

# ANDERSON UNIVERSITY

## STAFF HANDBOOK

January 2003

## INTRODUCTION

The Anderson University Staff Handbook serves as a guide for policies, benefits and general information that affect clerical, maintenance, management and administrative staff employees. Upon receiving this handbook, it is assumed that you will review its contents; you will be responsible for the information it contains. The information in the handbook will enable you to become better acquainted with Anderson University and the policies that affect your employment.

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 Staff Handbook supersedes any previous version of the Anderson University Staff Handbook.

Staff employment at Anderson University is at-will. This means that either you 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 Staff Handbook does not represent an individual contract of employment; only the university President is authorized to enter into an employment contract with an employee.

If you have questions related to any part of the handbook, contact the Office of Human Resources for further details. Please retain this copy of the Staff Handbook.

Denise A. T. Kriebel  
Director of Human Resources  
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## SECTION I: ABOUT THE UNIVERSITY

### HISTORICAL PERSPECTIVE

Anderson University was founded by and is supported by the Church of God, with headquarters in Anderson IN. Founded in 1917, the school was a major step in the life of a young and vigorous fellowship of Christians that had originated about 1880. This fellowship, which took on a common New Testament name, often describes itself as a reformation movement. Its vision was to preach and live out a message of holiness and to invite believers into a body united by a common experience in the saving grace of Jesus Christ.

The message of the church was firmly planted in the mainstream of Christian theology. The quest of this young movement was freedom from what it saw as artificial limitations of church structures and authoritative systems so that the essence of Christian truth might be realized again in freshness and wholeness. The spirit of the movement was one of freedom and joy proclaimed in one early song of the church, “The Bible is our role of faith and Christ alone is Lord.” Out of this history a free and open tradition has provided a supportive context for the contemporary mission of Christian higher education.

The early witness of the church was through the publishing of inspirational material, songs and books, and a paper known as the *Gospel Trumpet*. Those committed to the publishing work and to the evangelistic work of the church recognized the need to train leaders and workers to take their places in the life of the church. An educational department of the publishing house was started and soon became known as the Anderson Bible Training School. The young school moved rapidly to develop a wider general education program changed its name to Anderson College and Theological Seminary, then Anderson College, and finally, Anderson University.

Anderson University has grown to comprise an undergraduate liberal arts program, organized into three colleges, a graduate School of Theology and a center for adult education. The College of Professional Studies offers the master of business administration degree and the master of education degree. More than 2,250 students and 400 faculty and staff make up the community. The motivating vision is to be a premier teaching university that is Christian in purpose, in relationships, in service, and in the hopeful potential held for the students, teachers, and staff members who make up this community.

### GOVERNANCE AND ORGANIZATION

Anderson University is governed by a Board of Trustees ratified by the General Assembly of the Church of God. The President of the university, the chief executive officer, is responsible to this Board for the general administration of the university, including its development, maintenance, and programs.

The university's executive staff includes: the Vice President for Academic Affairs and Dean of the College; the Dean of the School of Theology; the Senior Vice President for Advancement Services; the Dean of Student Life; the Vice President for Finance and Treasurer; and the Vice President for Enrollment Management & Information Systems.

## STATEMENT OF MISSION

“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.

We intend to graduate persons with a global perspective who are competent, caring, creative, generous persons 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 ways in all of life.”

## UNIVERSITY CORE VALUES

**WHOLENESS**—a commitment to the University mission and goals, a balanced lifestyle and life-long learning

**INTEGRITY**—adhering to a code of moral values, conforming to Biblical standards of living, and adhering to university policies and standards

**SERVANTHOOD**—serving others, showing sensitivity to others with conflicting needs while resolving problems/issues, and a sacrificial attitude toward meeting others needs.

**EXCELLENCE**—consistent high quality performance, innovation and creativity in the performance of job assignment

**RESPECT**—valuing others as individuals without regard for their position, honoring the ethos/mission/standards of the university and good stewardship of university resources

## STATEMENT OF COMPLIANCE

Anderson University is a not-for-profit exempt organization as described in Section 501(c) (3) of the Internal Revenue Code.

In compliance with the Civil Rights Act of 1964 and 1991, and Title IX of the Educational Amendments of 1972, the university does not discriminate on the basis of race, color, national origin, age, sex or veteran status in its policies, practices or procedures. The university maintains a policy of non-discrimination on the basis of disability in its educational programs, admissions procedures and its employment practices, in compliance with Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990. Under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the university reports required information on newly hired employees to the state. The provisions of the Family Medical Leave Act (FMLA) of 1993 also cover university employees.

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. 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.

## SECTION II: GENERAL POLICIES AND INFORMATION

### ADA COMPLIANCE (Americans with Disabilities Act)

The university has designated the Director of Facilities as the individual to whom facility accommodation requests should be directed. Other employment accommodation requests should be directed to the Director of Human Resources. An individual requesting accommodation is expected to establish they are “disabled” as defined by the ADA by providing documentation of their impairment and resulting limitations. 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.

### COMPUTER AND TECHNOLOGY USE

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 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. Contact the Office of Information Technology Services for more information.

### 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 you or others, or other breach of confidentiality is cause for immediate disciplinary action.

### CONSERVATION OF SUPPLIES AND UTILITIES

Water, heat and electricity are expensive services. Your help is appreciated in keeping the cost of these services at a minimum. Any failure or break in these services should be reported to the Director of Facilities or the Director of Security Services. An effort should be made to conserve office supplies, cleaning supplies and other items made available for the proper functioning of your job.

### COOPERATION IN AN INVESTIGATION

There may be situations, such as a violation of University policy or circumstance related to the operation of University business, which occur during your employment, which require investigation. An investigation will be conducted when there is a reasonable cause related to employment and may include, but is not limited to, questioning, drug and alcohol testing, or 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.

## DRESS CODE

Staff employees are expected to consistently maintain a professional appearance and dress appropriately for their work assignment. Attire may be more casual during the summer months and between academic terms, but must be at minimum considered acceptable “business casual.” The department manager is responsible for setting, communicating, and maintaining appropriate standards for his or her department.

Those employees furnished with uniforms are expected to wear their uniform when at work. It is the employee’s responsibility for keeping the uniform laundered and in neat appearance.

Unacceptable attire for staff employees includes but is not limited to: T-shirts, tank tops, jogging or warm-up suits, sundresses, shorts, Capri pants, spandex, micro-mini skirts, leggings, sneakers, or denim jeans of any color (except on university designated days or based on job assignment). An employee reporting to work dressed inappropriately will be asked to leave and return in appropriate attire.

## DRIVING POLICY

Any employee assigned a university owned vehicle or wishing to drive a university motor pool vehicle must supply a driving record from the Bureau of Motor Vehicles. The university reserves the right, at the university’s sole discretion, to refuse a driving pass or rescind a driving pass to any individual whose driving record or driving conduct is unacceptable. For the complete policy or more information, contact the Office of the Director of Facilities.

## EMERGENCY CLOSINGS

Administrative offices closings and/or class suspension for a full or partial day due to weather or other emergency will be treated as HOLIDAY PAY (see SECTION IV. BENEFITS AND INSURANCE). An official Emergency Closing, as authorized by the President or his designee, will be communicated via e-mail, voice mail, radio and/or television broadcast. Earned time benefits may be used if an employee needs additional time off due to weather conditions.

