



# Employee Handbook

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## **I. INTRODUCTION**

The purpose of this handbook is to acquaint you with Huntington University (the “University”) and to provide you with information on the University’s personnel policies, practices and procedures, and employee benefits. Please read this handbook carefully, so that you understand how its contents apply to you. If you have any questions about the contents of this handbook or about personnel issues not covered in this handbook, please consult manager of human resources.

The policies and procedures herein apply to all non-exempt employees and to all exempt employees not specifically covered by the Faculty Handbook. This handbook is not intended to provide any assurance of continued employment and should in no way be construed as an employment contract. All employees are considered “at will” employees.

The terms “non-exempt” and “exempt” are used in reference to the Fair Labor Standards Act, which sets forth the conditions under which overtime wages must be paid to employees. NON-EXEMPT employees are normally paid on an hourly basis, although some may be issued contracts and be paid on a salaried basis, and are eligible to receive overtime wages. The major differences between non-exempt and exempt status is that EXEMPT employees have a significant amount of discretionary responsibility, usually have significant supervisory responsibilities, and are not eligible to receive overtime wages.

This handbook is not intended to be an exhaustive list of all of the University’s personnel policies, practices and procedures. Furthermore, the University retains the right to modify at any time and from time-to-time its personnel policies, practices and procedures, and employee benefits. The University also retains the right to correct, amend, delete from, and add to this handbook at any time. Notice of changes will be given to employees in written form or by means of electronic mail or media. Updates to this handbook will be communicated by electronic media.

Primary responsibility for defining, interpreting, and implementing personnel policies, practices and procedures, and employee benefits rests with the manager of human resources. In the event of disagreements concerning the meaning or application of the contents of this handbook, the vice president for business and finance will serve as the final authority.

This handbook becomes effective June, 2018 and replaces all previously issued handbooks for employees covered.

## **II. HISTORY AND MISSION OF THE UNIVERSITY**

### **A. Brief History**

The founding of Central College, now Huntington University, was initiated by the Board of Education acting under the direction of the General Conference early in 1896. At a succeeding meeting of the Board of Education held in Huntington, Indiana, March 10, 1896, official action was taken toward the founding of Central College at Huntington. At this meeting, a proposition was made by the Huntington Land Association relative to the locating of a College

at Huntington, Indiana. The conditions were agreed upon and arrangements were made to proceed with the work. The building was completed by June 1, 1897.

Central College was chartered under the laws of the State of Indiana, September 1, 1897, by the Board of Education of the Church of the United Brethren in Christ, acting under the advice of the General Conference of said church for the express purpose of the "higher education of the young people of said church and others."

The institution was named Central College because of its location. Central College opened its first term of school September 22, 1897. In May 1917, the General Conference changed the name to Huntington College in recognition of the close association with the Huntington community. The institution was renamed Huntington University on June 1, 2005.

## **B. Mission Statement**

***"Educating and equipping men and women to impact the world for Christ through scholarship and service".***

Huntington University is a Christ-centered liberal arts institution of higher education with a strong historic and ongoing relationship with the Church of the United Brethren in Christ, USA. With the conviction that all truth is God's truth, the University exists to carry out the mission of Christ in higher education.

Through a curriculum of demonstrated academic excellence, students are educated in the liberal arts and their chosen disciplines, always seeking to examine the relationship between the disciplines and God's revelation in Jesus Christ.

The University's mission will be accomplished as we (i) develop in students a commitment to scholarship that is persistent in its pursuit of truth and sensitive to the concerns of the Christian church, the scholarly and educational community, and the world at large; (ii) educate students broadly for a life of moral and spiritual integrity, personal and social responsibility, and a continued quest for wisdom; (iii) equip students for a variety of vocations so that they may glorify the Creator, who charged humanity with the care of His creation; (iv) help students develop their abilities for a life of God-honoring service to others and for personal fulfillment.

## **C. Focus Statement**

The goal of Huntington University is to educate men and women to impact our world for Christ through a high quality, Christ-centered liberal arts education.

To this end, we will provide a student-focused program that emphasizes a growing understanding of Christian faith and community, deepened spiritual vitality, service to others, and the integration of Christian faith with the world of learning.

### **III. STATEMENT OF FAITH**

All employees must subscribe to the following Statement of Faith, which embodies our collective understanding of and commitment to the truth of the Scripture, as follows:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons, Father, Son and Holy Ghost.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **IV. HIRING, PROMOTION, AND TRANSFERS**

The manager of human resources must approve all new hires, promotions, and transfers in advance. The University is committed to promoting qualified internal candidates (i.e. current employees) to fill position vacancies where this would serve the best interests of both the employee and the University. When a position vacancy occurs, a notice will typically be posted or otherwise circulated to the campus.

#### **A. Hiring of New Personnel**

Procedures for the hiring of new personnel are established by the manager of human resources and are available upon request from the Human Resource Office. The manager of human resources must approve all hiring decisions in advance.

#### **B. Promotions and Transfers**

When a position vacancy occurs, current employees who wish to be considered for promotion or transfer to the position should complete an Application for Promotion/Transfer and submit it to the Human Resource Office within ten (10) business days from the date the position is posted. Employees are encouraged to notify their respective supervisor when applying for a promotion or transfer. Normally, an individual must have been in his/her current position for at

least six (6) months in order to be considered for a promotion or transfer. The manager of human resources must approve all promotions and transfers in advance.

### **C. Policy of Nondiscrimination**

In compliance with the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, Huntington University does not discriminate against any qualified individual on the basis of race, color, sex, handicap, or national or ethnic origin in access to or participation in its educational programs, activities, or employment policies. It maintains a policy of nondiscrimination on the basis of handicap in its educational programs, admissions procedures and its employment practices, in compliance with Section 503-4 of the Rehabilitation Act of 1973. It is committed to providing the optimum employee safety and health in keeping with sound business practice and the requirements of the 1970 Occupational Safety and Health Act. Huntington University complies with all relevant federal and state nondiscrimination laws and is an equal opportunity institution. Inquiries regarding application of these policies may be directed to the Office of the President of Huntington University or to the Director of Civil Rights, Department of Health and Human Services, Washington, D.C.

### **D. Policy on Nepotism**

Huntington University does not prohibit the employment of spouses or other relatives provided that neither spouse nor other relative participates in making recommendations or decisions affecting the appointment, retention, tenure, work assignments, promotion, demotion, or salary of the spouse or relative. Proximity of departments or administrative units may determine whether influence of supervisors in related departments might preclude employing a spouse or relative. Situations involving adjunct faculty, student employees and part-time coaches will be evaluated on a case by case basis.

### **E. Reinstatement of Personnel**

In the event a person ceases to be employed at the University and is subsequently rehired within five (5) years, credit will be given, toward eligibility for benefit programs, for prior years of service if such service, as then rendered, was deemed to be satisfactory by the University.

## **V. JOB DESCRIPTIONS AND PERFORMANCE**

### **A. Job Descriptions**

Upon employment, each new employee is given a job description outlining his/her job related responsibilities and performance expectations. The employee will be asked to sign the job description and a copy will be kept on file in the Human Resource Office. The job description and performance standards will normally be reviewed with the employee by his/her supervisor on at least an annual basis.

An employee's job description lists the primary responsibilities of his/her job; however, it should not be considered to be an exhaustive list of all responsibilities. Job descriptions typically change over time and may be revised by a supervisor with major changes requiring the approval of the manager of human resources.

Due to the relatively small size of the University, from time to time it may be necessary for an employee to perform other tasks not included in his/her job description or to adjust his/her regularly scheduled work hours or days in order to meet a seasonal, peak workload, or unusual situation. Such temporary or short-term adjustments are considered part of every employee's job description and cooperation by employees during such periods is greatly appreciated.

## **B. Introductory Period for NON-EXEMPT Employees**

Upon being hired, NON-EXEMPT employees are placed on introductory status for approximately their first ninety (90) days of employment. At the end of this introductory period, the employee's supervisor makes an initial evaluation. At this time, the employee will be approved for continued employment, have his/her introductory period extended for up to an additional ninety (90) days, or have his/her employment with the University terminated.

Should an employee accept a different position within the University, the employee will also be subject to an introductory period in his/her new position. Should the introductory period not be successfully completed, the employee will be allowed to return to his/her former position if it is still unfilled, or to a similar position as soon as one is available subject to the approval of the senior leader for the area in question.

## **C. Performance Evaluations for NON-EXEMPT Employees**

For NON-EXEMPT employees, job performance evaluations will be completed and shared with an employee by his/her supervisor normally on at least an annual basis. The evaluation consists of a written evaluation of the employee by the supervisor, which then forms the basis for a follow-up face-to-face discussion between the employee and his/her supervisor.

