



Cleveland University

KANSAS CITY

Chiropractic and Health Sciences

# Employee Handbook

**Issued:** October 2005

Revised: March 2009  
September 2012  
February 2014  
August 2017



## Table of Contents

### Policy

#### INTRODUCTION

- 010 Cover Page
- 020 Employee Welcome Message
- 030 Mission, Vision and Values
- 060 Customer Service

#### EMPLOYMENT

- 103 Equal Employment Opportunity
- 104 Business Ethics and Conduct
- 105 Personal Relationships in the Workplace
- 107 Immigration Law Compliance
- 108 Conflicts of Interest
- 109 Whistleblower
- 110 Outside Employment
- 111 Re•Employment
- 114 Disability Accommodation
- 116 Job Posting and Employment Referrals

#### EMPLOYMENT STATUS & RECORDS

- 201 Employment Categories
- 202 Access to Personnel Files
- 203 Employment Reference Checks
- 204 Personnel Data Changes
- 205 Probation and Qualifying Periods
- 208 Employment Applications
- 209 Performance Evaluations and Advancement
- 280 Orientation

#### EMPLOYEE BENEFIT PROGRAMS

- 301 Employee Benefits
- 303 Vacation Benefits
- 305 Holidays
- 306 Workers' Compensation Insurance
- 307 Paid Days Off (PDO) Policy
- 308 Time Off to Vote
- 309 Bereavement Leave
- 311 Jury Duty
- 313 Benefits Continuation (COBRA)
- 316 Health Insurance
- 317 Life Insurance
- 318 Short•Term Disability
- 319 Long•Term Disability
- 320 401(k) Savings Plan/Pension Plan
- 326 Flexible Spending Account (FSA)
- 330 President's Scholarship

#### TIMEKEEPING/PAYROLL

- 401 Timekeeping
- 403 Paydays
- 405 Employment Termination

409 Administrative Pay Corrections  
410 Pay Deductions

#### WORK CONDITIONS AND HOURS

501 Injuries of the Job  
502 Attendance  
505 Smoking  
506 Rest and Meal Periods  
507 Overtime  
508 Use of Equipment and Vehicles  
510 Emergency Closings  
512 Business Travel Expenses  
516 Acceptable Use Policy  
522 Workplace Violence Prevention  
524 Crime Reporting  
526 Parking

#### LEAVES OF ABSENCE

601 Family Medical Leave  
605 Military Leave

#### EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Employee Conduct and Work Rules  
702 Drug and Alcohol Use  
703 Sexual and Other Unlawful Harassment  
705 Personal Appearance  
706 Return of Property  
708 Resignation  
710 Security Inspections  
712 Solicitation  
716 Progressive Discipline  
718 Problem Resolution  
722 Workplace Etiquette and Confidentiality  
724 Telephones  
726 Visitors

#### MISCELLANEOUS

800 Life-Threatening Illnesses in the Workplace

Welcome to Cleveland University-Kansas City!

It is always a privilege to welcome a new employee to the Cleveland University-Kansas City community. Undoubtedly, you will find challenges and opportunities as you begin your new journey as a Cleveland employee.

This Handbook is a source of information outlining employee policies, programs and benefits. Please review and become familiar with the information provided. Sometimes new employees have specific questions regarding policies, programs or benefits, so please do not hesitate to ask for clarification or discuss any questions or concerns with your supervisor.

Congratulations and best wishes for a successful and rewarding future at Cleveland University-Kansas City.

Sincerely,



Carl S. Cleveland III, President  
Cleveland University-Kansas City



This Handbook describes policies and practices of the University. The University believes that the policies contained herein provide for fair and equitable treatment of employees with respect to pay, benefits, and other employment practices. Please read this Handbook carefully and keep it for quick reference.

The policies that follow do not cover every situation that might arise. They serve as a standard in keeping with sound business practices and as a guide for personnel actions. If you need an interpretation of a policy or feel the need to deviate from an established policy, please consult your supervisor. In any event, your good judgment and cooperation are appreciated. The Handbook should not be construed as a contract between the University and any or all of its employees.