## FLOWER FUND

The Anderson University Flower Fund has been established by the institution to provide flowers at times of illness and bereavement. The Director of Human Resources administers the Flower Fund. It is the responsibility of each department to notify Human Resources if flowers are to be sent from the university. The university will send flowers as follows:

- 1) Hospitalization of an employee or the employee's spouse.
- 2) Deaths of an employee, the employee's spouse, child(ren), parents, brothers and sisters, including in-laws. The family in lieu of flowers may request contributions to a non-profit organization.
- 3) Death of a person not in 2. but who has a special relationship with an employee, such as living in the same household, next of kin, etc.

4) Hospitalization or death of a retired employee or their spouse.

**Departments or individuals wishing to send flowers for these and other occasions should do so at their own expense; departmental budgets are not to be charged.**

#### HEALTH AND SAFETY

The university is dedicated to providing a safe place of employment for all employees. Your cooperation is needed by using the safety devices and equipment provided for your job and by using care when working with dangerous tools or equipment. Failure or refusal to exercise safety in the workplace is cause for disciplinary action. Conditions or actions that could result in personal injury or damage to university property should be brought to the attention of your supervisor immediately.

#### 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 Human Resources 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 Human Resources for more information.

#### PERSONNEL RECORDS

It is important that personnel records contain accurate and up to date information. Any change in your marital or family status, phone number or address should be reported to the Human Resources Office promptly. This information may have a direct bearing on the amount of your payroll deductions for federal and state withholding tax and the amount of your insurance premiums and benefits. (NOTE: For health insurance purposes, births in your family should be reported immediately to be certain of continued coverage.) While an employee, you may review your personnel file by contacting Human Resources. You may also place additional training, performance, or evaluation information in your file.

#### PUBLIC INFORMATION MEDIA POLICY

It is the policy of Anderson University that the Office of Public Information is the only campus office authorized by the President to speak with the media about story coverage, content, and placement on behalf of the university. Employees are expected to direct any inquiries of this nature to the Office of Public Information. Should an Anderson University faculty or staff member desire to engage in editorial discussions with the media, they should do so on an individual basis without attaching their remarks to institutional letterhead/ electronic communications or indicating their institutional title and office. For more information, contact the Office of Public Information.

## SECURITY SERVICES

A secure campus can best be realized through the cooperative efforts of all staff and faculty. Vandalism, theft or fire can often be prevented with minimal effort. Employees last leaving the work site are responsible for turning off the lights, coffeepots, etc. and locking doors. Care should be taken to properly store tests, supplies, correspondence, or other confidential information when leaving. Employees working after hours are advised to leave doors locked while on the work site.

University keys that have been issued to employees for the performance of employment duties are not to be used for any other purposes or loaned to other persons. The use or misuse of any key is the responsibility of the person to whom the key is issued. Loss of keys should be reported to your supervisor and the Physical Plant Department immediately.

Each employee will be issued a parking permit that may be used in any vehicle driven. Employees are asked to park in the lots designated for faculty and staff use and, during the academic year, staff and faculty are not to park in the commuter or student lots, or on the street. The service drive at Decker Hall is reserved for service vehicles only.

## SELLING ON CAMPUS

The Office of the Assistant Treasurer and Controller has issued guidelines for selling on the campus. The following are prohibited: selling or solicitation in public buildings; selling of items which are in competition with agreements held by the university (e.g. concessions, logo items); and fund raising in offices desk to desk. For additional information, contact the Office of the Assistant Treasurer and Controller.

## SEXUAL MISCONDUCT POLICY

Anderson University is committed to Christian higher education and a work/learning environment that encourages and enables individuals to strive for excellence. Behaviors which inappropriately assert personal characteristics (i.e., gender or physical attributes) as relevant to staff, faculty or student performance are damaging to this environment and are a violation of law and University policy. Sexual misconduct in any form will not be tolerated and will be dealt with promptly by the University. The University reserves the right to refuse employment or re-employment, and to dismiss or suspend from employment any staff or faculty who violates this policy. The University reserves the right to suspend or dismiss any student who violates this policy. The full text of the policy and complaint procedures is in the Appendix of the Handbook.

## TELEPHONE SERVICES

The university telephone system is for business and educational use. Employees are expected to keep local personal calls to an absolute minimum in order to allow maximum service availability to the public. The university telephone system is not to be used to make personal long distance calls. If an employee needs to make a long distance call from the university, the call should be charged to their personal long distance calling card or home phone number. In addition, the university SUVON line is for business and educational use

only and may not be used to make personal long distance calls within the State of Indiana. The university also has several 800-exchange lines for the exclusive use of persons conducting business with designated offices. Employees are not to receive personal calls or conduct personal business using university 800 lines. Employees found in violation of the telephone use guidelines described above and in the Phone Directory are subject to disciplinary actions described in this Handbook.

Additional information about use of the university phone system is published in the University Phone Directory. Questions about the university phone system should be directed to the Director of Facilities.

#### USE OF TOBACCO, ALCOHOL AND CONTROLLED SUBSTANCES

Anderson University does not permit any use of tobacco in any University building or vehicle, or on University premises. The University does not accept the inappropriate use of a controlled substance (drugs) or any use of alcohol by any individual employed by the University (see the Drug Free Workplace Policy, page 44).

## SECTION III: EMPLOYMENT POLICIES AND PRACTICES

### DEFINITION OF EMPLOYMENT

Upon employment, an employee will be informed of their Employment Category for benefit purposes. In addition, the number of hours to be worked, 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.

Anderson University Staff Employment Categories are as follows:

- NC NON-CLASSIFIED: Hired on a interim or short-term basis to complete project work, cover responsibilities during a leave of absence or a regular work assignment is less than .50 FTE (Full Time Equivalency).
- S3 STAFF III: Performs a variety of clerical, semi-skilled, skilled, or service work which is primarily routine or manual in nature. Decisions are made within specific guidelines as defined by a supervisor. Work may be assigned "directly" by a supervisor on a regular basis or "indirectly"; i.e.-regular tasks are completed with minimal supervision due to an understanding of job duties or responsibilities. Duties do not normally require training beyond high school, trade or technical school. Persons may give direction to other employees performing the same or similar work.
- S2 STAFF II: Performs primarily work which is: directly related to the management of a department or subdivision; supports the general business/educational operations of the university (exempt work); or, is of a professional or skilled nature requiring specific education, training or experience. Consideration should also be given when: the position is seen as representing university policies and practices; a unique level of confidentiality must be maintained; the end result and/or effect of decisions have substantial fiscal and/or public relations ramifications. Decisions are made within general guidelines using discretion and independent judgment, which is more than the application of skill and/or experience. Persons may lead or give direction to Staff III employees or other employees performing the same or similar work.
- S1 STAFF I: Performs office or non-manual work with primary responsibility for the management of an administrative or academic function with university scope, normally requiring a baccalaureate degree or above. Recognized in this category are positions that are uniquely valued by this Christian liberal arts institution. Work is performed under general direction with little immediate supervision. Decisions are made from knowledge of university policies, practices and objectives, regularly exercising discretion and independent judgment. Persons normally direct the work of other Staff I, II, and/or III employees.