The written evaluation is to be signed by both the employee and the supervisor to ensure that the employee is aware of its content and that the follow-up meeting does take place. Signing the evaluation does not imply that the employee agrees with its content. Should an employee wish to state disagreement with a supervisor's evaluation, he/she may do so in writing to the manager of human resources. This statement will be included along with the employee's evaluation in the employee's personnel file.

## **D. Performance Evaluations/Goal Setting for EXEMPT Employees**

For EXEMPT employees, job performance evaluations will be completed and shared with an employee by his/her supervisor normally on at least an annual basis. Exempt employees will normally also be asked to reflect on progress made toward past goals and outline goals for the coming year. The written evaluation and goals statements form the basis for a face-to-face discussion between the employee and his/her supervisor.

The written evaluation is to be signed by both the employee and the supervisor to ensure that the employee is aware of its content and that the follow-up meeting does take place. Signing the evaluation does not imply that the employee agrees with its content. Should an employee wish to state disagreement with a supervisor's evaluation, he/she may do so in writing to the manager of human resources. This statement will be included along with the employee's evaluation in the employee's personnel file.

## **VI. EMPLOYMENT STATUS, WAGE RATES & SALARIES**

### **A. Employment Status**

Employee positions will be assigned to one of the following categories:

Full-time Status: position budgeted for 31 or more hours per week  
(i.e. 0.80 FTE) for eleven or more months per year

Academic Year Status: position budgeted for 31 or more hours per week  
(i.e. 0.80 FTE) for nine to eleven months per  
year and normally corresponding with the  
academic year

Part-time Status: position budgeted for 10 to 30\* hours per week  
(i.e. 0.25 to 0.79 FTE) for nine or more months  
per year

Limited Part-time Status: position budgeted for less than 10 hours per week  
(i.e. less than 0.25 FTE) or 10 to 30\* hours per week  
(i.e. 0.25 to 0.79 FTE) for less than nine months per  
year.

Temporary Status: position budgeted for a specific task or project  
scheduled to last less than one year

\*Refer to Group Health Insurance section for compliance with ACA.

### **B. Wage Rates for NON-EXEMPT Employees**

Wage rates for NON-EXEMPT employees are set primarily based upon the classification of a position relative to other positions, the qualifications of the employee, and the employee's term of service to the University. The University seeks to be competitive with other not-for-profit organizations in the immediate geographic area. Responsibility for determining wage rates rests with the vice president for business and finance in consultation with the president of the University.

### **C. Salaries for EXEMPT Employees**

Salaries for EXEMPT employees are set primarily based upon the amount and level of responsibilities of the position relative to other positions and the qualifications of the employee. The University seeks to be competitive with other not-for-profit Christian Colleges and Universities regionally and/or nationally depending upon the position. Responsibility for determining salaries rests with the vice president for business and finance in consultation with the president of the University.

## **VII. WORK SCHEDULES AND PAYROLL INFORMATION**

### **A. Business Hours and Office Coverage**

Normal business hours are from 8:00 a.m. to 5:00 p.m. with offices closed for lunch between 12:00 noon and 1:00 p.m. These times will vary for some departments, and the University may adopt special summer hours during the months of June, July and August as announced by the manager of human resources.

It is expected that all employees will be prompt in arriving to work and will be ready to work when the work day commences. Employees who are routinely late in reporting to work or who fail to report to work without notification may be subject to disciplinary action.

Absences from the office should be coordinated with an employee's supervisor and colleagues so that the office is always covered during normal business hours. If it becomes necessary to close an office during normal business hours, the switchboard operator should be notified so that appropriate information may be shared with callers.

### **B. Work Week**

The official workweek for most employees begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday; however, the University reserves the right to designate different workweeks for individual positions.

### **C. Definition of Hours Worked**

Hours worked include the following:

1. All hours the employee spends working on the job.
2. The time the employee spends traveling as part of his/her duties or responsibilities (This does not include time spent traveling between the employee's residence and work place).
3. In the case of an on-the-job accident, the time the employee spends traveling to, waiting for, and receiving medical care if treated during the employee's regular work schedule on the day of the accident.

### **D. Reporting Hours Worked for NON-EXEMPT Employees**

NON-EXEMPT employees are required to report actual hours worked on an official time card and to submit this information to the Business Office in a timely manner on the 1st and 16th days of each month.

### **E. Regular Hours**

For NON-EXEMPT employees, the maximum number of regular hours allowed in a workweek is forty (40). NON-EXEMPT employees may not work in excess of forty (40) hours in any workweek without approval in advance by the employee's senior leader. For EXEMPT

employees, the number of hours in a workweek will vary with the tasks at hand and may exceed forty (40) hours per week at times.

## **F. Overtime Hours for NON-EXEMPT Employees**

Overtime hours are those worked by a NON-EXEMPT employee in excess of forty (40) hours in any given workweek. Overtime hours are paid at a rate of one and a half times an employee's regular wage rate or equivalent hourly rate if on contract.

To determine eligibility for overtime for a specific work week, an employee should add up his/her total hours and subtract any time taken as paid vacation, paid medical leave, paid personal time, paid academic break days, or other paid leave (paid holidays count as hours worked). If the resulting total is in excess of forty (40) hours, he/she should report these hours as overtime hours and will be paid for these hours at the overtime rate.

## **G. Other Paid Service Time or Volunteer Time**

Separate arrangements may not be made with an employee for services to the University (e.g. part-time teaching or coaching) beyond the scope of his/her regular duties without the advance approval of the manager of human resources and the senior leader for his/her area. Adequate provision for fulfilling the employee's primary duties must be made.

Employees may not volunteer their time to the University for activities within the scope of their normal job duties. For example, a secretary may not volunteer to type letters and a maintenance worker may not volunteer to remove snow.

## **H. Outside Employment by Full-time and Academic Year Employees**

The University expects primary loyalty of the working time and energies of its Full-time and Academic Year employees. No outside employment should interfere with an employee's regular duties and responsibilities at the University. An employee's work schedule cannot be dictated by outside employment, and the University's needs must come before those of any outside employer. If in the judgment of the University these expectations are not being met, employment with the University may be terminated.

## **I. Break Periods**

Formal break periods are not encouraged except in circumstances where work conditions merit them (i.e. working outside in the heat of summer or cold of winter). In these circumstances, supervisors may approve formal work breaks not to exceed 15 minutes each morning and afternoon. No scheduled time is set for work breaks; however, if breaks are permitted, they should be taken near the mid-point of the half-day. A work break may not be applied so as to adjust an employee's starting or leaving time or to increase his/her lunch period. No break is to be taken during a half-day when an employee attends a class, used personal time or medical leave time, or is otherwise scheduled to work less than a full day.

## **J. Payroll Dates**

Payroll dates are normally the 10th and 25th of the month or the last working day prior to these dates if the 10th or 25th falls on a Saturday, Sunday or holiday.

## **K. Payroll Records**

Payroll records are maintained for each employee in the Human Resource Office. It is the responsibility of each employee to update the Human Resource Office with information relating to a change in name, address, marital status, withholding tax exemptions, dependents or beneficiaries for employee benefit plans, etc.

## **L. Inclement Weather Days**

The University rarely closes due to inclement weather conditions given its resident student population. When it does close, the University uses several of the major radio and television stations to broadcast any such closing announcements and normally posts such information on its portal and through the emergency notification system. In the absence of an official closing announcement by the University, employees should assume the University is open and should report to work.

On days when the University is declared officially closed due to inclement weather, employees will receive their regular full scheduled pay for the day.

On days when the University closes prior to its normal closing time (see section on Business Hours) due to inclement weather, employees who are currently at work on the job will receive their regular full scheduled pay for the day.

On days, or times, when the University is open but weather makes it difficult for employees to arrive on time, supervisors may use some discretion in not penalizing employees for arriving late. Supervisors will be encouraged to be sensitive to requests by employees to leave work early due to worsening weather conditions; however, employees must use vacation time or personal time in such instances in order to be paid for hours not worked. Medical leave time may not be used in these situations.

The University may ask selected individuals, such as maintenance employees, to report to work and/or remain at work when the University is closed to complete tasks that need to be done as a result of the inclement weather.

# **VIII. RULES OF CONDUCT**

## **A. Statement on Personal Conduct**

Employees are to conduct themselves in a professional manner with respect for authority, one another, and one another's work area. Tact, courtesy, and kindness are to be practiced toward others.

Employees are expected to be good stewards of time and resources entrusted to them. Personal work habits are to include diligence, efficiency, cost consciousness, restraint in making

and receiving personal phone calls, and avoidance of excessive socializing and absences from one's work area.