The policies and information contained in this Handbook may be changed or amended in whole, or in part, at any time, with or without notice.

Issue Date: Summer 2005

## **030 Mission, Vision and Values\***

### **Institutional Vision**

The Cleveland vision is to be recognized and respected as a leader in health promotion.

### **Institutional Mission**

The Cleveland mission is to provide strong student-centered academic and professional education with a focus in the areas of life sciences and health promotion through education, scholarship and service.

### **Institutional Core Values**

#### Integrity/Accountability

- Responsible and ethical behavior
- Honest and open communication
- Responsibility for our individual actions

#### Excellence/Service

- Highest quality in teaching, scholarship and service
- Embrace compassion

#### Diversity/Respect

- Treat all individuals with dignity and respect
- Encourage an environment that attracts, nurtures and supports diversity
- Sensitivity to differences in learning styles, ideas and beliefs

#### Collaboration/Teamwork

- Partnerships, interaction and relationships
- Cooperative efforts to achieve our common goals

#### Health/Well-being

- Encourage activities and behaviors that contribute to a healthy lifestyle
- Chiropractic care is essential for optimizing health and well-being

#### Innovation/Creativity

- Intellectual curiosity
- Enthusiastic pursuit of new ideas

### **Doctor of Chiropractic Program Mission**

The Doctor of Chiropractic program mission lies in the areas of education, scholarship and service and in the advancement of chiropractic.

- The education mission of the institution is to prepare competent, entry-level doctors of chiropractic as primary health care providers and to offer continuing education for doctors of chiropractic.

- The scholarship mission of the institution is to conduct research and scholarly activities in areas related to chiropractic education and health care, and to collaborate with other institutions and health care providers in scholarly activities.
- The service mission of the institution is to provide health care and outreach services to the community, support services to alumni and other health care providers, and volunteer services to civic and professional organizations.

### **Undergraduate Program Mission**

The Cleveland Undergraduate Studies program mission is to provide a respected and recognized undergraduate studies program specializing in life sciences and health promotion preparing graduates to continue in health-related education programs.

### **Master of Science Program Mission**

The mission of the Cleveland Master of Science in Health Promotion program is to provide students with the knowledge, skills and foundation to become leaders and educators in health promotion. Graduates are eligible for examination as a Certified Health Education Specialist (CHES).

*\* (Revised September 2012)*

### **060 Customer Service**

Students are among the University's most valuable assets. Every employee represents Cleveland to students and the public. The way we do our jobs presents and image of our entire organization. Students judge the University by how they are treated with each employee contact. Therefore, one of the first business priorities is to assist any student or potential student. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention given to student.

Personal contact with the public, manners on the telephone, and the communications sent to the University's multiple constituents are a reflection not only of each employee, but also of the professionalism of Cleveland. Positive customer service enhances student's and the public's image of Cleveland. Students who wish to lodge specific comments or complaints should be directed to the Office of Student Services for assistance.

### **103 Equal Employment Opportunity**

Equal opportunity shall be provided to all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of race, color, religion, sex, sexual preference, origin, age, status as Vietnam- era veteran or disability. The University will adhere to the federal requirements of the Rehabilitation Act of 1973 with all its amendments, and the American with Disabilities Act and other applicable state and federal laws. Equal employment opportunity includes, but is not limited to, hiring, training, promotion, transfer, demotion and termination.

Cleveland will make reasonable accommodations for qualified individuals with known disabilities in harmony with state and federal law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human

Resources representative on each campus. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### **104 Business Ethics and Conduct**

The successful operation and reputation of the University is built upon the principles of fair dealing and ethical conduct of its employees. Cleveland's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the University is dependent upon the students' trust, and Cleveland is dedicated to preserving that trust. Employees have a duty to the University, its students, and other constituencies to act in a way that will merit their continued trust and confidence.

