff normally scheduled to work should indicate “Emergency Closing” on their monthly time off report. There is no additional pay for exempt staff choosing or expected to work during an emergency closing.

If the university is initially open and later closes as a result of weather or other emergency, the balance of that workday should be reported as “emergency closing” on the time off report. If an exempt employee does not work any part of the day, no emergency closing hours are paid. The employee may use earned time, or time without pay. There is no additional pay for exempt staff remaining at work after the emergency closing time.

## **Employee Development**

Performance reviews, or other employee development tools, may be conducted at the end of the initial employment period and each year prior to the beginning of the fiscal year (June 1) thereafter. Performance reviews, or other development tools may be sent to the Office of Work Life Engagement and placed in personnel files.

## **Employment Categories**

Upon employment, an employee is informed of their employment category. In addition, the number of hours to be worked (FTE), regular or interim/short term employment status, and exempt or non-exempt status based upon provisions of the Fair Labor Standards Act will be clarified. Staff and faculty employment Categories are detailed below. Refer to the University Benefit Handbook for benefit eligibility by accessing the employee self service portal of the University payroll system (benefits>benefits forms and links).

### Faculty Employment Categories:

- FA** Full-time teaching faculty (tenure, tenure track and non-tenure track) with a primary assignment of classroom teaching. Eligibility for rank and tenure is defined in the Faculty Handbook.
- PT** Teaching faculty assigned an occasional or ongoing teaching load of not more than a combined (i.e. teaching traditional undergraduate, online, adult studies or graduate) total of nine semester hours per semester in an area for which the university has need; no tenure or rank is available.

### Staff Employment Categories:

- EX** University executives including the president, provost, vice presidents, and school deans.
- EXM** Exempt employees meet the minimum salary requirement from the Department of Labor, have high level responsibilities, paid monthly, and are not eligible for overtime
- NEX** Budgeted, non-exempt employees are paid hourly on a bi-weekly basis and are entitled to

overtime pay.

**NC** Budgeted staff positions less than 50% FTE.

**TM** Temporary or seasonal employees

## **Employment of Relatives**

Anderson University is fully committed to equal employment opportunity and seeks to hire and retain the best qualified persons who actively support the mission of the university. The hiring of relatives of university employees is permitted provided certain conditions are met.

Close family members will *not* be hired into or transferred to positions where they directly or indirectly supervise or are supervised by another close family member. The university reserves the right to determine in all cases if a close enough familial relationship exists to prohibit a supervisory relationship.

Hiring of relatives or close family members within the same administrative area *is* permitted when there is no supervisory relationship established. The hiring manager/administrator is responsible for evaluating the hiring process and decision.

## **Employment Trial Period**

Newly hired staff employees in employment categories are subject to an initial employment trial period of 60 calendar days from date of hire. Exceptions to lengthen or shorten the 60 day trial period are made by the Director of Work Life Engagement upon the recommendation of the supervisor.

The initial employment trial period is a training and assessment time for the university and newly hired staff. If satisfactory performance progress is not achieved during the initial trial period, an employee may be terminated with approval of the Director of Work Life Engagement. If during the initial employment trial period there are problems or concerns, staff are encouraged to communicate immediately with their supervisor and/or the Director of Work Life Engagement.

Interim or short-term employees subsequently hired into a regular position will be in an initial employment status for a time determined by the Director of Work Life Engagement and the supervisor. The length of the initial employment period will take into consideration the prior university employment, performance and the nature of the regular job assignment.

Employees promoted or transferred will be in an initial employment period status for 45 days following transfer unless informed otherwise. Exceptions to lengthen or shorten the trial period are made by the Director of Work Life Engagement upon the recommendation of the supervisor. If satisfactory performance progress is not achieved, an employee may be terminated with approval of the Director of Work Life Engagement.

Employees may be placed on disciplinary probation after completing the initial employment trial period as a result of poor performance, absenteeism, or other work-related concerns. As with the initial employment period, dismissal may occur during a disciplinary probationary if the required work-related or performance expectations are not met.