Employees are expected to demonstrate a sense of honor and respect for God, others and themselves for the good of the University community. Employees are expected to accept the Community Life Standards with respect to tobacco, use of alcohol, drugs, gambling, and sexual purity.

Employees are to model their behavior based on the standards set forth in Scripture, including:

Ephesians 4:25 "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." (NIV)

Ephesians 4:29 "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." (NIV)

Ephesians 5:3-4 "But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving." (NIV)

Galatians 5:13-14 "You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love. The entire law is summed up in a single command: 'Love your neighbor as yourself.'" (NIV)

Colossians 3:23: "Whatever you do, work at it with all your heart, as working for the Lord, not for men." (NIV)

## **B. Confidentiality**

Employees who are exposed to information of a confidential nature shall not discuss or release such information to anyone without the approval of his/her supervisor. Confidential information includes, but is not limited to, salary information of other employees, donor records, medical records of students, student records, and financial aid records. Failure to maintain the confidentiality of information shall be considered just cause for termination of employment.

## **C. Use of University Resources**

Employees may use University resources including, but not limited to, cash, credit cards, P-Cards, vehicles, copiers, fax machines, computers, stationary, envelopes, postage, etc. for authorized uses only. University credit cards, P-Cards, purchase requisitions, or charge accounts should not be used to make personal purchases.

## **D. University Cell Phones**

The University reimburses employees whose job responsibilities require the use of a cell phone or require that they be available to be contacted in an emergency situation. The cell phone policy is available from the Human Resource Office.

## **E. Use of Communication Systems Resources**

All employees are expected to exercise good judgment and faithful stewardship in the use of University communication systems resources. While technology advances make it difficult to anticipate every situation, the following principles should guide decisions and actions related to the use of these resources:

1. The Internet provides persons with easy communication that may be professional or personal, both of which may be appropriate. Since the name of the University domain appears on email messages, individuals are expected to respect the standards of the University in any use of the Internet.
2. The University Web site is an educational site that serves the campus and provides information to the larger World Wide Web. Personal home pages may appropriately be “personalized” with individual or family information as well as professional and academic information, but commercial use of the site is not appropriate. For example, an employee may reference a collection or a publication (and link to the publisher or another commercial site) but the direct sale of books or other materials through the University is not acceptable.
3. Where the University has direct expenses, strictly personal uses should be reimbursed for such things as faxes, postage, phone tolls, etc. Professional and institutional use should reflect careful consideration of the value or perceived usefulness to the University.
4. Sensitivity should be shown to the workload and time commitment of others when distributing or broadcasting a message using campus mail, voice mail, electronic feeds, or email. Broadcast messages should be worthy of the attention of the entire campus and foster a sense of community. The nature of such messages should be clearly identified with a title or heading. Forester Feed is the preferred method of communication among employees.
5. Use of institutional communication systems resources such as voice mail, email, and the Internet is not confidential.

If in doubt about a particular decision or action, the vice president for business and finance or the vice president of academic affairs & dean of faculty should be consulted for approval.

## **F. Personal Appearance**

Employees are to dress in a manner that honors Jesus Christ as a testimony to the University’s publics and as a model to students. Good taste, neatness, personal hygiene, modesty and appropriate dress are of utmost importance.

Employees working in a professional office area are to dress in a manner that reflects the professional nature of their work to those being served. For example, jeans, shorts and T-shirts are not considered appropriate attire.

Employees working in an environment other than an office or who are required to perform special tasks are to dress in a manner suitable to performing their duties as determined by the supervisor.

If in doubt about the appropriateness of a form of dress, an employee should consult his/her supervisor for approval in advance.

## **G. News Releases and Public Announcements**

All news releases are coordinated through the public relations office. The Director of Marketing serves as the liaison between the University and news media. Only the president and those employees specifically authorized by the president are to issue public statements on behalf of the University. Unless so authorized, employees should refrain from using their job titles or connection to the University when speaking on issues of personal concern in public forums.

## **H. Registering Employee Concerns**

The University recognizes the importance of quality communication and positive working relationships between employees and between employees and their supervisors. Furthermore, the University affirms the right of each employee to be free from mistreatment by fellow employees and his/her supervisor. Such behavior is inconsistent with Christian principles and thus inappropriate and unacceptable.

If an employee believes that he/she is being mistreated by fellow employees or his/her supervisor, he/she has the right to bring the situation to the attention of the University without fear of adverse action being taken against him/her, such as demotion, termination of employment or other disciplinary action.

If there is a question or difference of opinion over a policy of the University, job performance evaluations, or disciplinary action, such issues should be brought directly to the attention of the manager of human resources.

The following steps are to be followed in the event that an employee believes he/she is being mistreated:

1. The employee is to bring the situation to the attention of his/her supervisor for resolution.
2. If the supervisor is unable to resolve the situation in a reasonable timeframe, the employee is to bring the situation to the attention of the senior leader for his/her area by means of a written notice with a copy sent to the manager of human resources.
3. If the senior leader for the employee's area is unable to resolve the situation in a reasonable timeframe, the employee is to bring the situation to the attention of the manager of human resources by means of a written notice. The manager of human resources will, in a timely manner, conduct an investigation and recommend to the vice president for business and finance how to best resolve the situation. If the evidence reveals that any of the parties

involved in the situation has fabricated information, the vice president for business and finance may act to discipline, demote, or terminate the employment for that individual.

The decision of the vice president for business and finance for resolving the problem may be appealed to the president by notifying the Office of the President in writing within five (5) business days. However, the decision of the vice president for business and finance shall be final unless the president finds there was an error in process or that there is significant new information not previously considered in the process.

Note: if the initial situation is serious or directly involves the employee's supervisor, then the employee should move directly to step two above. Similarly, if the initial situation is serious or directly involves the senior leader for the employee's area, the employee should move directly to step three above. If the manager of human resources is directly involved in the situation, then his/her role in the process will be assumed by the vice president for business and finance. Similarly, if the vice president for business and finance is directly involved in the situation, then his/her role in the process will be assumed by the vice president of academic affairs & dean of faculty.

## **I. Policy on Harassment**

The University recognizes harassment as inconsistent with campus values and biblical teachings. Furthermore, sexual harassment is considered illegal sex discrimination under Title VII of the 1964 Civil Rights Act for employees and under Title IX of the 1972 Education Act for students. Conduct which constitutes harassment, including threatening or abusive behavior or sexual harassment, will not be tolerated at the University.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

If an employee believes that he or she is being harassed, he or she has the right to bring the situation to the attention of the University without fear of adverse action being taken against him or her, such as demotion, termination of employment or other disciplinary action.

Allegations of harassment, as well as concerns over whether or not certain conduct constitutes harassment, are to be reported to the manager of human resources who will serve as the compliance officer. In the event the complaint involves the director of human resources, the complaint should be reported to the vice president for business and finance, who will then serve as the compliance officer. Upon hearing the report, the compliance officer will ascertain relevant information and maintain a file on each complaint.

The complaint and reporting system outlined herein is intended to protect the privacy of all parties. The primary concern is to protect employees and students from harassment and from recriminations when offending conduct is reported. An equal but secondary concern is to protect employees and students from false accusations.

First, the compliance officer makes an attempt toward informal resolution. (note: if the initial situation is of a very serious nature, then the compliance officer may skip the informal process and move immediately to the formal resolution process.) If informal resolution fails, then formal resolution will proceed in a timely fashion as outlined below.

For formal resolution, a Grievance Committee composed of the compliance officer and one senior leader designated by the president will review the information to determine if harassment is evidenced and will resolve the matter with all involved parties. If both members of the Grievance Committee are of the same gender, then the president will appoint a third person so that persons of both sexes are on the Committee. At the recommendation of the Grievance Committee, the compliance officer may issue an oral warning or written reprimand to one or more of the involved parties. The president of the University must approve formal resolution involving more serious disciplinary action or dismissal.

All complaints will be kept in a separate file maintained by the compliance officer and reported to the president. All involved parties will be given a report of the final disposition of each complaint. The Grievance Committee will determine if information concerning the complaint is to be placed in the offending employee's personnel file based upon the truth of the allegations and the circumstances surrounding the conduct complained of by the offended party. If information is placed in the offending party's personnel file, the offender will have the opportunity to submit a rebuttal statement for his/her personnel file.

Any appeal of the actions of the Grievance Committee, and/or compliance officer, must be made in writing to the president who will have the final authority to act.