Employees are exempt or non-exempt according to Fair Labor Standards/Wage & Hour criteria. **Non-exempt** employees are paid for hours worked and are required to report their time on a bi-weekly or monthly basis, depending on their payroll cycle. Minimum wage and overtime provisions of the Fair Labor Standards Act cover non-exempt employees.

**Exempt** employees are paid according to their 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.

## NEW EMPLOYEE ORIENTATION

Shortly after employment, the Office of Human Resources conducts a personal orientation interview with each employee to describe benefits for which the employee is eligible, and employment standards and expectations. At this time employees will receive a Staff Handbook, complete state and federal withholding forms, an I-9, and benefit enrollment forms, if eligible.

## INITIAL EMPLOYMENT PERIOD

All newly hired non-exempt employees in Employment Categories S3 and S2 will be in an initial employment period for 90 calendar days from date of hire. Exceptions to lengthen or shorten this 90-day period may be made by the Director of Human Resources upon the recommendation of the supervisor. The initial employment period is a training time and an employee may be terminated at any time if required performance expectations are not met.

Interim or short-term employees hired into a regular position will be in an initial employment status for a time determined by the Director of Human Resources and the supervisor. The length of the initial employment period will be based on the amount of time employed, 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.

If during the time of your initial employment period you have problems or concerns, you are encouraged to communicate them with your supervisor and/or the Director of Human Resources. Dismissal may occur during the trial period upon recommendation by the supervisor and the approval of the Director of Human Resources.

Employees who have completed their initial employment period may be placed on a disciplinary probation as a result of poor performance, absenteeism, or other work related concerns. (See Section VIII). As with the initial employment period, dismissal may occur during a disciplinary probationary if the required performance expectations are not met.

## PERFORMANCE REVIEWS

Performance reviews are normally conducted at the end of the initial employment period and each February thereafter for staff employees. Performance reviews are sent to the Office of Human Resources and placed in personnel files. Performance review reports are considered when awarding salary increases or changing employment assignments, including promotions.

## WAGE AND BENEFIT STATEMENT

Each year, non-exempt employees are sent a wage and benefit statement from Human Resources. This statement includes pay rate for the next fiscal year, and the university cost of providing benefits for which the employee is eligible and participating. The Vice President or Director responsible for their department will inform exempt employees of their

wage rate. **The wage and benefit statement is not an employment contract or guarantee of future employment.** The provisions of the Staff Handbook apply to continued employment.

## RE-EMPLOYMENT OF SEPARATED EMPLOYEES

Previous university employees interested in returning to work at the university should contact the Human Resources Office 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 Human Resources;
- 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.

## RETIREMENT POLICY

The university considers "normal retirement" to be age 65 however this is not a mandatory retirement age. An employee over age 65 will be treated in the same manner as employees under age 65 with regard to performance expectations. (See the APPENDIX for the complete university Staff Retirement Policy.)

## WORK WEEK, REST PERIOD AND LUNCH BREAK

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.

Physical Plant hours are typically 7 a.m. to 4 p.m., Monday through Friday. 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.

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.

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 offer 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 Human Resources.

## 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, your supervisor may ask and expect you to work overtime. **You must request and/or receive advance approval from your 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.

If approved in advance, non-exempt employees may choose compensatory time off as an alternative to overtime pay. *However*, compensatory time off is to be taken within the same pay period. Exempt employees are not entitled to overtime pay or compensatory time as described above.

## PAYROLL DATES

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. A payroll schedule is available in the Business Office or on the university website at <http://www.anderson.edu/business/downloads.html>. **Payroll checks and/or cash advances are not available.**

Employees receive paychecks by Direct Deposit/Electronic Fund Transfer (EFT). A Pay Advice (pay stub) is distributed in Campus Mail unless other arrangements are made with the Business Office. Contact the Business Office if you need to change your banking information.

## TIME REPORTING

Non-Exempt Staff. Bi-weekly time cards must be approved by a supervisor and submitted to the Business Office, normally on Monday preceding the payroll date. Monthly time reports must be approved by the supervisor and submitted to the Business Office by the 5<sup>th</sup> of the month. Adjustments in a monthly paycheck will be made in the next check issued. A payroll schedule specifying timecard due dates is available in the Business Office or on the university website at <http://www.anderson.edu/business/downloads.html>. Discuss departmental procedures for submitting time cards and time reports with your supervisor.

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, i.e. pay as time worked. It is permissible for a supervisor to allow an

employee to modify their work schedule to accommodate a *periodic* need to leave early.

Exempt Staff. Earned Time Reports are due by the 5<sup>th</sup> of each month for the previous month whether or not any time off benefits have been used. Earned Time reports for all S2 employees must be signed by a supervisor. The Vice President/Director will notify the Business Office if this requirement is waived for an S1 employee. Although work schedules may be flexible due to evening and weekend duties, work-related travel or other such work-related activities, absences of \_ day (4 hours) are to be reported as use of Earned Time.

Bi-weekly time cards are available in the Business Office; Monthly Time Reports and Earned Time reports are available in the Business Office or on the university website at <http://www.anderson.edu/business/downloads.html>.

## PAYROLL DEDUCTIONS

Anderson 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 your 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 your check, up to established limits. To change tax withholdings, employees may obtain a W-4 in the Office of Human Resources.

Employees may also authorize other payroll deductions. These include premiums for life and/or health insurance; contributions to the university or United Way; rent paid for university-owned housing; or credit union accounts.

## CHAPEL/CONVOCATION

The university holds an undergraduate and a seminary chapel, both two times weekly, which are planned primarily for students, most of whom are required to attend. A staff employee may arrange with a supervisor to attend a chapel/convocation that is of particular interest to them. In addition, from time to time, special chapel/convocations will be planned for the entire community and offices and other operations will be closed during these hours. Otherwise, it is expected that most offices and services will remain open and available to the public during chapel/convocation hours.

## TIME OFF FOR CLASSES

If an employee wishes to enroll in a class that requires time away from work, approval must be obtained from the supervisor before completing enrollment. Arrangements must be made with the supervisor to make up lost work time.

## SECTION IV: BENEFITS AND INSURANCE

A brief description of the benefits available to university employees follows. Employees are eligible for these benefits according to their employment category and will be notified of their eligibility by the Office of Human Resources. Anderson University reserves the right to amend or terminate benefits and/or premiums at its discretion.

Enrollment information and details of each benefit plan may be obtained from the Office of Human Resources.

### HEALTH INSURANCE

Employees working at least 20 hours per week, or 50% of full-time, may choose to participate in the university medical, dental, and/or vision care plans. The university pays 65% of the health or dental insurance premium for employees working the equivalent of 75% or more. The university pays 45% of the health or dental insurance premium for employees working 50% but less than 75%. Coverage may be elected for Employee only, Employee and Spouse, Employee and Children, or Employee and Dependents for any of the benefits available.

The initial enrollment in the medical plan must occur within 30 days of employment. No pre-existing limitations will apply to initial enrollees. Special enrollments may occur if an eligible employee meets the conditions of the Health Insurance Protection and Accountability Act (HIPAA). Employees not meeting either of the above conditions may enroll in the university medical plan in December of any year as a late enrollee. Late enrollees may be subject to the pre-existing condition limitations of the plan.