The University will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and if necessary, with the Human Resources representative for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Cleveland employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

#### **105 Personal Relationships in the Workplace**

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to position, gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising a relative without the written approval of the Board of Trustees. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The University also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the employee involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

*\* (Revised November 2010)*

## **107 Immigration Law Compliance**

The University is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. By Federal law, this information must be presented within three days of employment. If proper identification is not presented within three days, employment will be terminated. Former employees who are rehired must also complete the form if they have not completed an I-9 with the University within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources representative. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **108 Conflicts of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Cleveland wishes the University to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources representative for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the University's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employees is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the CFO as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with the University does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the University.

## **109 Whistleblower Policy for Reporting Violations, Complaints or Concerns**

*(Board approved August 7, 2009)*

### **I. Policy Statement**

Cleveland University-Kansas City is committed to fostering a workplace conducive to open communication regarding its business practices and to protecting employees from unlawful retaliation and discrimination for their having properly disclosed or reported suspected or unethical conduct. The purpose of this Whistleblower Policy for Reporting Violations, Complaints or Concerns (this "Policy") is to provide a process for employees to report any suspected or actual violations or concerns as to compliance with Cleveland University-Kansas City's policies; federal, state or local statutes, laws, ordinances, regulations or Executive Orders, including, but not limited to, the Internal Revenue Code and the United States Department of Treasury Regulations; or any complaints or concerns regarding Cleveland University-Kansas City's accounting, internal accounting controls, or auditing matters, or any concerns regarding any questionable accounting or auditing matters.

### **II. Obligation to Report Suspected or Actual Violations**

#### **A. Reporting Generally**

It is every employee's obligation to report suspected or actual violations of Cleveland University-Kansas City's policies or any federal, state or local statutes, laws, ordinances, regulations or Executive Orders, including, but not limited to, the Internal Revenue Code and the United States Department of Treasury Regulations. Employees must report any suspected or actual violations of the laws and rules that govern the reporting of Cleveland University-Kansas City's financial performance, and any complaint or concern regarding Cleveland University-Kansas City's accounting, internal accounting controls, or auditing matters, or any concerns regarding any questionable accounting or auditing matters.

Employees can make reports by the following procedures:

- If the report is regarding a suspected or actual violation of the Internal Revenue Code and the United States Department of Treasury Regulations, then the Employee can report such matters directly to his or her supervisor or manager or to the Human Resources representative.
- If the report is regarding any suspected or actual wrong-doing by any employee, officer or director, any complaint or concern about Cleveland University-Kansas City's accounting, internal accounting controls, or auditing matters, or any concerns regarding any questionable accounting or auditing matters, then the Employee can report such matters directly to his or her supervisor or manager or to the Human Resources representative.
- If the report is regarding suspected or actual violations or concerns as to compliance with Cleveland University-Kansas City's policies or federal, state or local statutes, laws, ordinances, regulations or Executive Orders, then the Employee can report such matters directly to his or her supervisor or manager or to the Human Resources representative.

#### **B. Anonymous Reporting**

Alternatively, if you wish to report any such matters *anonymously*, you may do so by providing a written description of the suspected violation or other complaint or concern to an

appropriate person as designated above in Section II(A).

### **III. Treatment and Retention of Complaints and Reports**

Each supervisor and manager shall report any suspected violation, concern or complaint reported by employees or other sources to the Human Resources representative to assure proper treatment, retention and investigation of complaints, concerns or notices of potential violations. In addition, employees should take note that persons outside Cleveland University-Kansas City may report complaints or concerns about suspected or actual violations or concerns regarding internal accounting controls, accounting or auditing matters. These concerns and complaints should be reported immediately upon receipt to the Human Resources representative. Cleveland University-Kansas City will promptly consider the information, reports or notices and will take appropriate action, including investigation as appropriate, in accordance with the law, governmental rules and regulations and as otherwise consistent with good business practice.