## **J. Policy on Drug-Free Workplace**

The University is committed to the principles of the Drug Free Schools and Communities Act of 1989. The use of illicit drugs and/or the abuse of alcohol are known to be detrimental to the physical and psychological well-being of the individual. Such use is associated with a wide variety of health risks including severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, damage to the lungs, heart problems, and even death.

The Community Life Agreement recognizes that the Bible condemns drunkenness but does not categorically forbid the use of alcohol. The use of alcohol, the possession of alcohol, or being under the influence of alcohol is prohibited on-campus and at all university-sponsored events. Members of the campus community are urged to avoid the use of alcohol off-campus, and are prohibited from the following: the abusive use of alcohol, the use of alcohol in the known presence of traditional undergraduate students, and the use of alcohol while representing the university. The use of any tobacco products on-campus and at all university-sponsored events is prohibited. Members of the campus community are urged to abstain from use of tobacco products off-campus. The use of tobacco products when representing the university is prohibited.

In addition to University-imposed sanctions, local Indiana and federal law provide for fines and/or imprisonment for the unlawful possession, sale manufacture, or distribution of illicit drugs, drug paraphernalia, or alcohol. The amount of the fines and the length of the imprisonment vary according to the type and amount of the substance involved, the offender's past record for such offenses, and a variety of other factors. One particularly relevant factor is

that the legal sanctions for the unlawful distribution of drugs can increase if the distribution is within one thousand feet of school property. Involvement of a motor vehicle may also result in additional legal sanctions.

### **K. Policy on AIDS Summary Statement**

Current medical knowledge indicates that students or employees with any form of the AIDS virus do not pose an unacceptable health risk to other students or employees within the University community. Therefore, the University will not consider the existence of any form of the AIDS virus in the admissions or employment decision for individuals applying to the institution for admission or employment. Any information concerning a person with AIDS is confidential and will not be released inappropriately.

The University recognizes that the most effective means of addressing the issue of AIDS is to educate students and employees about the virus and to take reasonable precautions as outlined in the AIDS Policy and Guidelines of the University that is on file and available for examination in the dean of students' office. This document is consistent with the behavioral standards as outlined in the Student Handbook.

### **L. Financial Code of Conduct and Ethics**

Every employee of Huntington University is committed to performing its role with integrity and honesty in support of the University's Christ-centered mission. To this end, the employee is committed to processing, tracking, and maintaining records of all financial resources of the University efficiently and effectively in accordance with current accounting standards, accepted fundraising principles, governmental regulations, and Biblical principles of stewardship.

Appropriate policies, processes, and internal controls will be followed to help assure accountability and ethical conduct in all aspects of financial transactions. A key part of this effort will be an annual independent audit overseen by the Finance Committee of the Board of Trustees with a final report issued to the full Board.

Any concern related to the conduct of an employee with respect to financial transactions should first be reported to the Vice President for Business and Finance. In the event that the issue may involve or have the appearance of involving the Vice President, the concern should be reported to the President. Likewise, if the issue may involve or have the appearance of involving the President, the concern should be reported to the Chair of the Board of Trustees who shall consult with the Chair of the Finance Committee on the matter.

Concerns about potentially fraudulent activity may be reported on a "whistleblower fraud hotline" at [260-359-4300](tel:260-359-4300). Such information will be directed to the Vice President for Business and Finance for review and investigation as appropriate.

### **M. Release of Personal Information**

The University strives to appropriately protect the privacy of students and employees. Personal information on students and employees, including but not limited to items such as names, addresses, etc., which may be obtained from rosters, directories, or other reports, is not to be released to individuals or organizations outside the University. Any exception to this policy

requires advance written approval and should be directed to the Vice President for Student Life, with respect to students and to the Manager of Human Resources, with respect to employees.

## **N. Background Checks**

For the welfare and safety of students, employees, and the University, the Human Resource Office (or its agents) may conduct a criminal background investigation on new, rehired employees, and volunteers as it deems appropriate. Applicants will be advised that a criminal background investigation may be a condition of employment and that all convictions must be included on the application and/or disclosed during the employment process.

Criminal convictions may influence the hiring decisions, or the continued employment of existing employees, where such information is job related, or is related to honesty, substance abuse, violence, or illegal sexual behavior (including but not limited to being listed on a sex offender registry). Every employee must inform his/her supervisor within five business days if he/she is charged with, or convicted of, a crime (not including traffic infractions).

A credit check may be performed for persons whose job duties involve handling, control or oversight of financial resources of the institution. A motor vehicle driving record report is required for all employees driving on behalf of the University. A poor driving record may be grounds for non-hire or termination of employment.

# **IX. SAFETY, SECURITY AND PHYSICAL ENVIRONMENT**

## **A. Safety**

Safety is the responsibility of every employee. If an unsafe physical condition is observed that can be safely and easily remedied by the employee, he/she should do so immediately. If the condition requires assistance or cannot be remedied safely and easily by the employee, it should be immediately reported to the Maintenance Department. If an unsafe action by students or fellow employees is observed, the employee should caution the student or employee. If this does not resolve the situation, then the employee should immediately report the situation to his/her supervisor; the supervisor is to seek appropriate assistance from the senior leader for his/her area or the vice president for business and finance. All accidents and injuries are to be reported immediately to the Manager of Human Resources or to the Business Office. Emergency Response Guides are located in each classroom and should be referenced in the event of an emergency.

## **B. Security**

Campus security is the responsibility of every employee. Watchfulness and alertness on the part of employees contributes greatly to the security of the campus. Suspicious looking persons or incidents should be reported promptly to the chief of campus police.

### **C. Fire Alarms and Evacuation Drills**

Most campus buildings are directly connected to the city fire department through the fire alarm systems. Triggering an alarm will therefore bring the fire department to the campus on an emergency run. Regardless of whether one knows the validity of an alarm that sounds, all students and employees must evacuate the building immediately, without regard to inconvenience of false alarms. Evacuation drills for fire or other emergencies also require that all persons within buildings leave immediately by the most direct route.

### **D. Keys**

Individuals having custody of University keys are authorized to use them for access to their work areas. They are responsible for reporting lost keys immediately and for returning keys to the Office of Physical Plant when they are no longer needed. Failure to report lost or stolen keys or possession of a duplicated or unauthorized key may result in appropriate disciplinary action.

All keys issued by the University continue to be the property of Huntington University. On or before the date an employee ceases to be employed by the University, he/she must return all keys issued to him/her. Please refer to the full policy on the maintenance department web page.

### **E. Work Areas**

Nothing is to be permanently affixed to a wall or installed in a building, no walls are to be painted or wallpapered, and loose furnishings are not to be removed from a building without the advance permission of the director of physical plant. Employees are to use discretion, restraint, and good taste in keeping with the Christian testimony of the University in displaying personal items, calendars, pictures, etc. in work areas. If in doubt, an employee should consult his/her supervisor regarding the appropriateness and/or quantity of particular items.

### **F. Personal Property**

Employees are responsible for any personal property they bring to the campus. The University is not responsible for personal property of employees and does not insure for losses of personal property.

### **G. Soliciting**

Because many individuals do not feel free to decline if they wish to do so, it is not appropriate for employees to solicit fellow employees or students on campus for contributions to charities or causes. Similarly, employees should not ask fellow employees or students to purchase items or services whether it be for a charity or personal gain. If an employee wishes to simply set out a sign-up sheet, catalog or sale items in a non-public area, for others to self-select to participate or purchase an item, this is acceptable.

## **H. Children in Work Areas**

As a general rule, for the safety of the child(ren) involved, the potential liability to the University, and the potential distraction to other employees, children should not be brought to work with employees.

## **I. Pets**

Pets are not permitted in University owned buildings. Pets brought on campus are to be on a leash at all times and may not be left unattended. Huntington University follows Indiana State law in regards to service animals.

## **J. Personal Vehicles and Parking**

Employee vehicles must be registered with the Office of Student Life if they are to be parked on the campus. A registration tag or decal will be issued to the employee and must be properly displayed in/on the vehicle. All posted traffic and parking signs are to be obeyed.

Vehicles are not to be driven or parked on lawns, sidewalks, the pedestrian mall, or other areas not intended for such use without advance permission from the director of physical plant. Under special circumstances, University owned maintenance vehicles, service contractors, and emergency vehicles might be required to drive or park in restricted areas.

# **X. DISCIPLINARY ACTION**

Disciplinary action may be taken by the University against an employee for unacceptable behavior including, but not limited to, failure to adhere to the University's Statement of Faith or Rules of Conduct, misconduct, revealing confidential information, negligence, insubordination, theft, unauthorized use of University resources, unexcused or unapproved absences, inefficiency, or poor job performance. Disciplinary action by a supervisor may include an oral warning or written reprimand. With the approval of the vice president for business and finance, disciplinary action may include, but is not limited to, reduction in pay, demotion, or termination of employment.