### LIFE INSURANCE

Employees working at least 30 hours per week, or 75% of full-time, are eligible for basic group term life insurance, at the university's expense. Coverage expires at termination of employment.

### FLEXIBLE SPENDING ACCOUNT PLAN

Employees may choose to purchase benefits on a pre-tax basis under the provisions of the Flexible Spending Account Plan. Included in this plan are: university health insurance premiums; university supplemental life insurance premiums; unreimbursed medical expenses; and dependent care expenses.

### LONG-TERM DISABILITY INSURANCE

Employees working at least 25 hours per week, or 63% of full-time, may enroll in Long Term Total Disability Insurance through the Teachers Insurance and Annuity Association after completion of a waiting period based on the Employment Category. The university pays the full cost of participation in this program.

## RETIREMENT PLAN

Employees working at least 20 hours per week, or 50% of full time, may participate in the tax-sheltered annuity retirement plan sponsored by TIAA/CREF after completion of a waiting period based on Employment Category.

A minimum contribution of 3% by the employee is required to receive a university contribution of 7%. Eligible employees may elect to contribute less than 3% that will result in a university contribution of 2%. All contributions are placed in individually owned annuities and are fully vested from the initial contribution.

TIAA/CREF annuities provide a lifetime income at retirement based upon total premiums paid before retirement and one's life expectancy thereafter. In the event of your death prior to retirement, the full value of the annuity accumulations will be paid to the named beneficiary.

## SUPPLEMENTAL RETIREMENT ANNUITIES (SRA'S)

A Supplemental Retirement Annuity Plan, sponsored by Teacher's Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF), is available upon employment to regular employees of the university. SRA's are similar to IRA's but contributions are made by payroll reduction.

## PAID TIME OFF BENEFITS

Employees working at least 20 hours per week, or 50% of full-time, receive paid time off under the university's EARNED TIME plan. Hours are earned and credited to the employee's Earned Time bank each month. See the Appendix for complete policy provisions.

## HOLIDAY PAY

Employees working at least 20 hours per week, or 50% of full-time, are eligible for paid holidays provided the holiday falls on the employee's normally scheduled workday. Holidays will be observed on the dates announced each year. Paid holidays normally include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Mid-Fall Holiday, Thanksgiving (2 days) and Christmas (2 days).

Holiday pay is not considered hours worked for overtime determination. However, if an employee is asked to work on a holiday, they will be paid at regular time, which amounts to double-time when added to the holiday pay. If an employee leaves university employment, there will be no holiday pay for any holiday occurring after the last day worked.

## BEREAVEMENT LEAVE

In the event of a death in the employee's "immediate" family, the university will provide up to three days off with pay for an employee working at least 20 hours per week, or 50% of full-time. Employees are permitted one-half day for the funeral of a co-worker. Earned time may be used to extend the funeral leave provided by the university.

"Immediate family" is defined as the employee's spouse, parent, child, grandchild,

sibling, grandparent, a family member living in the employee's home, or corresponding in-laws. With the approval of the Director of Human Resources, a funeral leave for other special relationships may be arranged.

## 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. Should a work-related illness or accidental injury occur while at work, the supervisor should complete an Employer's First Report of Injury within 48 hours. This form is available from the Office of Human Resources.

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 Human Resources for processing.

An employee will receive their regular rate for the balance of the workday in which a worker's compensation injury or illness occurs. If medical treatment is required, the employee is expected to return to work following medical treatment unless a health care provider's statement is presented. If a work related illness or injury requires additional time away from work (doctor's statement required), income payments under Worker's Compensation begin after seven (7) days of disability. Employees may use accumulated earned time and/or sick leave reserve during this time. If a work related illness or injury requires 21 days or more of away from work (doctor's statement required), income payments under Worker's Compensation begin on the first full day of disability.

An employee who has received medical treatment for a worker's compensation injury or has been off work for three or more consecutive workdays must present a health care provider's statement releasing them to return to work. The statement should specify that the employee is either: 1) able to return to work without limitation; or 2) with limitation, listing them specifically. If feasible, the university will consider "light duty" or a partial release to return to work. Employees should present doctor's statements to their supervisor.

Contact the Office of Human Resources for more information and procedures.

## JURY DUTY

If you are called to jury duty, you will be paid the difference between your regular pay and the payment received for jury services. You should notify the Director of Human Resources of your jury duty. A copy of jury duty earnings or the check received for jury services must be provided to the Business Office. Employees are expected to report for work on days or partial days when not required to perform jury duty.

## PERSONAL BUSINESS TIME OFF

Personal affairs should be conducted after working hours whenever possible. When situations arise that make it necessary to be off work, approval must be received from the supervisor. Earned time may be used for personal business.

## REMITTED TUITION

Regular employees of the University, with supervisor's approval, and members of the employee's immediate family may receive tuition reduction benefits for undergraduate classes taken at Anderson University, provided the student has been admitted to the University. Regular employees of the University may receive tuition benefits for graduate classes taken at Anderson University, provided the employee has been admitted to the graduate program and received their supervisor's approval.

To be eligible, a staff employee or faculty member must meet the definition of "regular" employee on the first day of the school term for which tuition benefits are requested. Applications for Remitted Tuition are available from the Office of Financial Aid or the Office of Human Resources. Completed forms must be returned to the Office of Human Resources for certification. The remitted tuition policy is in the appendix of the handbook, or available in the Office of Human Resources or the Office of Financial Aid.

## SECTION V: OTHER BENEFITS

- Admission to University Events: You and your family are invited to participate in the variety of campus community cultural, entertainment and athletic events. A free season pass to athletic events is issued to all employees.
- Business Office: The Business Office offers a variety of convenience services to faculty and staff including check cashing (no payroll checks), money orders, direct deposit of payroll checks, personal loans and personal accounts. Contact the Business Office for policy and procedures.
- Food Services: You are welcome to purchase meals in the Student Center, dining hall or at the snack bar. Meal tickets may be purchased in the Business Office.
- Instructional Materials Center (IMC): Audio-visual equipment and materials are available on a limited basis for your use from the IMC. Reference materials, laminating, and other services may be utilized in accordance with IMC policies.
- Medical Attention in Emergencies: University Health Services are provided for full-time students and are not normally available for employee use. In an emergency, however, it is possible to request assistance from the health service staff. Usually this is initiated by calling the university switchboard operator who will contact the nurse.
- Mail Distribution Center: You may use the mail distribution center to mail packages (UPS or Parcel Post), purchase stamps, envelopes, postcards, and other postal services. If you have postal needs, inquire at the mail center during regular window hours. The campus LOST AND FOUND is also located in the Mail Distribution Center. (Note: University stationery and envelopes are to be used only for official university correspondence.)
- Printing Services: The University maintains a printing department to serve the university's printing needs. You may use the photocopier, have large quantities of printing done on the high-speed duplicator, or purchase other printing materials. All personal printing is on a cash basis.
- Uniforms: Uniforms are issued for the purpose of convenience and identification. If you have been issued uniforms for your work at the university, you are expected to wear those uniforms while performing your duties at the university. You are responsible for the care and cleaning of your uniforms and are expected to wear a clean uniform at the beginning of each work shift.
- University Bookstore: The university Bookstore carries gift items, greeting cards, soft goods (sweatshirts, T-shirts, etc.) and office supplies. Employees may receive a 20% discount regularly priced merchandise, with the exception of textbooks and snacks.
- University Library: You may have your University ID card encoded as your library card. You and your family may check out reading material, use the periodicals room, reference room, or other services provided by the library. Inquire at the Circulation Desk for more information and library policies.