The Human Resources representative will keep a log of all notices or reports of suspected or actual violations, complaints or concerns received pursuant to this Policy. The logs will include a description of the matter reported, the date of the report and the disposition thereof, and the log shall be retained in accordance with Cleveland University-Kansas City's document retention policies.

### **IV. Statement of Non-Retaliation**

Cleveland University-Kansas City **will not permit** any form of intimidation or retaliation by any officer, employee, contractor, subcontractor or agent of Cleveland University-Kansas City against any employee because:

- The employee filed a report or voices a concern under this Policy; or
- The employee provided information or assisted in a governmental investigation or internal Cleveland University-Kansas City investigation regarding any conduct that the employee reasonably believes constitutes a violation of Cleveland University-Kansas City's policies; federal, state or local statutes, laws, ordinances, regulations or Executive Orders, including, but not limited to, the Internal Revenue Code and the United States Department of Treasury Regulations; or
- The employee files, testifies, participates in, or otherwise assists in a proceeding relating to a violation of federal, state or local statute, law, ordinance, regulation or Executive Order, including, but not limited to, the Internal Revenue Code and the United States Department of Treasury Regulations.

Employees determined to have engaged in retaliatory behavior may be subject to discipline, which could include termination of employment. Any employee who feels that he or she has been subjected to any behavior that violates this Policy should immediately report such behavior to his or her supervisor or the Human Resources representative. Please note, however, that employees who knowingly file misleading or false reports, or without a reasonable belief as to truth or accuracy, will not be protected by this policy and may be subject to discipline, including termination of employment.

### **V. Statement of Confidentiality**

Cleveland University-Kansas City will make good faith efforts to protect the confidentiality of employees making reports; provided, however, Cleveland University-Kansas City or its employees and agents shall be permitted to reveal the reporting employee's identity and confidential information to the extent necessary to permit a thorough and effective investigation or as required by law or court proceedings.

## **110 Outside Employment**

Employees may hold outside jobs as long as employees meet the performance standards of their job with the University. All employees will be judged by the same performance standards and will be subject to the University's scheduling requirements, regardless of any existing outside work requirements.

If the University determines that an employee's outside work interferes with performance or the ability to meet the requirements of the University as they are periodically modified the employee may be asked to terminate the outside employment if he or she wishes to remain with the University.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or corporations outside the University for materials produced or services rendered while performing duties associated with their employment.

## **111 Re-Employment**

Former employees who voluntarily resigned or were laid off are, generally, eligible for re-hire.

If an individual is re-hired after a break in service of one year or less, previous service with the University will be included when determining benefit eligibility and the original hire date will be adjusted to reflect the length of absence. This new anniversary date will be used to calculate benefit eligibility.

An individual re-hired after a break in service of more than one year will be considered a new employee of the University and past service will not apply in calculating benefit eligibility.

Re-hired employees whose break in service exceeded ninety (90) days will be reviewed after 120 days of re-employment.

## **114 Disability Accommodation**

The University is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines or progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The University is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The University will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The University is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

### **116 Job Posting and Employee Referrals**

The University provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the University reserves its discretionary right to not post a particular opening.

Job openings will be posted on Cleveland Today and normally remain open for 10 days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least six months in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies and qualifications.

To apply for an open position, employees should submit a job posting application to the Human Resources representative listing job-related skills and accomplishments (forms may be found in Appendix A). It should also describe how their current experience with the University and prior work experience and/or education qualifies them for the position.

The University recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

The University also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicant for posted jobs. Employees should obtain permission from the individual before making a referral, sharing their knowledge of the organization, or making commitments or oral promises of employment.

An employee should submit the referral's resume and/or complete application form to the Human Resources representative for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

## **201 Employment Categories**

It is the intent of the University to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the University.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the CFO.

In addition to the above categories, each employee belongs to one other employment category:

**REGULAR FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the University's full-time schedule. Generally, they are eligible for benefits, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the University's other benefit programs.