Normally if the primary issue is one of inefficiency or poor job performance, the employee's supervisor will meet with the employee to clarify job expectations and afford the employee an opportunity to satisfy the performance expectations of his/her job. Depending upon the seriousness of the situation, the supervisor may also give an oral warning or written reprimand. If the inefficiency or poor job performance continues, the University may take further disciplinary action.

# **XI. TERMINATION OF EMPLOYMENT**

## **A. Procedures for NON-EXEMPT Employees**

If a NON-EXEMPT employee chooses to terminate his/her employment with the University, the University expects at least two (2) weeks written notice to be given to the manager of human resources. Failure to provide at least two (2) weeks written notice will result

in forfeiture of any accumulated vacation time. If appropriate written notice is given, then paid vacation will be prorated to the termination date of employment.

Except in extenuating circumstances, each terminating employee should have an exit interview with the manager of human resources on/or before the employee's final day of employment. This interview will provide the employee an opportunity to learn about employee benefit plan conversion or continuation options and to ask other pertinent questions. All keys, employee identification cards and University owned property must be submitted to the Human Resource Office or other appropriate office at or before the time of the exit interview. Any balance due the University including cash advances, telephone long-distance charges, advanced degree loans, and miscellaneous fines will be deducted automatically from any compensation otherwise due to the employee by the University.

## **B. Procedures for EXEMPT Employees**

The University understands that special circumstances may arise in an employee's professional career where he/she would wish to be released from the terms of his/her employment summary to pursue another career opportunity. The University will attempt to be sensitive to the employee in such situations, but asks that the employee be considerate of the impact his/her departure will have upon the University and the time it will take to fill the position. As such, the University expects an EXEMPT employee to provide at least four weeks written notice to the manager of human resources of his/her desire to terminate employment with the University. Failure to provide at least four weeks written notice will normally result in forfeiture of any accumulated vacation time, or a pro-rated portion thereof. If appropriate written notice is given, then paid vacation will be prorated to the termination date of employment.

Except in extenuating circumstances, each terminating employee should have an exit interview with the manager of human resources on/or before the employee's final day of employment. This interview will provide the employee an opportunity to learn about employee benefit plan conversion or continuation options and to ask other pertinent questions. All keys, employee identification cards and University owned property must be submitted to the Human Resource Office or other appropriate office at or before the time of the exit interview. Any balance due the University including cash advances, telephone long-distance charges, advanced degree loans, and miscellaneous fines will be deducted automatically from any compensation otherwise due to the employee by the University.

## **XII. EMPLOYEE BENEFITS**

The University operates on a June 1 to May 31 fiscal year. All employee benefits related to months or years of employment will be prorated during the first fiscal year of employment according to the date employment began.

For employees with work schedules that vary from the normal five-day schedule per work week with a consistent number of hours per day, a day of benefits will be calculated by dividing the employee's budgeted hours per week by five.

If an individual's employment status (see section VI) changes, he/she will immediately be eligible for only those benefits available to those in this new employment status. Prior service

as a Part-time, Limited Part-time or Temporary employee at the University will not be counted toward eligibility for employee benefits if an employee is subsequently hired on a Full-time or Academic-Year basis.

The University retains the right to modify at any time and from time-to-time its employee benefits plans. Notice of changes will be given to employees in written form or by means of electronic mail or media and may be posted to the Human Resource Office web page or portal.

## **A. Paid Holidays**

For Full-time, Academic Year, and Part-time (see section VI) employees, the University recognizes the days listed below as paid holidays, providing that the day falls within the employee's regularly scheduled work time. Given the nature of the University's operation, it may be necessary for an employee to work on a holiday. When this occurs, the employee will be granted an alternate day off with pay with the advance approval of his/her supervisor. Holidays count as time worked for purposes of determining overtime hours.

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the day following
- Christmas Eve
- Christmas Day
- New Year's Day
- 1 additional day between Christmas and New Year's

In addition, the University may adopt special hours during the Christmas and New Year's Holiday Period as announced by the manager of human resources. When this occurs, working days that fall between those dates will also be paid holidays.

With the exception of the Christmas/New Year's holiday, all other holidays falling on a Saturday will normally be observed on the preceding Friday and holidays falling on Sunday will normally be observed on the following Monday. If a holiday falls within an employee's vacation period, the day will be paid as a holiday rather than as vacation time. If a holiday falls within a period when the employee is on paid medical leave, the day will be paid as a holiday rather than as paid medical leave time. If the holiday falls within a period when the employee is on some form of unpaid leave, he/she will not receive holiday pay for the day.

## **B. Paid Vacation Time**

The University provides paid vacation time to Full-time (see section VI) employees to allow the employee a time of rest and relaxation away from his/her job responsibilities. To this end, no compensation is given in lieu of vacation time.

Full-time employees scheduled to work year round are eligible to receive paid vacation time annually on the following basis:

1. NON-EXEMPT employees:
  - a. First through fifth year: ten days paid vacation (prorated based on the date of employment)
  - b. Sixth year and thereafter: fifteen days paid vacation
2. EXEMPT employees (excluding senior leaders):
  - a. First through fifth year: fifteen days paid vacation (prorated based on the date of employment)
  - b. Sixth year and thereafter: twenty days paid vacation
3. SENIOR LEADERS: Five weeks of paid vacation and one week of paid leave for “reflective reading”.

Full-time employees (see section VI) scheduled to work less than year round (i.e. 10 to 12 months per year, or less than 40 hours per week) are eligible to receive vacation prorated to FTE based on the above schedule. During the first year of employment, the amount of paid vacation time will be prorated based on the date of employment.

No vacation time may be taken during an employee’s first three (3) months of employment unless approved in advance by the supervisor. Paid vacation time is to be scheduled in such a way as to not hinder the normal efficiency of the employee’s department and must be used in not less than one hour increments. After his/her first three months of employment, an employee may use his/her available paid vacation time at any time after consulting with and obtaining the approval of his/her supervisor. Paid vacation time does not count as hours worked for purposes of calculating overtime hours.

NON-EXEMPT employees are to report the use of paid vacation time on their time cards. EXEMPT employees are to report the use of paid vacation time on a Report of Absence form, which is available from the Business Office and on the portal. Failure to accurately and consistently report absences may result in disciplinary actions.

If while on vacation an employee becomes seriously ill or is seriously injured such that a physician’s care is required, he/she may submit a physician’s statement documenting the situation and request that available paid medical leave time be used rather than paid vacation time as would be appropriate.

Normally, unused paid vacation time may not be carried forward into a new fiscal year and is forfeited as of June 1st of a given year. In unusual circumstances, and as endorsed by the employee’s Senior Leader, an employee may request an exception to this rule through a written request to the manager of human resources. In such cases, a maximum of 40 hours of vacation may be carried into the next year. In this case, the vacation time must be utilized by the end of July and subject to approval/scheduling of the supervisor. No payout of vacations time will be allowed for time that is carried over from previous year.

Individuals terminating their employment with the University with a minimum of one year of continuous service and with appropriate notification (see section XI) will receive payment of any unused earned vacation prorated to the termination date of employment. No vacation time will be paid out if vacation taken has not been consistently reported to the Human Resource Office.

### **C. Paid Time Off**

Part-time employees (see section VI) are eligible to receive ten days of paid time off annually, pro-rated based on FTE. During the first year of employment, the amount of paid time off will be prorated based on the date of employment. Paid time off may be used for vacation, personal time, or to attend to medical needs for yourself or an immediate family member. In order to use paid time off, an employee must obtain approval from his/her supervisor. Unused time is forfeited as of the end of the fiscal year. Paid time off does not count toward hours worked for purposes of calculating overtime hours.

NON-EXEMPT employees are to report the use of paid time off on their time cards. EXEMPT employees are to report the use of paid time off on a Report of Absence form, which is available from the Human Resource Office, or on the HU Portal.

### **D. Paid Academic Break Days**

Academic Year (see section VI) employees are eligible to receive four paid academic break days per academic year. These days must be used during the academic year when classes are not in session (note: exam weeks are considered the same as regular class weeks). In order to use an academic break day, an employee must obtain advance approval from his/her supervisor. Unused paid academic break days are forfeited as of graduation day of a given academic year. Paid academic break days do not count as hours worked for purposes of calculating overtime hours.

### **E. Paid Medical Leave Time**

Full-time and Academic Year (see section VI) employees are eligible to receive paid medical leave time. Employees begin accumulating paid medical leave time immediately upon employment and may use such time as soon as one half day of time has been accumulated. Paid medical leave time does not accumulate during a period in which the employee is not scheduled to work, during a paid or unpaid leave of absence, or during an extended medical leave period (i.e. accumulation stops after an employee has been on medical leave for 30 days).