## **Flower Fund**

The Anderson University Flower Fund has been established to provide flowers at times of illness and bereavement. The Director of Work Life Engagement administers the Flower Fund. It is the responsibility of each department to notify the Office of Work Life Engagement if flowers are to be sent from the university. Departments or individuals wishing to send flowers for these and other occasions must do so at their own expense; departmental budgets are not to be charged. The university will send flowers (or if requested make a contribution to a non-profit organization) as follows:

1. hospitalization of an employee or the employee's spouse
2. death of an employee, the employee's spouse, child(ren), parents, brothers and sisters, including in-laws
3. death of a person not in 2) but who has a special relationship with an employee, such as living in the same household or next of kin
4. death of a retired employee or their spouse

## **Motor Pool Vehicle Use**

The university [Personnel Driving Policy](#) establishes requirements for the safe operation of university vehicles by students, guests, faculty and staff. The policy applies to all university-owned or leased vehicles, rental vehicles and personal vehicles used in connection with university-related activities. Refer to [Motor Pool Policies](#) for more information about use of university motor pool vehicles.

## **New Employee Onboarding**

New employees will receive an offer letter confirming position, full-time equivalency, anticipated start date, and pay rate. The Office of Work Life Engagement will send a follow-up email with information to be completed prior to the first day of employment. Soon after the first day of employment, benefit enrollment procedures and other important information will be reviewed by the Office of Work Life Engagement. Departments are provided a checklist of information and procedures to discuss with new employees. A time may be scheduled with the Director of Work Life Engagement, or other Work Life Engagement staff, for review of important university policies and procedures, and answer questions.

## **Personnel Records**

Personnel files for staff employees are retained in the Office of Work Life Engagement and will contain employment application materials, evaluations and other employment action documents. Employees may choose to place training or educational certifications in their file. Personal medical and/or health information is not retained in personnel files of current employees. Current employees may arrange to review their personnel file by contacting the Office of Work Life Engagement.

Changes such as marital status, birth of child, telephone number or address should be reported to the Work Life Engagement through accessing the employee self-service portal of the University payroll software.

## **Physical Plant/Keys**

Anderson University facilities are maintained by the Physical Plant Department through a vendor contract. Repair needs, requests for motor pool vehicles or facility safety issues should be reported to the Physical Plant. University keys will be issued by the Physical Plant for the performance of employment duties; keys are not to be used for any other purpose or loaned to other persons. The use or misuse of university keys is the responsibility of the person to whom the key is issued. Lost keys should be reported to a supervisor and the Physical Plant Department immediately.

## **Police and Security Services**

The Anderson University Police/Security Department is responsible for the safety of the campus. Campus police and student officers patrol the campus on foot and in patrol vehicles 24-hours a day, seven days a week. During the late evening hours officers check campus buildings, residence halls and lounges, and other places students congregate.

Campus police officers are authorized by the State of Indiana to investigate crimes, take complaints, make arrests, and to enforce federal, state and local laws, including traffic laws. Police officers are Emergency Medical Technicians (EMT's) or have advanced First Aid First Responder training.

Police and Security Services will issue a university identification card to all faculty and staff. This identification card should be carried or worn at all times when working to improve the security of the campus. The identification card is also used to use the Wellness Center, check out materials at Nicholson Library and access printer/multi-functional devices.

Police and Security Services issues a parking permit which allows access to parking lots designated for faculty and staff use. During the academic year, staff and faculty are asked to refrain from parking in commuter and student lots or on the street. The service drive at Decker Hall is reserved for service vehicles only.

## **Re-employment of Separated Employees**

Previous university employees interested in returning to work at the university should contact the Office of Work Life Engagement to complete an employment application. Previous employees will be treated as other applicants for employment and considered for openings as they occur. Prior university employment does not guarantee re-employment.