**INTRODUCTORY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with University is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all other benefit programs offered by the University.

## **202 Access to Personnel Files**

The University maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the University, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the University who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources

representative. With reasonable advance notice, employees may review their own personnel files in the University's offices and in the presence of an individual appointed to maintain the files.

### **203 Employment Reference Checks**

To ensure that individuals who join the University are well qualified and have strong potential to be productive and successful, it is the policy of the University to check the employment reference of all applicants.

The Human Resources representative will respond in writing to only those reference check inquires that are submitted in writing/fax. Response to such inquires will confirm only dates of employment, wage rates, and position(s) held.

### **204 Personnel Data Changes**

It is the responsibility of each employee to promptly notify the University of any changes in personnel data. Personal mailing addresses, telephone numbers, number of names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and similar data should be accurate and current at all times. If any personnel data has changed, employees should complete the Employee Fact Change form (See Appendix A) and forward it to the Human Resources Department.

### **205 Probation and Qualifying Periods**

All new non-faculty employees must serve a probation period of 120 calendar days. It is designed to give the University opportunity to determine whether an employee is suitable and qualified for the work for which the employee was hired. The decision as to the employee's suitability and qualifications is the sole responsibility of the University.

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The University uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the University may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 120 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the University determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. The employee may not remain in a probationary status for more than seven (7) months. An employee may complete the probationary period or be terminated at any time after the initial 120 days upon the recommendation of the supervisor and department or administrative head. The supervisor may determine successful completion of the probationary period at any time during the extension.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required

by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Cleveland-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Transfers and promotions during a probationary period will be subject to administrative determination by the Multicampus Director of Human Resources or designee. In the event of such transfers, employees who are promoted or transferred to another position prior to the completion of the 120-day probationary period will continue to be on probation until a total of 120 days of service to the University has been completed.

## **208 Employment Applications**

The University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **209 Performance Evaluation and Advancement**

**Performance Evaluation:** Employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis with their supervisor. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted yearly to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weakness, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Specific conditions may warrant more frequent appraisals. The employee and the supervisor must sign the performance appraisal. It will then be forwarded to the Multicampus Director of Human Resources and Campus Human Resources representative for final disposition.

In an effort to recognize truly superior employee performance, merit-based pay adjustments are awarded by the University. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process and budgetary constraints.

### **Advancement:**

The University recognizes the importance and benefit of providing advancement. All vacant positions will be posted on Cleveland Today. Employees with applicable job skills may apply.

## **280 Orientation**

All new employees are to attend a formal orientation session as soon as possible after beginning their employment with the University.

Orientation sessions provide necessary information concerning the history, facilities and major policies of the University. Staff responsibilities and benefits are also covered during orientation. The sessions are to be arranged by the employee's supervisor and the Campus Human Resources representative.

### **301 Employee Benefits**

Eligible employees at the University are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your Human Resources representative can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Employee Handbook.

The following benefit programs are available to eligible employees:

- 401(k) Savings Plan
- Auto Mileage
- Bereavement Leave
- Credit Cards
- Dental Insurance
- Family Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Long-Term Disability
- Medical Insurance
- Medical Leave
- Military Leave
- Paid Days Off (PDO)
- Pension Plan
- Short-Term Disability
- Sick Leave Benefits
- Travel Allowances
- Vacation Benefits

Some benefit programs require contributions from employees, but most are fully paid by the University. The benefit package for regular full-time employees represents an additional cost to the University of approximately 25 percent of wages.

### **303 Vacation Benefits**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Introductory employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to 12 vacation day each year, accrued monthly at the rate of one (1) day.
- After 5 years of eligible service the employee is entitled to 14 vacation days each year,

accrued monthly at the rate of 1.167 days.