- Use of Equipment: The use of university-owned equipment is ordinarily limited to official university needs. Occasional exceptions may be made if arranged in advance with the department responsible for the equipment. Such equipment should be signed out and returned according to the policies and procedures established by the department.
- Wellness Center Facilities: You and your family may use the Kardatzke Wellness Center at no charge provided each family member age 14 and older has a university issued identification card. Contact the Wellness Center or Human Resources for information on obtaining identification cards. To use the swimming pool, you may pay per admission or purchase a swim pass in the Business Office. Recreational programs and swimming instruction will be announced to employees when available.

## SECTION VI. LEAVE 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 FMLA, ADA, and Indiana Worker's Compensation requirements. To the extent any of the following statements does 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 remain in compliance with all said laws.

For more information on any Leave of Absence, contact the Office of Human Resources.

### QUALIFYING EMPLOYEES

In order to qualify for a leave 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 Americans with Disabilities Act (ADA).

### TYPES OF LEAVE

Family and Medical Leave Act (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.

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 suffered an on-the-job injury that is compensable under Indiana Worker's Compensation Statute.

Americans with Disabilities Act (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.

Personal Leave. Personal leave includes all leave of absence requests not covered under the preceding three types of leave.

## LEAVE PROCEDURES

Whenever practical, an employee should give the university at least 30 days 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 Human Resources and the employee's supervisor. Upon recommendation of the supervisor and approval of the Director of Human Resources, 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.

## LENGTH OF LEAVE

FMLA Leave may not exceed 12 weeks of leave during any 12 month period, counted backward from the date the leave begins.

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.

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.

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.

## BENEFITS DURING LEAVE

FMLA Leave will be 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 health insurance benefits by making the same contribution he or she would otherwise have made had the leave not occurred.

ADA Leaves are 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 Leaves are 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 he or she would otherwise have 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

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. The university may have the right to cut off Worker's Compensation benefits 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.

## SECTION VII: GRIEVANCE PROCEDURES

The university recognizes that problems involving employer-employee relations will arise from time to time. It is in the best interest of both the university and staff that these matters be resolved as soon as possible. In order that staff may be assured fair consideration of their concerns, a means of review and appeal without bias, has been established.

A grievance is a concern regarding any condition of employment, for example: university rules or regulations; disciplinary actions; working conditions; or the application of rules, regulations or disciplinary actions. A grievance should follow this process:

### INFORMAL GRIEVANCE

- 1) An employee should first attempt to resolve their grievance by discussing it with their immediate supervisor. The supervisor has 2 working days to notify the employee of his/her decision in writing.
- 2) If the matter has not been resolved to the employee's satisfaction, the employee should discuss the grievance with the Director of Human Resources. The Director has 3 working days to notify the employee of his/her decision in writing. If Steps 1 and 2 have been completed and the matter remains unresolved to the employee's satisfaction, he/she may proceed to the formal grievance stage.

### FORMAL GRIEVANCE

- 3) A written grievance must be submitted within 30 days of its occurrence to the Vice President for Finance and Treasurer. The written grievance should include a statement of and basis for the grievance; date(s) of occurrence(s), attempts made to resolve the grievance; and the signature of the employee. The Vice President will appoint, within 10 working days, a Grievance Committee consisting of at least three employees, the Director of Human Resources, and a Committee chair.
- 4) The Grievance Committee will meet with the employee, the supervisor/ department head or other person(s) against whom the grievance was filed, and any other persons the Committee determines appropriate in order to reach a fair and equitable decision. Although no legal counsel will be permitted, another university employee may accompany the employee and/or supervisor at the Grievance Committee hearing. The Committee's initial meeting will be within 15 working days of their appointment, provided all parties are available. The Grievance Committee will submit a recommendation for the resolution of the employee grievance to the Vice President for Finance within 10 working days of the final meeting. The decision of the Vice President regarding the resolution of the employee's grievance will be the final step in the University Grievance Procedures.

## SECTION VIII: SEPARATION OF EMPLOYMENT

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

### VOLUNTARY SEPARATION

Should you choose to leave your employment at the university a written resignation will be required. Such notice should be submitted to the immediate supervisor and the Director of Human Resources at least two weeks in advance for non-exempt employees in Employment Category S3 or S2, and one month in advance for exempt employees in Employment Category S2 or S1.

Employees in Employment Category S3 or S2 should schedule an exit interview with the Director of Human Resources before the final workday. The exit interview includes a discussion of rehire procedures and benefit options available upon separation. Employees also have an opportunity to discuss any problems regarding their employment or separation.

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, long distance telephone calling cards, etc.). Arrangements must also be made to settle Business Office accounts. A final paycheck will be available on the next regularly scheduled payday provided the above conditions have been met.

### INVOLUNTARY SEPARATION

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.

The university normally follows progressive disciplinary procedures, except in the event of gross misconduct as defined below. Progressive disciplinary actions are designed to be corrective rather than punitive and, at the discretion of the immediate supervisor and in consultation with the Director of Human Resources, will follow these general guidelines.

#### A. Two Verbal Warnings

If there is evidence that you have failed to perform your duties or conduct yourself in an expected manner, your supervisor will discuss the situation with you privately. A documented report of the verbal warning will be placed in your personnel file. If after 12 months further action is unnecessary, the report will be considered inactive, but will remain in your personnel file.

#### B. Two Written Warnings

If after two verbal warnings, similar performance or conduct issues persist, you will receive up to two written warnings. The written warning will include the current date, reason for the warning, and the manner in which you are failing to meet performance or conduct standards. The warning is to be signed by you and your

supervisor, and a copy placed in your personnel file. You will also receive a copy of the written warning. If after 12 months further action is unnecessary, the report will be considered inactive, but will remain in your personnel file.

C. Termination

If after two verbal warnings and two written warnings, similar performance or conduct issues persist, you will be terminated. If requested, employees will be given a written statement concerning their dismissal and a copy will be placed in their personnel file. Your final paycheck will be available on the next regularly scheduled payday and include hours worked plus remaining earned time provided all keys and university property have been returned (including uniforms, university ID, long distance telephone calling cards, etc.). Arrangements must also be made to settle Business Office accounts. Continuation of university benefits should be discussed with the Director of Human Resource Services immediately.

D. Disciplinary Probation

A disciplinary probationary period from 30 to 90 days may be imposed if you have failed to perform your duties or conduct yourself 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 your supervisor, in consultation with Human Resources, believes it would be effective. A disciplinary probation is an opportunity to correct your performance or conduct. You will be notified in writing if you have been placed on a disciplinary probation, and be advised of the duration and conditions required for continued employment. At any time during the disciplinary probation, you may be terminated for failure to improve performance or conduct.

Termination from employment may result after one verbal warning if you have been on a previous disciplinary probation for similar actions.