Re-employed persons are subject to the same benefit and employment policies as continuing employees. The following provisions will also apply:

1. A re-employed individual will participate in at least a 45 day initial employment period, and the conditions of same, unless waived by the director of Work Life Engagement;
2. If re-employed within two years, the date of hire will be recalculated, giving credit for prior university service, which will be used to determine eligibility for future benefits. Benefits in which the rehired individual was participating at the time of termination will be resumed if elected and if eligible by full-time equivalency and

- benefit category;
3. If re-employed within one year, sick leave reserve accumulation that was unused prior to termination will be carried forward.
  - 4.

## **Telecommuting or Remote Work**

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. Anderson University considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Anderson University.

### *Procedure:*

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

### ***Eligibility***

Individuals requesting formal telecommuting arrangements must be employed with Anderson University for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record. Before entering into any telecommuting agreement, the employee, supervisor, and VP with the assistance of Work Life Engagement (WLE), will evaluate the suitability of such an arrangement, reviewing the following areas:

#### ***Employee suitability***

The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.

#### ***Job responsibilities***

The employee, supervisor, and Work Life Engagement will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement. Employees with duties that include direct, face-to-face engagement with the public, on-site work requirements, or duties that require high levels of collaboration with other employees may be limited or unable to be granted a telecommuting schedule.

#### ***Equipment needs, workspace design considerations and scheduling issues***

The employee and supervisor will review the physical workspace needs and the appropriate location for the telecommute.

### ***Tax and other legal implications***

The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office.

Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree, and Work Life Engagement concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and regular face-to-face or virtual meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will evaluate the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance. After the conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

### ***Equipment***

On a case-by-case basis, Anderson University will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone and data lines and other office equipment) for each telecommuting arrangement. Work Life Engagement and Information Technology Services (ITS) will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Anderson University accepts no responsibility for damage or repairs to employee-owned equipment. Anderson University reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Anderson University property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. Anderson University will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### ***Security***

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include regular password maintenance, adherence with FERPA, and any other measures appropriate for the job and the environment.

### ***Safety***

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation

policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain based on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

#### ***Time Worked***

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Paycom, Anderson University's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

#### ***Ad Hoc Arrangements***

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

## **Worker's Compensation**

All Anderson University employees, as required by the State of Indiana, are covered by worker's compensation insurance during the time they are carrying out any part of their employment responsibilities. If there is an injury, the supervisor should complete and send to Work Life Engagement an [Employer's First Report of Injury](#) within 48 hours of a work-related injury. This form is available online or from the Office of Work Life Engagement.

Medical expenses for a work-related illness or injury are paid by worker's compensation rather than the employee's health insurance. Any medical expenses incurred should be sent to the Office of Work Life Engagement for processing. The Office of Work Life Engagement will work directly with injured employees regarding procedures required by Worker's Compensation.

If a Worker's Compensation injury requires time off work, Work Life Engagement will work with the employee regarding return to work expectations. Whenever possible a return to work with temporary limitations will be accommodated. Additional information about Workers Compensation leave is found in the Leave of Absence Policy.

## **LEAVES OF ABSENCE**

Any leave of absence from the university will be subject to and governed by this policy. These standards have been prepared in an attempt to comply with all applicable laws, including Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), and Indiana Worker's

Compensation requirements. To the extent any of the following statements do not comply with applicable laws, including FMLA, ADA, and Worker’s Compensation requirements, as they may be amended, these standards shall be interpreted, construed, and if necessary, modified so that the university remains in compliance with all said laws.

In order to qualify for a leave of absence, an employee must have one year of university service and have worked at least 1,250 hours in that year. This requirement is waived if the cause of the leave is the result of an on-the-job injury covered by worker’s compensation or is an absence necessary to accommodate a disability as defined by the ADA.

For more information on any leave of absence, contact the Office of Work Life Engagement. For information on faculty sabbatical leave, consult the school dean or the Faculty Handbook.