- After 10 years of eligible service the employee is entitled to 16 vacation days each year, accrued monthly at the rate of 1.333 days.
- After 15 years of eligible service the employee is entitled to 18 vacation days each year, accrued monthly at the rate of 1.500 days.
- After 20 years of eligible service the employee is entitled to 20 vacation days each year, accrued monthly at the rate of 1.667 days.
- After 25 years of eligible service the employee is entitled to 22 vacation days each year, accrued monthly at the rate of 1.833 days.
- After 30 years of eligible service the employee is entitled to 24 vacation days each year, accrued monthly at the rate of 2.000 days.
- After 35 years of eligible service the employee is entitled to 26 vacation days each year, accrued monthly at the rate of 2.166 days.
- After 40 years of eligible service the employee is entitled to 28 vacation days each year, accrued monthly at the rate of 2.333 days.
- After 45 years of eligible service the employee is entitled to 30 vacation days each year, accrued monthly at the rate of 2.500 days.
- After 50 years of eligible service the employee is entitled to 32 vacation days each year, accrued monthly at the rate of 2.666 days.

The length of eligible service is calculated on the basis of a “benefit year.” The vacation year begins September 1 and ends August 31<sup>st</sup>. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information).

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 120 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee’s base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. The maximum number of accrued vacation days that can be carried over to the subsequent vacation year is 10 (ten) days. Unused accrued vacation day in excess of 10 (ten) days will be lost as of each August 31. If employment terminates, the employee will be paid for all accrued vacation days.

Employees who leave the University, having taken vacation days that have not yet been accrued, will have the value of the unaccrued vacation days deducted from their final paycheck.

### **305 Holidays**

The University will grant holiday time off to all full-time employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr., Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

The University will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's leave period the employee will be entitled to receive an additional day of leave.

### **306 Workers' Compensation Insurance**

The University provides a comprehensive workers' compensation insurance program at not cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor and on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the University nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the University.

### **307 Paid Days Off (PDO) Policy\***

The University provides to all full-time employees Paid Days Off, or PDOs, for sick and

necessary personal leave from work. Paid vacation is not a part of PDOs. Each September 1st , full-time non-faculty employees who have completed their 120-day introductory period are allotted 10 (ten) PDO days. Employees who are hired after September or complete their probationary period after September 1st will be allotted PDO days in accordance with the following schedule on the first of the month after completing their probationary period.

<b>Month of Eligibility</b>	<b>Number of PDOs Awarded</b>
October	9
November	8
December	7
January	6
February	5
March	4
April	3
May	2
June	1
July or August	0

A PDO is equivalent to eight (8) hours. Partial PDOs can be taken, but the minimum partial allotment is for thirty minutes (30 min.).

PDOs may be used for sick leave and/or necessary personal leave and should be scheduled in advance whenever possible. Because staffing levels to meet the operation requirements of your department must be maintained, your supervisor must approve PDOs that can be scheduled in advance. Upon request of the employee’s immediate supervisor, an employee may be required to provide proof that the PDO was used for sick leave or necessary personal leave.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

In order to be paid for a PDO day, the employee must complete an Attendance Exception Report for each PDO day taken and submit it to the supervisor prior to or immediately following the time taken. This form must be approved by the supervisor and submitted to payroll prior to the end of the payroll period.

PDOs are not vested days off, but are contingent upon the employee utilizing the days off only for sickness and/or necessary personal leave matters. Therefore, unused PDOs may not be carried over from one year to the next and will be lost upon an employee leaving the employment of the University either voluntarily or involuntarily. At no time may PDO days be used in lieu of an employee’s notice of termination. Each September 1st , a new allotment of PDOs is provided to eligible employees.

*\* (Revised March 2009)*

### **308 Time Off to Vote**

The University encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Cleveland will grant up to two hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, (whichever provides the least disruption to the normal work schedule).

### **309 Bereavement Leave**

After 120 days of employment, employees are eligible for bereavement leave. Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification (s):

- Regular full-time employees

The University defines "immediate family" as the employee's spouse, mother, father, mother-in-law, father-in-law, grandparent, grandchild, brother, sister, child or guardian. Bereavement leave may also be granted to step relations of the above family members.