E. Investigative Layoff

An investigative layoff, without pay, may be imposed if you have failed to perform your duties, failed to conduct yourself in an expected manner, or a serious incident has occurred, which normally warrants discharge, pending an investigation of the incident. An investigative layoff 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 your supervisor, in consultation with Human Resources, 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.

You will be notified in writing, within one working day, if you have been placed on an investigative layoff, and advised of the duration and conditions required for continued employment.

F. Gross Misconduct

Evidence of behavior defined below as gross misconduct may result in immediate dismissal without notice. 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 or the property of other individuals employed by the university.
4. Confirmed release of confidential information to unauthorized person, or the unauthorized obtaining or copying of documents or records relating to oneself or others.
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 and 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.

## APPENDIX

## FAIR EMPLOYMENT PRACTICES STATEMENT

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, a statement is made about institutional practice, namely that 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 affirms the appropriateness of affirmative action, particularly in regard to female and racial minority candidates for faculty and staff positions.

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.

## COMPENSATION PHILOSOPHY

It is the intention of Anderson University to fairly compensate staff employees<sup>1</sup>. As an educational institution committed to academic excellence, it is our aspiration to be a premier employer in the Anderson/Madison County area as a result of the salary and benefits provided for employees.

We seek to attract, retain, motivate and compensate persons with diverse gifts who are in full partnership with the university mission. We will use available salary and benefit resources to: retain competent and creative persons of character and potential; provide a fair and efficient method for awarding salary increases; and provide a standard process for determining hiring salary. The following are guiding principles:

- ⌚ We will pay wages based upon the responsibility and accountability of the job assignment;
- ⌚ We will utilize prevailing wage information for similar work in an appropriate labor market to determine salaries;
- ⌚ We will utilize survey information to maintain comparable employment benefits;
- ⌚ We will base annual salary increases on individual work performance, an evaluation based on but not limited to—quality and quantity of work, reliability, innovation, and professionalism;
- ⌚ We will balance external wage information with internal considerations such as uniqueness of job assignment, individual employee contributions, and the relationship of position salaries (“internal equity”);
- ⌚ We will comply with applicable laws (i.e. non-discrimination in employment; wage & hour).

The Office of Human Resources is responsible for facilitating and overseeing salary, benefits, and evaluation processes to assure consistency across administrative areas.

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<sup>1</sup> Staff Employees are defined as non-academic personnel who carry clerical, maintenance, technical, professional, management or administrative duties as their primary assignment. Positions with a primary assignment in academic support who are not considered teaching faculty are included (i.e. Kissinger Learning Center). Academic deans and executive staff are not included.

## SEXUAL MISCONDUCT POLICY

### POSITION STATEMENT

Anderson University affirms its commitment to Christian higher education and a work/learning environment that encourages and enables individuals to strive for excellence. Behaviors which inappropriately assert personal characteristics (i.e., gender or physical attributes) as relevant to staff, faculty or student performance are damaging to this environment and are a violation of law and University policy. Sexual misconduct in any form will not be tolerated and will be dealt with promptly by the University. The University reserves the right to refuse employment or re-employment, and to dismiss or suspend from employment any staff or faculty who violates this policy. The University reserves the right to suspend or dismiss any student who violates this policy.

### DEFINITIONS

**Sexual misconduct** 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>2</sup>

**Sexual misconduct** can take many forms. Some of these are overt and unambiguous while others may be more subtle and indirect. Direct forms of sexual misconduct include sexual assault and sexual advances accompanied by an offer of reward or threats of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for complaint. Other forms of sexual misconduct include sexual conduct, physical or verbal, that is repeated and unwanted such as, but not limited to:

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

Procedures for reporting a sexual misconduct complaint may be found in the faculty and staff handbooks, or in the Department of Student Life.

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

## 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 misconduct occurs, normally within 30 days.

- a) By a **faculty member** toward any student, staff or other faculty member: The complaint should be reported to the Office of the Vice President of Academic Affairs and Dean of the College and will be handled by the Vice President's office. 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 Human Resources and will be handled by the Office of Human Resources 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 Dean of Student Services and will be handled by the Office of Student Services in the same manner as other violations of University rules and regulations as outlined in the *Student Handbook*.
- 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 if involving an employee, or to the Office of Student Services 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 Counseling Services or the Office of Human Resources for assistance.
- f) The Office of Human Resources will be informed of all informal and formal complaints of sexual misconduct. Human Resources will retain the records of investigation and resolution with the exception of complaints involving students only.

### RESOLUTION OF A COMPLAINT

1. 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.
2. The University official will notify the alleged offender of the complaint and provide an opportunity for the alleged offender to respond.
3. 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.

4. 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 misconduct 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 misconduct/conduct complaint.

#### CONFIDENTIALITY

Any form of **sexual misconduct** 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 misconduct** 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 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 misconduct are made, it will not be a defense to allege that the relationship was consensual.

#### GENERAL

It is clear in the EEOC rules that the employer, its agents, or supervisory employees are responsible for acts of misconduct 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 misconduct 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.

#### DISTRIBUTION

The University shall communicate this policy to faculty and staff by including it in their respective handbooks. The University shall communicate this policy to students by inclusion in the student handbook that is distributed to all students each year.

DATE OF ADOPTION: April 16, 1997

BENEFITS ELIGIBILITY SCHEDULE

BENEFIT PLAN	EMPLOYMENT CATEGORY		
	S3	S2	S1
Life Insurance	All university employees employed 75% of full-time or more receive \$30,000 of term life insurance effective the first of the calendar month following date of hire, or date of hire if the first of a calendar month.		
Health Insurance	Employees are eligible on date of hire. Coverage normally begins the first of the month following employment. Employees may request coverage the first of any month. Restrictions may apply based upon the reason for enrollment.		
Long Term Disability	2 years of service	1 year of service	1 year of service
Retirement Plan	2 years of service	2 years of service	2 years of service
	Participation may be available upon employment based upon prior retirement plan participation and/or employment experience. Contact Human Resources for more information.		
Flexible Spending Accounts	No waiting period.		
Remitted Tuition	Successful completion of applicable employment trial period.		

## STAFF RETIREMENT POLICY

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 June 30 following the 65<sup>th</sup> birthday, at the discretion of the employee.

There is no mandatory retirement age for non-faculty staff employees. However, performance appraisals, review of employment status and salary level will continue to be conducted on an annual basis as provided in the Staff Handbook. Employees age 65 and over will continue to be treated as those employees under age 65 with regard to performance expectations and benefits.

An employee will be asked to indicate in writing to the Director of Human Resources his/her intention 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 Human Resources no less than 90 days prior to the intended retirement date.

Qualified Retiree: An employee 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. *Qualified retiree* eligibility begins at age 55 and a minimum of 15 years of service is required. (I.e. age 55 plus 25 years of service; age 65 plus 15 years.) Faculty and staff may be given Anderson University service credit for years of service in a comparable position at another institution of higher education. The University President must approve any exception to the qualified retiree guidelines.