## **Type and Length of Leave**

### FMLA Leave

This leave is available for the birth or adoption of a child or the placement of a child with the employee for foster care; in order to care for the employee’s spouse, child, or parent if such spouse, child, or parent has a serious health condition; or due to the serious health condition of the employee. FMLA Leave may not exceed 12 weeks of leave during any 12 month period, counted backward from the date the leave begins.

A serious health condition is an illness, injury, impairment, or condition that—

1. involves a period of incapacity or treatment in connection with, or consequent to, inpatient care; or
2. requires “continuing treatment” and requires absence from work, school or other regular activities for more than three days; or
3. requires continuing treatment for a chronic or long-term illness or condition which is so serious that, if untreated, would likely result in a period of incapacity of more than three days, or is incurable

### Worker’s Compensation Leave

This leave is available for an employee who has experienced a work-related injury that is compensable under Indiana Workers Compensation Statute. A Worker’s Compensation Leave will commence with the beginning of any period of temporary, total disability and will extend only so long as required by the worker’s compensation law.

### ADA Leave

This leave is available when necessary to accommodate an employee with a disability as defined by ADA so that he or she can perform the essential function of the job. An ADA Leave will be for the minimum length necessary to accommodate an employee with a disability so that the employee may be able to perform the essential functions of his/her job but shall not exceed six months.

### Personal Leave

Personal leave includes all leave of absence requests not covered under the preceding three types of leave. A personal leave shall be for such length of time the employee and university may agree but will not exceed 18 months.

If any leave in any category also qualifies as an FMLA Leave, the FMLA leave period will begin to run at the beginning of the leave period and will run concurrently with the other leave. If an employee utilizes more than one type of leave, the total duration of the leaves of absence may not exceed 18 months, unless the leave qualifies as a worker's compensation leave.

## **Leave Procedures**

Whenever practical, an employee should give the university at least a 30-day notice before a leave is to begin. If a 30-day notice is not practical, the employee should give notice as is reasonable under the circumstances.

If the leave is the result of the medical condition (FMLA, worker's compensation, or ADA leave) of the employee, the employee's spouse, child, or parent, appropriate medical certification is required from the attending health-care provider. (A health-care provider is defined as a licensed doctor of medicine (MD) or osteopathy (DO), or other health-care provider to whom benefits may be paid under the university health plan.) The attending health-care provider's statement should include the date disability will begin/has begun and expected duration. If the leave is the result of the medical condition of the employee, the employee's spouse, child, or parent, and involves a required intermittent or reduced schedule, the appropriate medical certification from the attending health care provider concerning the necessity of such schedule is also required.

A written request for personal leave should be given to the Office of Work Life Engagement and the employee's supervisor. Upon recommendation of the supervisor and approval of the Director of Work Life Engagement, a personal leave will be granted if determined to be at the convenience of the university. A written decision will be provided.

The university reserves the right to require an employee on leave to notify the university at least every 30 days of the status of the leave and the intent to return to work.

## **Benefits during Leave**

FMLA leave is unpaid unless the leave also qualifies for Worker's Compensation or university paid days under any disability, earned time, or sick-leave reserve available to the employee, in which case the employee will be required to use such days starting with the beginning of the leave. An employee may continue university life and health insurance by making the same contribution he or she would otherwise have made had the leave not occurred, and with the understanding that if the employee does not return from leave, he or she may be required to reimburse the university portion of any health insurance contribution.

An employee eligible for worker's compensation leave will receive the benefits as provided by the State of Indiana. An employee may elect to use earned time and/or sick-leave reserve so that worker's compensation benefits plus earned time and/or sick leave equal no more than the employee's regular pay. An employee may continue university life and health insurance benefits by making the same contribution he or she would otherwise have made had the leave not occurred.

ADA leave is unpaid except when an employee qualifies for university-paid time off under any

disability policy or accrued earned time and/or sick-leave reserve, in which case the employee is required to use those days. An employee may continue university life and health insurance benefits by making the same contribution he or she would otherwise have made had the leave not occurred.