All full-time employees accrue sick leave at the rate of one day (eight hours/prorated to FTE) for each full month of continuous, compensated service. Unused sick leave may be accumulated up to 480 hours and may be carried forward from year to year. The employee and the employee's supervisor are responsible for submitting a completed Report of Absence form to the Human Resource Office to account for all sick leave hours used by the employee.

Employees seeking to use paid sick leave in excess of three consecutive work days must provide the human resource office a written physician's statement upon returning to work. Sick Leave greater than 5 days must complete FMLA paperwork through the Human Resource Office.

Sick leave that has been earned but not taken has no cash value and is not paid to the employee upon termination, resignation, or retirement. Employees who have submitted a letter of resignation may not take sick leave without a written physician's statement confirming their illness during the last two weeks prior to their date of resignation.

Bereavement leave shall receive an appropriate reduction in pay for all subsequent absences.

An EXEMPT employee who has exhausted his or her accrued sick leave/bereavement leave shall receive a reduction in pay for all absences of one or more full days of work. An exempt employee who misses part of a work day shall not receive any reduction in pay.

NON-EXEMPT employees are to report the use of paid medical leave time on their time cards. EXEMPT employees are to report the use of paid medical leave time on a Report of Absence form as soon as possible after the event, which is available from the Human Resource Office and on the HU Portal. Paid medical leave time does not count as hours worked for purposes of calculating overtime hours.

Paid medical leave time is provided to assist employees who are ill or injured, or who need to provide medical care for an immediate family member. An immediate family member is a spouse, dependent child or parent, or a relative who lives in the employee's household. A physician's statement certifying the need for care of the family member may be requested for use of paid medical leave. Paid medical leave time may also be used for visits to healthcare providers.

## **F. Health Care Benefit Plans**

The University uses a three-pronged approach to health care benefits: group health insurance plan, health savings account (HSA), and individual insurance plans. In doing so, the University attempts to balance a number of factors including employee needs and preferences, equity in compensation, efforts of competing organizations, cost to employees, and cost to the University.

Full-time and Academic Year (see section VI) employees are eligible to participate in the following three health care benefit plans upon employment subject to the specific rules governing each plan. Part-time employees who work less than 30 hours per week throughout a 12 month period are not eligible for health care benefits (see section VI). Any part-time employee that works on average 30 hours or more per week throughout a 12 month look back period is eligible to participate in the group health insurance plan. Detailed plan information is available upon request from the Human Resource Office.

### **1. Group Health Insurance Plan**

The University has a self-insured plan. An open enrollment period is held annually. During the open enrollment, an employee may enroll or make changes without qualifying events. At time of hire, an employee has thirty days (30) from his/her beginning date of employment to decide whether to participate in the plan. If an employee elects not to participate in the plan, he/she will normally have very limited options to subsequently do so until the next open enrollment period as set forth under the Health Insurance Portability and Accountability Act (HIPAA).

The employee pays \$1 per pay for the employee only coverage with the University picking up the balance. Dependent coverage may be carried at the expense of the employee through payroll deduction on a pre-tax basis. A booklet outlining the details of the plan including eligibility rules, policy limits, coverage, and definitions is available upon request from the Human Resource Office or on the portal.

## 2. Health Savings Account (HSA)

Each employee who is covered under the High Deductible Health Plan will be required to open an HSA account at the banking institution of their choice, provided they are not also covered under a health plan that does not carry a high deductible or Medicare. The University will make contributions to this account twice a year (Employee is required to have a wellness doctor's visit during the calendar year) Full details are available in the Human Resource Office. New employees will be given a pro-rated portion of the annual HSA University contribution based on employment date. Failure to open an account within 30 days may result in forfeiture of this University contribution.

## 3. Individual Insurance Plans

Employees may participate in individual insurance plans for a variety of types of supplemental coverage such as vision insurance, dental insurance or cancer insurance. Premiums are paid by the employee through payroll deduction on a pre-tax basis.

### **G. Long-Term Disability Insurance**

Upon employment, the University provides Full-time and Academic Year (see section VI) employees with long-term disability insurance coverage with the premium paid by the University. During the eligibility period, that is the period between the date of disability and the date insurance benefits begin, employees are expected to use accumulated sick time, paid personal time, paid academic break days, and/or paid vacation time to cover the waiting period for Long-term Disability. A booklet outlining the details of the long-term disability insurance plan including eligibility rules, policy limits, benefits, coverage, and definitions is available upon request from the Human Resource Office.

### **H. Life Insurance**

The University provides group term life insurance for Full-time and Academic Year (see section VI) employees with the premium paid by the University. A booklet outlining the details of the plan including eligibility rules, policy limits, benefits, coverage, and definitions is available upon request from the Human Resource Office. Supplemental life insurance for employees and dependents is available for the employee to purchase.

### **I. Accidental Death and Dismemberment Insurance**

The University provides accidental death and dismemberment insurance for Full-time and Academic Year (see section VI) employees with the premium paid by the University. A booklet outlining the details of the plan including eligibility rules, policy limits, benefits, coverage, and definitions is available upon request from the Human Resource Office.

### **J. Retirement Plan**

All eligible employees of the Institution can participate in the University's retirement plan with TIAA immediately upon employment. Eligible employee means Full-time, Academic Year and Part-time employees that are on a regular basis scheduled to work 1,000 or more hours per calendar year, (see section VI). The University contributes a discretionary amount of the

employee's salary, communicated annually, to the employee's retirement account with TIAA. The funds are immediately 100% vested to the employee, and the employee is able to direct how the funds are invested among the options provided by TIAA. Employees will also be permitted to make after-tax contributions to a Roth 403(b) account to TIAA through payroll deduction. Only employee contributions may be designated as Roth contributions. All HU retirement contributions will be placed in your Retirement Annuity (Defined Contribution Plan). A detailed summary plan description and various informational brochures are available upon request from the Human Resource Office. Additionally, TIAA has individual counselors available to assist employees in answering questions about the retirement plan.

## **K. Tuition Remission for Employees**

To be eligible for tuition remission a request for the next Academic Year must be made prior to December 31<sup>st</sup> of the preceding calendar year (i.e. a request for Academic Year 2019-20 must be made by December 31<sup>st</sup>, 2018). Funds will be budgeted for the requests received in advance. Funds are not guaranteed to be available for those that do not provide the requested advance notification. If an employee is not employed by December 31<sup>st</sup>, they are to request potential Tuition Remission no later than 90 days after employment.

Full-time and Academic Year employees (see section VI) are eligible for full tuition remission for undergraduate courses offered through traditional programs after being employed at the University for six months. The employee must obtain the approval of his/her supervisor before registering for any courses. The employee must obtain written approval of the manager of human resources prior to registering for more than six credit hours (or the equivalent amount of class time if not taken for credit).

Part-time employees (see section VI) are eligible for tuition remission after being employed at the University for six months to take one undergraduate course per academic term. The employee must obtain the approval of his/her supervisor before registering for a course.

The requirements of the employee's job must always take priority, so that class attendance does not result in his/her work not being completed in a timely manner nor does it create an inconvenience or hardship for other employees.

The employee will not be paid for any hours spent in attending a course. Normally, time spent taking a course during the employee's regular work schedule must be made up.

Tuition remission does not apply to fees such as student activity fees, technology fees, online education fees, or private lesson fees; course or laboratory fees; tutorial fees; room or board charges; special individual or group lessons in music or physical education; or special programs or other nontraditional classes.

Full-time and Academic Year employees (see section VI) are eligible for full tuition remission for undergraduate courses offered through adult programs if the employee has been employed at the University for at least six months by the time the course begins.

Full-time and Academic Year employees (see section VI) are eligible for a 20% discount on graduate programs or certificate coursework (excluding the Doctorate in Occupational Therapy program). The discount will apply as long as the minimum enrollment requirement is met and the class size does not exceed the maximum enrollment.

## **L. Tuition Remission for Employee Dependents**

### **1. Children**

To be eligible for tuition remission a request for the next Academic Year must be made prior to December 31<sup>st</sup> of the preceding calendar year (a request for Academic Year 2019-20 must be made by December 31<sup>st</sup>, 2018). Funds will be budgeted for the requests received in advance. Funds are not guaranteed to be available for those that do not provide the requested advance notification. If an employee is not employed by December 31<sup>st</sup>, they are to request potential Tuition Remission no later than 90 days after employment.