### RETIREE BENEFITS

#### 1. Qualified Retirees

- a. **Medical Insurance:** A qualified retiree may choose to participate in the university group health plan on a *full-cost* basis until the age of 62. At age 62, the university will begin a contribution to the university group health plan at the same contribution level as active employees. At age 65, a qualified retiree may choose the University Medicare option or continue in the group health plan. At the end of the month the qualified retiree attains age 70, all university contributions to the health plan end. *Health insurance benefits are only available as a continuation of benefits and may not be initiated upon retirement or at a later time.* Contact Human Resources for premium information and benefit details.
- b. **Lump Sum Retirement Contribution:** A qualified retiree participating in the university retirement plan will receive a lump sum payment into their retirement fund equal to 36 months of university contributions. If retirement occurs after age 62, the lump sum payment will be equal to the university contribution for the number of months remaining until age 65. No lump sum payment is made for retirement after age 65.

- c. **Remitted tuition:** A qualified retiree may receive remitted tuition benefits for dependent children, self, or spouse. See the Remitted Tuition Policy.
- 2. All Retirees
  - a. **Health Insurance:** Employees retiring at age 62 may continue participation in the university group health plan at the same contribution level as active employees. At age 65, a retiree may choose the University Medicare option or continue in the group health plan. At the end of the month the retiree attains age 70, all university contributions to the health plan end. *Health insurance benefits are only available as a continuation of benefits and may not be initiated upon retirement or at a later time.* Contact Human Resources for premium information and benefit details.
  - b. **Retirement Income Benefits:** Retirees should contact TIAA-CREF or the Church of God Board of Pensions to arrange for retirement income benefits. There are provisions for beginning retirement income at age 55.
  - c. **University Christmas Gift:** Retirees will be offered the Christmas gift option offered to active employees.
  - d. **Use of University Facilities:** Retirees may retain their university parking permit and Identification card for Library use.
  - e. **University Events:** Retirees will be invited to special events.

## EARNED TIME POLICY

### EARNED TIME ACCRUAL RATES

Earned time is accrued each pay period for each regular hour worked. Regular hours include time worked, holidays, and earned time; overtime hours are excluded from earned time accrual. A full time staff employee paid bi-weekly will normally have 80 hours of regular pay. The payroll system assumes 174 regular hours for a staff employee paid monthly whether exempt or non-exempt; time without pay reduces this number. Earned time accrual rates based upon employment category and years of service are as follows:

Years of Service	Employment Category		
	S3	S2	S1
0 to 5 years	.0689/hr.	.0804/hr.	.1034/hr.
5 to 10 years	.0862/hr.	.0977/hr.	.1207/hr.
10+ years	.1034/hr.	.1149/hr.	.1379/hr.

### USE OF EARNED TIME

- 1) Planned Absences: Staff employees are expected to request in advance the use of two or more days of earned time. However, all planned absences should be mutually agreed upon by the staff member and their supervisor prior to the date of absence.

Requests will be approved according to departmental practice and staffing requirements. Failure to obtain approval for planned absences may result in loss of pay for the absence.

- 2) Unplanned Absences: When the need arises to be off work due to personal or family illness or emergency, staff are expected to notify their supervisor or other designated individual, normally one hour before scheduled to begin working. Departmental practices for notification of unplanned absence may vary and should be followed.

The University may request an explanation of the use of Unplanned earned time in excess of 3 consecutive days. Failure to provide the requested explanation may result in loss of pay for the absence.

- 3) International Education/Tri-S Leadership Absences: The University recognizes the educational value and personal enrichment gained through International Education/Tri-S experiences. Therefore, a staff member asked to lead an International Education/Tri-S group because of work experience, acquired education and skills, or personal attributes may take one trip per fiscal year of up to two weeks (80 hours, prorated for part-time) duration as "time worked." The use of accumulated Earned Time will be expected for time away from regular University staff duties for leadership of more than one International Education/Tri-S experience in a fiscal year.

Staff involved in leadership of an International Education/Tri-S experience must have a completed Tri-S Leadership Approval Form attached to their Earned Time Report for the month in which the trip was taken.

Accumulated Earned Time must be used for International Education/Tri-S experiences in which staff employees are participants only.

- 4) Annual Maximum: A maximum of 160 earned time hours may be carried into the new fiscal year (June 1). Earned time balances may be greater than 160 hours during the year, but earned time in excess of 160 hours on May 31 will be forfeited. Staff with more than 15 years of service may carry a maximum balance of 320 hours on June 1. Maximum hours will be prorated for part-time employees.
- 5) New Employees: Earned time will accrue during the initial trial period of employment however is not available for use. Upon successful completion the trial period, earned time will be available for use under these guidelines. If an employee does not successfully complete their initial trial period, accrued earned time is not paid.

Staff may request a waiver of any of these guidelines. Requests should be submitted in writing to the Director of Human Resources and the immediate supervisor. The request should include the specific exception requested and the reason.

#### SICK LEAVE RESERVE

- 1) Banking Sick Leave Reserve: Staff wishing to purchase sick leave reserve must submit an Earned Time Request Form by May 30, or the next working day. Each earned time hour will purchase two hours of sick leave reserve. Earned time may be converted to sick leave reserve in one hour increments.
- 2) Sick Leave Accumulation: Reserve days may be accumulated up to a maximum of six months, or 1044 hours. The maximum accumulation will be prorated for part-time employees. Accumulated reserve hours are not available for pay-out upon retirement or termination.
- 3) Using Reserve Days: Staff may use sick leave reserve after three consecutive work days of illness or injury. This requirement may be waived if an employee returns to work after using sick leave reserve but is unable to continue working or required additional time off due to the same disability.
- 4) Medical Certification: A physician's statement will be required to begin using sick leave reserve and may be required periodically to verify continuing disability until the staff member returns to work. A release from the physician will be required to return to work.

#### PAY OUT OF UNUSED EARNED TIME

- 1) Maximum Available: Accumulated earned time will be paid upon retirement or termination of employment up to a maximum of 160 hours for less than 15 years of service, or 320 hours for 15 or more years of service.
- 2) Required Notice: A staff member must give notice of intent to leave as indicated in the Staff Handbook to receive maximum earned time. If less than the required notice is given, pay out of earned time will be reduced proportionately to the amount of notice given.

## REMITTED TUITION BENEFIT POLICY

Remitted tuition is an Anderson University employee benefit. Regular employees, with supervisor's approval, qualified retirees, and members of the employee's or retiree's immediate family may receive tuition reduction benefits for undergraduate classes taken at Anderson University, provided the student has been admitted to the University. Regular employees of the University may receive tuition benefits for graduate classes taken at Anderson University, provided the employee has been admitted to the graduate program and received their supervisor's approval.

Remitted tuition benefits are prorated based on the percentage of full-time the faculty or staff member is employed. A minimum full time equivalency (FTE) of 50% is required in order for the employee to be eligible. Employees employed less than 50% FTE, temporary staff employees and part-time faculty are not eligible for remitted tuition benefits.

A staff employee or faculty member must meet the definition of "regular" employee on the first day of the school term for which tuition benefits are requested. Remitted tuition benefits will be prorated if a staff employee or faculty member leaves University employment before the last day of a semester in which benefits were received. The tuition benefit "unearned" will be charged to the student's account.