### **311 Jury Duty**

The University encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may receive up to three (3) days regular pay from the University. An Attendance Exception Report must be completed by the employee and approved by their supervisor.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the University or the employee may request an excuse from jury duty if, in the University's judgment, the employee's absence would create serious operational difficulties.

The University will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation benefits will continue to accrue during unpaid jury duty leave.

### **313 Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Cleveland's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; and employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Cleveland's group rates plus an administration fee. Cleveland provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Cleveland's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **316 Health Insurance**

The University's health insurance plan provides employees and their dependents access to medical and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Cleveland and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits.

### **317 Life Insurance**

Life insurance offers you and your family important financial protection. The University provides a basic life insurance plan for eligible employees.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the University and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

### **318 Short-Term Disability**

The University provides a short-term disability (STD) benefits plans to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- Regular full-time employees

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between the University and the insurance carrier.

Disabilities arising from pregnancy or pregnancy related illness are treated the same as any other illness that prevents any employee from working.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about STD benefits.

### **319 Long-Term Disability**

Cleveland provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- Regular full-time employees

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between Cleveland and the insurance carrier. Eligible employees may begin LTD coverage only after completing one year calendar days of service.

Details of the LTD benefits plan including benefits amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contract the Human Resources Department for more information about LTD benefits.

### **320 401(k) Saving Plan/Pension Plan**

Cleveland has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 401(k) savings plan, you must complete six months of service and be 21 years of age or older. New hires may join the plan during their open enrollment eligibility period.

Date of Hire	Enrollment Eligibility
January 3 - April 2	1-Oct
April 3 - July 2	1-Jan
July 3 - October 2	1-Apr
October 3 - January 2	1-Jul

Eligible employees may participate in the 401(k) plan subject to all terms and conditions of the plan.

The 401(k) savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs.

Because your contribution to a 401(k) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amount deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

Complete details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Representative for more information about the 401(k) plan.

Eligible employees, whether or not they participate in the 401(k) plan, may receive a pension contribution each year. The contribution is made at the discretion of the University and is given as a percentage of wages earned during a calendar year.

### **326 Flexible Spending Account (FSA)**

The University provides a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

- Regular full-time employees

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. You must enroll for each plan year. You determine how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to you for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, you should take care not to over-fund your account.

Details of the Flexible Spending Account program are described in the Summary Plan Description (SPD). Contact the Human Resources Department for more information on the Flexible Spending Account program and to obtain enrollment and reimbursement forms and

worksheets with examples of reimbursable and non-reimbursable expenses.

### **330 President's Scholarship for Employees and Dependents\***

The President's Scholarship will be offered by the University to eligible employees and dependents for discounted tuition on Cleveland University-Kansas City degree programs.

A discount of 50% of the standard tuition rate will be offered to eligible employees and employee dependents on any University degree program for courses starting after the eligible employee has completed 30 months of continuous full-time service provided the employee currently holds a full time position. A discount of 100% of the standard tuition rate will be offered to eligible employees and employee dependents on any University degree program for courses starting after the eligible employee has completed 5 years of continuous full-time service provided the employee currently holds a full time position.

The student is responsible for the tuition for elective courses separate from those required for degree completion, fees and all other non-tuition charges, to include books and personal items such as dissection tools, diagnostic equipment, laboratory coats and supplies.

This benefit will be subject to all applicable tax laws and reporting requirements.

\* (Added May 2016)

### **401 Timekeeping**

Accurately recording time worked is the responsibility of every nonexempt employee and their supervisor. In compliance with the Fair Labor Standards Act (FLSA) the University is required to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees must maintain a bi-monthly time sheet. The time sheet should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. At the end of the applicable pay period, the supervisor must review and then sign the time record before submitting it to the Business Office for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### **403 Paydays**

All employees are paid semi-monthly on the 15 and last day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day of such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts. Questions involving pay or direct deposits can be directed to the Human Resources Department.