The unmarried dependent (as defined by the IRS and U.S. Department of Education guidelines) children of Full-time and Academic Year employees (see section VI) are eligible to receive full tuition remission (less any state or federal grants or applicable Huntington University scholarships) for undergraduate courses offered through traditional programs at the University.

The unmarried dependent (as defined by the IRS and U.S. Department of Education guidelines) children of part-time employees scheduled to work on at least a half-time basis (i.e. 20 or more hours per week) and who have worked on at least a half-time basis for ten or more consecutive years are eligible to receive 50% tuition remission; employees who have worked on at least a half-time basis for fifteen or more consecutive years are eligible to receive full tuition remission (less any state or federal grants or applicable Huntington University scholarships) for undergraduate courses offered through traditional programs at the University.

Tuition remission does not apply to fees such as student activity fees, technology fees, online education fees, or private lesson fees; course or laboratory fees; tutorial fees; room or board charges; special individual or group lessons in music or physical education; or special programs.

Dependent children of Full-time and Academic Year employees (see Section VI), may be eligible for Tuition Remission for classes offered through Professional Programs, so long as the minimum enrollment requirement is met and the class size does not exceed the maximum enrollment.

Eligibility for tuition remission applies only until a bachelor's degree is earned with a maximum of ten (10) semesters and requires that the employee and dependent file a Free Application for Federal Student Aid (FAFSA) form and apply for all state and federal grants for which the student may be eligible. An employee, whose income level would disqualify his/her dependent from receiving state and federal grants, may submit a FAFSA waiver form to the director of financial aid in place of the FAFSA form. The University will not make up funds from state or federal awards for which the employee and/or dependent failed to apply in a timely manner.

The financial aid package for the student will include the application of other grants and scholarships in the same way that other students are packaged, and the remainder of tuition (subject to the above limits) not covered will be met through a tuition remission grant. The value of the tuition remission grant together with other institutional funds granted (such as academic, athletic, matching church, or performance grants and scholarships) cannot exceed full tuition. Private outside scholarships, not designated for tuition only, will be excluded in calculating the amount of the tuition remission grant.

If an employee dies or is permanently disabled, the tuition remission benefit for unmarried dependent children is continued for those already in college and continuously enrolled. For unmarried dependent children who have not yet graduated from high school, the tuition remission benefit will be available for immediate and continuous college enrollment after graduating from high school.

The University participates in a tuition exchange program with many other independent and Christian Colleges through the Council of Independent Colleges (CIC) and the Council of Christian Colleges and Universities (CCCU). If accepted in the program, the unmarried dependent children of employees are accorded similar tuition remission benefits at the cooperating institution. Details on cooperating institutions and eligibility requirements are available from office of the vice president of enrollment management & marketing of the University.

For unmarried dependent children who enroll in CCCU or other qualified off-campus study programs as determined by the vice president of academic affairs & dean of faculty, tuition remission of up to 50% of the University's tuition will be permitted. Any need-based aid for which a student qualifies and any outside awards received by the student may also be applied to these off-campus study programs. This arrangement is available only once during the student's college career.

## 2. Spouse

To be eligible for tuition remission a request for the next Academic Year must be made prior to December 31<sup>st</sup> of the preceding calendar year (i.e. a request for Academic Year 2019-20 must be made by December 31<sup>st</sup>, 2018). Funds will be budgeted for the requests received in advance. Funds are not guaranteed to be available for those that do not provide the requested advance notification. If an employee is not employed by December 31<sup>st</sup>, they are to request potential Tuition Remission no later than 90 days after employment.

The spouse of a Full-time or Academic Year employee (see section VI) is eligible to receive full tuition remission (less any state or federal grants or applicable Huntington University scholarships) for undergraduate courses offered through the traditional programs at the University.

Tuition remission does not apply to fees such as student activity fees, technology fees, online education fees, or private lesson fees; course or laboratory fees; tutorial fees; room or board charges; special individual or group lessons in music or physical education; or special programs.

Spouses of Full-time and Academic Year employees (see Section VI), may be eligible for 50% Tuition Remission for classes offered through Professional Programs, so long as the minimum enrollment requirement is met and the class size does not exceed the maximum enrollment.

Eligibility for tuition remission for full-time enrollment in undergraduate courses (offered through traditional programs at the University) requires that the employee and spouse file a Free Application for Federal Student Aid (FAFSA) form and apply for all state and federal grants for

which the student may be eligible. An employee and spouse, whose income level would disqualify the spouse from receiving state and federal grants, may submit a FAFSA waiver form to the director of financial aid in place of the FAFSA form. The University will not make up funds from state or federal awards for which the employee and/or spouse failed to apply in a timely manner.

The financial aid package for full-time students will include the application of other grants and scholarships in the same way that other students are packaged, and the remainder of tuition (subject to the above limits) not covered will be met through a tuition remission grant. The value of the tuition remission grant together with other institutional funds granted (such as academic, athletic, matching church, or performance grants and scholarships) cannot exceed full tuition. Private outside scholarships, not designated for tuition only, will be excluded in calculating the amount of the tuition remission grant.

### **M. Supplemental Benefit Plan**

The University provides Full-time and Academic Year (see section VI) employees a supplemental benefit amount related to the employee's classification. The benefit may be used to offset the cost of insurance premiums paid through payroll deduction, as a contribution to the retirement plan, or as a contribution to their HSA account. The specific benefit amount available to an employee is available upon request from the Human Resource Office.

### **N. Workers' Compensation**

All employees are covered by Workers' Compensation insurance for all job related injuries. In addition to obtaining prompt medical attention, details of any job related injury are to be reported to the Human Resource Office as soon as possible, both for insurance purposes and for record keeping requirements of the Occupational Safety and Health Act. Employees will be instructed by the Human Resource department to report to Parkview First Care Clinic for treatment.

As soon as possible following a job related injury; the injured employee must submit a signed, written statement as to the details of the incident to the Human Resource Office. The Workers' Compensation Law determines eligibility for lost wage compensation and medical expenses. FMLA will run concurrent with time off work for a work related injury.

Prior to returning to work, the injured employee must submit a physician's statement to the Human Resource Office certifying the employee's ability to return to work and perform all his/her regular duties.

### **O. Social Security**

All employees are covered under the federal Social Security system. As provided by law, the employee and the University each contribute to this program based upon the salary level of the employee. Information concerning Social Security benefits can be obtained by consulting a representative of the local Social Security office.

## **P. Paid Personal Time**

Full-time (see section VI) NON-EXEMPT employees are eligible to receive paid personal time to attend to personal business, which must be conducted during the employee's regular work schedule and is granted on the following basis:

- a. First year: eight hours paid personal time prorated based on the date of employment
- b. Second year: eight hours paid personal time
- c. Third year and thereafter: sixteen hours paid personal time

Academic Year (see section VI) employees are eligible to receive paid personal time to attend to personal business, which must be conducted during the employee's regular work schedule and is granted on the following basis:

- a. First year: six hours paid personal time prorated based on the date of employment
- b. Second year: six hours paid personal time
- c. Third year and thereafter: twelve hours paid personal time

In order to use paid personal time, an employee must obtain advance approval from his/her supervisor. Paid personal time may not be used to extend a paid vacation period and does not count as hours worked for purposes of calculating overtime hours. Unused paid personal time is forfeited as of June 1 of a given fiscal year for Full-time employees and as of the last day of scheduled work in the fiscal year for Academic Year employees.

## **Q. Advanced Degree Loan Program**

The University provides funds for the Advanced Degree Loan Program through the implementation of a forgivable loan arrangement. The purpose of the forgivable loan is to encourage employees to obtain advanced degrees and to utilize the enhanced education and experience in their continued employment at the University.

To be eligible for these programs, applicants must have completed one year of full-time employment, obtain requisite approval through the University's approval process, and be accepted by an approved master's or doctoral program in an appropriate discipline. The applicant must be either engaged in full-time study (on leave or during summers) or pursuing part-time study in consecutive terms. Thus, it is intended for the individual seriously pursuing a program of study and not simply taking an occasional course.

Detailed information concerning loan amounts, terms, conditions, fees, approval process, and other pertinent requirements may be obtained from the academic dean's office or the business office.

## **R. HU Master's Degree Loan Program**

The purpose of this Loan Program is to encourage employees to obtain a Huntington University Master's Degree and to utilize the enhanced education and experience in their

continued employment at the University. This loan program is intended for individuals seriously pursuing a program of study and not simply taking an occasional course, which might be counted toward a Master's Degree. The applicant must be a full-time employee and must have satisfactorily completed one year of full-time employment at the University. Approval of loans and disbursements is contingent on the availability of funds at the discretion of the University. Full details and an application is available in the Human Resource Office.