Personal leave is unpaid unless the employee qualifies for university earned time and/or sick-leave reserve days, in which case the employee is required to use such days. The employee on an approved personal leave may continue university life and health insurance benefits by making the same contribution that would have been made had the leave not occurred.

Holidays will not be paid and earned-time benefits will not accumulate during any unpaid leave of absence. Earned-time benefits will not accumulate on sick-leave reserve hours used during a paid leave of absence.

### **Return to Work after Leave**

An employee returning from an FMLA leave will be reinstated to the same or equivalent position if the job which was held at the time of the leave has not changed or has not been eliminated, in which case the employee will have no greater right to employment than if the leave had never occurred. If leave is due to the medical condition of the employee, a release from the attending health-care provider must be provided before the employee may return to work.

An employee returning from a worker's compensation leave may be asked to return when he or she can perform some job for the university on a temporary basis. If the leave also qualifies for FMLA leave, the university cannot require the employee to return to work at a different job before the end of the FMLA leave period. Worker's Compensation benefits may be lost if an offer to return to a different job is refused by the employee.

Return from an ADA leave will occur when the particular accommodation necessitating the leave is no longer required. Accommodation may include reassignment to a different position when necessary because the employee cannot perform the essential functions of the previous position.

The job available upon return from a personal leave is at the university's discretion, unless the university and the employee have agreed in writing to a particular position upon the employee's return. If leave is due to the medical condition of the employee, a release from the attending health-care provider must be provided before the employee may return to work.

Failure to return to work at the expiration of any leave will be considered a resignation.

### **Separation from Employment**

Employees may leave their employment from Anderson University voluntarily (resignation or retirement) or involuntary (termination).

#### **Voluntary Separation**

A written resignation is required should an employee choose to leave university employment. Such notice is to be submitted to the immediate supervisor and the Director of Work Life Engagement at least two weeks in advance for non-exempt employees and one month in advance for exempt employees.

An exit interview will be scheduled with the Director of Work Life Engagement before the final workday. The exit interview includes benefit information and procedures for leaving university employment. Employees are also asked to share information about their university employment experience.

Before the final pay check is released, a written resignation must be submitted, an exit interview completed, and all keys and university property returned, including uniforms, university ID, university credit card, and any equipment provided. A final paycheck will be available on the next regularly scheduled payday provided the above conditions have been met.

#### Involuntary Separation (Disciplinary Procedures)

Anderson University reserves the right to terminate employees with or without cause. A termination with cause includes, but is not limited to: unsatisfactory job performance; failure to follow university policy or meet acceptable standards of conduct; irregular attendance; persistent tardiness; and gross misconduct. If requested, an employee terminated from university employment may receive a written notice of discharge. (Please note: the use of recording devices is not permitted at any time).

#### Retirement

The normal retirement age for a *staff* employee is 65 with retirement becoming effective on the last day of the month in which the 65<sup>th</sup> birthday occurs or May 31 following the 65<sup>th</sup> birthday, at the discretion of the employee. The normal retirement age for a *faculty* member is the end of the academic year following the 65<sup>th</sup> birthday.

There is no mandatory retirement age for faculty or staff employees. Faculty and staff aged 65 and over will continue to be treated as those employees under age 65 with regard to performance expectations, salary, benefits, or reduction in force considerations.

A faculty member wishing to retire should communicate their intentions in writing to the President and the Provost by October 1. A staff employee should indicate in writing to the Director of Work Life Engagement their intentions regarding retirement at age 65 no less than 90 day prior to the 65<sup>th</sup> birthday. A retirement date of other than age 65 should be indicated in writing to the Director of Work Life Engagement no less than 90 days prior to the intended retirement date.

An employee, age 55 and older, in a position that is 75% of full-time or greater who voluntarily leaves university employment is considered a qualified retiree when age plus years of service is equal to or greater than 80. A minimum of 15 years of service is required to be considered qualified (ex. age 55 plus 25 years of service; age 65 plus 15 years). The University President must approve any exception to the qualified retiree guidelines.