Applications for Undergraduate Remitted Tuition are available in the Office of Financial Aid or the Office of Human Resources. Applications for Graduate Remitted Tuition are available in the graduate program office or the Office of Human Resources. Completed forms must be returned to the Office of Human Resources for certification of eligibility. A remitted tuition application form must be completed for each academic year benefits are requested.

### BENEFITS PROVIDED

Undergraduate courses. Remitted tuition will be provided for regularly scheduled, undergraduate, for-credit classes, including Adult and Continuing Education and Advance Degree Program classes. Remitted tuition may not be used to meet expenses for Tri-S courses, non-credit courses, fees, room, board, off-campus programs offered by other institutions, and other non-tuition charges. The amount of remitted tuition for specially arranged courses such as a summer tutorial, reading or independent study course will be reduced by the amount of the direct institutional costs incurred for instructional compensation.

Remitted tuition benefits for children will be limited to the attainment of an initial bachelor's degree. This restriction does not apply to faculty or staff employees and their spouses.

Graduate courses. Tuition benefits will be provided for a limit number of regularly scheduled graduate credit hours each semester. Benefits will be granted on a first come first serve basis to eligible employees who have been accepted into the graduate program.

One tuition benefit recipient will be allowed per Fall cohort in the Master's of Business Administration (MBA) program. The application deadline is June 1.

One tuition benefit recipient will be allowed per year in the Master’s of Education (MEd.) program at 2 credit hours per semester. The application deadline is June 1.

The School of Theology will provide 24 hours of course credit per semester; the maximum credit hours per semester per person is six (6). The application deadline is June 1 and preference will be given to current and prior School of Theology students.

Graduate tuition benefits, as required by IRS rules, may be reportable as income. Tuition benefits will be processed through payroll and subject to federal, state, local, and FICA taxes.

#### UNDERGRADUATE REMITTED TUITION BENEFIT SCHEDULE

Eligible Group	% Remitted	
	Administrative Fee*	Tuition
Children	0%	100%
Employee	100%	100%
Spouse	50%	50%

\*The Administrative Fee amount is set each year; contact Financial Aid or the Business Office for the current amount.

#### COORDINATION WITH INSTITUTIONAL OR OTHER TUITION SPECIFIC AID

Should you or your child receive other institutionally provided aid, or other aid that is restricted to tuition only, the remitted tuition benefit may be reduced so that the total of such aid plus remitted tuition does not exceed the equivalent of full remitted tuition. Contact the Office of Financial Aid for more information.

#### APPLICATION FOR INDIANA STATE AID (Undergraduate Only)

Students must apply annually for Indiana State aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is to be completed by March 1 preceding the start of each school year and is available from the Office of Financial Aid. Indiana State law requires that Indiana State aid be applied only toward tuition and required fees (see above). Anderson University will supplement the student’s eligibility for Indiana State aid so that the total of Indiana State aid and remitted tuition covers tuition, administrative and student fees.

The requirement to file a FAFSA application may be waived if: the date of University employment is after March 1; the family’s adjusted gross family income (AGI) is above \$60,000 (or \$70,000 if more than one child in college); or the student is registered for less than 12 hours each academic term.

Students who fail to apply for Indiana State aid by March 1 will have tuition benefits reduced by the amount of Indiana State aid that they would have otherwise received.

#### REMITTED TUITION APPEALS

Faculty or staff may appeal a decision to deny remitted tuition benefits based upon the provisions of this policy by sending a written request to the Office of Human Resources. Requests should include a brief description of the reason the request has been made (e.g. a

health condition which prevented the student from attending full-time), and the specific resolution desired (e.g. an extension of benefits for one year to complete degree requirements). Academic or disciplinary probation, or any other similar situation, are not appropriate grounds for remitted tuition appeals.

#### BENEFITS IN THE EVENT OF DEATH OR DISABILITY

A faculty or staff member employed at a full-time equivalency of 75% or more who dies or becomes totally disabled after 2 years of employment will have earned a remitted tuition benefit for his/her children living at the time of death/disability. Remitted tuition benefits will be available in accordance with the University Remitted Tuition policy in effect at the time the child becomes a University student and the following benefits accrual schedule:

Completed Contract Years/ Years of Service (1)	Benefit (2)
2 years	20%
3 years	30%
4 years	40%
5 years	50%
6 years	60%
7 years	70%
8 years	80%
9 years	90%
10 years	100%

(1) A year devoted to sabbatical leave will count toward total years of service; time spent on special leave or otherwise away from the University, will not count in total years of service. (NOTE: Up to 12 weeks of Family Medical Leave per year must be permitted without loss of benefits.)

(2) Benefits will not be prorated for partial years of service.

#### BENEFITS UPON RETIREMENT FROM UNIVERSITY EMPLOYMENT

A faculty or staff *qualified retiree* is eligible for remitted tuition for themselves and/or their dependent children. (See University Retirement Policies for the definition of Qualified Retiree) Remitted tuition benefits are prorated based on the percentage of full-time the faculty or staff member was employed at the time of retirement (minimum 75% full-time equivalency required). Retiree and/or spouse benefits are available provided class enrollment is on a space available basis. All other provisions of Remitted Tuition Benefit Policy apply to qualified retirees.

#### DEFINITIONS

🕒 **Eligible family member:** 1) the spouse of a faculty member or staff employee; 2) natural or legally adopted children under the age of 24 of University faculty or staff, including married children, but not to the spouse of a married child; 3) step-children under the age of 24 of University faculty or staff who are claimed as dependents for Federal Income Tax purposes. If an otherwise eligible family member does not meet the IRS definition

of dependent, remitted tuition benefits will be considered taxable income in accordance with IRS regulations.

- ⌚ **Regular employee:** 1) a faculty member with a current contract; 2) exempt University staff; and, 3) non-exempt University staff having completed their trial period.
- ⌚ **Administrative fee:** A fee assessed to cover direct costs of non-academic services available to students. Fees are prorated for students registered at least 6 hours but less than 12 hours; students registered for 12 or more hours pay the full fee. Contact Financial Aid for the current fee.

## DRUG-FREE WORKPLACE POLICY

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

Anderson University does not accept the inappropriate use of a controlled substance or any use of alcohol by any individual employed by the University. As a participant in the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse (President's letter to Faculty and Staff dated November 16, 1988), 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.
3. 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:

- a) the inclusion of this Policy in faculty and staff handbooks;
  - b) the distribution of this Policy to persons presently employed by the University;
  - c) the inclusion of Policy provisions in new employment orientation, and;
  - d) a minimum of one presentation annually on this Policy and the detection, dangers and harmful affects of controlled substance and alcohol abuse (Examples: chapel/convocation, staff and faculty development sessions, safety meetings).
4. All persons employed by the University are subject to the provisions of this Policy and, as a condition of employment, and 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 Dean of the College or the Dean of the School of Theology, respectively; all others give notification to the Director of Human Resources.
  5. 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 Human Resources Services, 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 event sponsored or paid for by Anderson University, or participation in any such events as a representative of Anderson University.

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<sup>i</sup> Staff Employees are defined as non-academic personnel who carry clerical, maintenance, technical, professional, management or administrative duties as their primary assignment. Positions with a primary assignment in academic support who are not considered teaching faculty are included (i.e. Kissinger Learning Center). Academic deans and executive staff are not included.