### **XIII. ABSENCES FROM WORK**

In the event of illness or injury, it is the employee's responsibility to notify his/her supervisor within the first hour of the employee's regular work schedule that he/she will be unable to report to work on a given day. Absence without notice is considered just cause for disciplinary action. The University reserves the right to require that an employee submit a physician's statement documenting his/her illness or injury.

#### **A. Bereavement Leave**

Employees will be granted up to three (3) consecutively scheduled work days of paid leave to make necessary arrangements, attend the funeral, or attend to other affairs directly associated with the death of a spouse, dependent child, father, mother, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or permanent member of the employee's household.

#### **B. Court Appearances and Jury Duty**

Employees will receive paid leave for time missed from work for subpoenaed court appearances or jury duty. Any amount received by the employee for court appearances or for the performance of jury duty (excluding payment for transportation expenses) is to be reported to the Business Office and compensation paid to the employee by the University will be reduced accordingly.

#### **C. Maternity Leave**

An unpaid maternity leave of up to twelve (12) weeks will be granted to a Full-time or Academic Year female employee planning to return to work following childbirth. Paid medical leave time and paid vacation time may be used during the maternity leave at the discretion of the employee (according to the Paid Medical Leave policy); however, paid medical leave time does not continue to accumulate during a maternity leave.

The employee should notify his/her supervisor and the manager of human resources in writing as early as possible, requesting the maternity leave and stating the approximate dates on which the leave might reasonably be expected to begin and end.

The University will reserve the employee's existing position during the maternity leave. However, if the employee secures employment with another employer while on maternity leave, the leave will automatically be rescinded and employment with the University will be terminated.

## **D. Military Leave**

In the event a Full-time or Academic Year (see section VI) employee is called to active duty as a member of a reserve component of the U.S. Armed Forces or National Guard for a period not to exceed thirty (30) days, the University will compensate the employee the difference, if any, between the employee's regular salary and the taxable amount paid by the government for the active duty service.

## **E. Family Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) is a federal regulation that grants eligible employees who have been employed for at least twelve (12) months and who have worked at least 1,250 hours in the previous twelve (12) months the right to take up to 12 workweeks of job-protected leave over a 12-month period. Refer to Human Resource Office for FMLA Fact Sheets for specific eligibility requirements. If the leave is foreseeable, it is expected that an employee should provide at least thirty (30) days advance notice to Human Resources of the need for such a leave or otherwise as soon as possible. If an employee has already used leave for a non-FMLA reason, he/she may still use up to twelve (12) weeks for FMLA reason per rolling twelve (12) month period measured backward from the date he/she begins to use FMLA leave. Leaves of absence are granted on the assumption that the employee will return to work following the leave of absence period.

Leave reasons include:

- The birth or adoption of a child or placement in foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that make the employee unable to perform the essential function of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee is eligible for up to 26 workweeks of leave in a single 12-month period to care for a Covered Service Member, limited to a combined total of 26 workweeks for all types of FMLA leave. Refer to FMLA Fact Sheets available in the Human Resource Office.

An employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered service member with a serious injury or illness. Refer to FMLA Fact Sheet 28F and 28M, available in the Human Resource Office.

The University requires an employee to use (substitute) any available paid medical leave time, paid personal time, paid academic break days and 50% of any paid vacation time concurrently with FMLA. During a paid or unpaid leave of absence, paid medical leave time does not accrue. Leaves of absence are granted on the assumption that the employee will return to work following the leave of absence period.

An employee's request for FMLA leave due to his/her own serious health condition or of a covered family member's serious health condition must be supported and certified by the medical provider of the person with the serious health condition. The Certification of a Serious Health Condition form must be completed by the health care provider of the person with the serious health condition and returned to the Human Resources office to determine if the FMLA leave

request is approved. If the employee is currently covered under the group health insurance coverage, this coverage will continue during the approved leave period.

FMLA leave may be taken on an intermittent or reduced schedule basis such as for planned medical treatments for a single qualifying reason. The employee should work with the employer to make a reasonable effort to not unduly disrupt the university operations. Intermittent leave for birth, adoption or foster placement requires employer's approval.

If the leave is for the employee's own serious health condition, upon return from FMLA leave, the employee will be required to present a fitness-for-duty certificate to be restored to employment. Fitness-for-duty must address your ability to perform essential functions of your job. The employee will be restored to his/her original job or equivalent job with equal pay, benefits and other terms and conditions of employment.

## **F. Unpaid Leave of Absence**

All employees (see section VI) may request an unpaid leave of absence after three (3) months of service beyond the completion of the introductory period. Such leaves are available to employees who need to be away from work for personal or family reasons, which may not qualify them for long-term disability benefits including leaves under the Family Medical Leave Act (FMLA). The University requires an employee to use any available paid medical leave time, paid personal time, paid academic break days, and 50% of any paid vacation time before the beginning of an unpaid leave of absence. During an unpaid leave of absence, paid medical leave, if available, time does not accrue. Leaves of absence are granted on the assumption that the employee will return to work following the leave of absence period.

A written request outlining the reasons for the leave and pertinent details must be submitted to the manager of human resources who will, in consultation with the vice president for business and finance, decide whether to grant an unpaid leave of absence. An employee is expected to provide at least thirty (30) days advance notice of the need for such a leave when the leave is foreseeable. If an employee has already used leave for a non-FMLA reason, he/she may still use up to twelve (12) weeks for a FMLA reason per rolling twelve (12) month period measured backward from the date he/she begins to use FMLA leave.

An unpaid leave of absence due to a serious health condition that makes the employee unable to perform the functions of his/her job may normally be requested for a period of up to six (6) months. A physician's statement regarding the nature and expected duration of the health condition must be submitted to the director of human resources before a leave can be granted. An extension of an additional three (3) to six (6) months may be granted to an eligible employee having at least five (5) years of full-time service. A physician's statement is necessary for consideration of an extension, noting progress as well as the expected duration of the health condition. A physician's statement certifying the employee's ability to return to work and perform his/her full duties must be submitted to the manager of human resources prior to an employee returning to work.

An unpaid leave of absence due to reasons other than a health condition of the employee may be requested for a period of up to six (6) months; extensions are not normally available. Reasons for granting such requests might include: death of a family member; care for the employee's child after birth, or placement for adoption or foster care; or care for the employee's spouse, dependent child, or parent, who has a serious health condition.

An unpaid leave of absence may follow an unpaid maternity leave; however, the period of the maternity leave will be considered as part of the unpaid leave of absence period. If an unpaid leave of absence is granted to care for the employee's child after birth or placement for adoption or to care for the employee's spouse, dependent child, or parent, who has a serious health condition and both the employee and his/her spouse are employed by the University, the period of the leave of absence will be reduced by any leave previously granted to the spouse and/or will reduce any future leave granted to the spouse for the same reason.

During an unpaid leave of absence, if the employee is enrolled in the Huntington University health plan, the employee may continue his/her group health insurance coverage provided that advance arrangements are made with the Business Office to pay any necessary premium payments prior to their due date as determined by the University. The University will continue to pay its share of the premium for group health insurance, group term life insurance, and long-term disability insurance for the first twelve (12) weeks of an unpaid leave of absence; thereafter, the full premiums must be paid by the employee for continued coverage.

The University will reserve the employee's existing position or an equivalent position during the unpaid leave of absence. However, if the employee secures employment with another employer while on leave, the leave will automatically be rescinded and employment with the University will be terminated. If an employee's leave of absence expires and he/she fails to return immediately to work, then his/her employment status with the University may be terminated.

## **G. Absences for Student Extra-curricular Trips**

The University wants to encourage employees to lead groups of Huntington University students on extra-curricular trips (e.g. missions trips). Since such trips may require the employee to be absent from his/her job, each employee is eligible to receive up to five (5) days per year of paid leave for leading or assisting in leading such student trips with the advance approval of the senior leader for his/her area.

Salaried employees will be paid their normal salary and hourly employees will be paid their normal hourly rate or pay for their normal scheduled workweek.

If a full time employee has been approved for a trip that lasts more than one week or five (5) work days, the employee must take vacation time to be paid for the additional time off.

The employee must submit a written request to the senior leader for his/her area at least sixty (60) days in advance of the student trip. The request should outline the nature and purpose of the student trip, the number of workdays to be missed, the leadership role the employee will be assuming on the trip, and how his/her primary job duties will be covered during the absence.

If the employee will not be serving as a leader or assisting the group but rather going on the trip as a participant, then the entire absence must be covered by paid vacation time in order for the employee to receive compensation for the time missed from work. As outlined earlier, the employee must obtain advance approval from his/her supervisor for using paid vacation time.

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