#### **405 Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation: voluntary employment termination initiated by an employee.
- Discharge: involuntary employment termination initiated by the organization.
- Layoff: involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement: voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from organization.

The University will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the University, or return of University-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with the University is based on mutual consent, both the employee and the University have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

#### **409 Administrative Pay Corrections**

Cleveland takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resource Department so that corrections can be made as quickly as possible.

#### **410 Pay Deductions**

The law requires that Cleveland make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Cleveland also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Cleveland matches the amount of Social Security taxes paid by each employee.

Cleveland offers programs and benefits beyond those required by law. Eligible employees

may voluntarily authorize deductions from their paycheck to cover the costs of participation in these programs.

Garnishments are pay deductions taken by Cleveland as required by a court ruling, usually to help pay off a debt or obligation to Cleveland or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

## **501 Injuries on the Job**

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the employee's supervisor and an incident report must be filed within 24 hours. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

The supervisor and/or co-worker is to notify the Health Center and the CFO. If a clinician determines that immediate medical attention is required, the employee sent or taken to a doctor for treatment. After treatment, the employee must give the doctor's report to their supervisor so that the University will learn the extent of injury and the employee's ability to perform their job. In the event of an obvious life-threatening injury, the supervisor and/or co-worker, is to call 911. A call should also be placed to the Health Center.

If an employee is temporarily disabled and cannot work, they will be provided with all benefits to which they are entitled under workers compensation laws. The incident and doctor's reports must be forward to the Human Resources Department for processing (See #306, pg. 18)

## **502 Attendance**

Dependable and prompt attendance is essential for each position at the University. Planned absences such as vacations should be schedule in advance. Unscheduled absences and tardiness must be kept to a minimum. This policy contains minimum criteria. Departments may establish specific departmental rules with the approval of Administration.

**Scheduled Absences:** Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments, scheduled surgery and Health Center visits during working hours, must also be approved by the supervisor.

**Unscheduled Absences:** Unplanned absences can be detrimental to department efficiency. In the case of a sudden illness or other unexpected circumstances, an employee should notify his/her supervisor immediately. If this is not possible, a family member should alert the supervisor as soon as possible to explain the situation and indicate the expected date and time of return.

**Tardiness:** An employee should notify his/her supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness of 30 minutes or more, an employee should call the supervisor immediately. Non-exempt employees who are late will have a pay reduction unless arrangements are made with the supervisor to make up lost time, within the same week, as a result of the tardiness.

**Discipline:** Employees who are frequently absent or tardy or who fail to follow approved guidelines for notification are subject to disciplinary procedures up to and including termination.

**Reporting Absences:** All absences from work must be reported on the Attendance Exception Report. This includes all vacation, sick leave, personal days, whether excused or unexcused, paid or unpaid. Absence due to military leave, jury duty, funeral leave and extended leave of absence must also be reported on the Attendance Exception Report form.

## **505 Smoking**

In keeping with Cleveland's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, customers and visitors.

## **506 Rest and Meal Periods**

The normal working hours for Cleveland University-Kansas City are 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour lunch period. Because work schedules may vary according to the operational needs of each particular department, the start and finish of the employee's shift and length of the lunch period may vary.

All employees scheduled to work an eight-hour day will be given two 15-minute breaks in accordance with a schedule to be determined by the departmental supervisor. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal period and will not be compensated for that time.

All employees working at least five (5) hours are required to take a lunch period; no overtime will be paid for not taking a lunch period.

## **507 Overtime**

When operating requirement or other needs cannot be met during regular working hour, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave or absence will not be considered hours worked for purposes of performing overtime calculations.

Non-exempt employees are paid at 1.5 times their regular rate of pay for all hours over forty (40) in a designated work week. "Hours paid" includes all authorized hours worked, plus all time off with pay. Employees in exempt job classifications are not entitled to overtime pay.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action.

## **508 Use of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job duties are expensive and may be

difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Supervisors should be notified if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees of others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

### **510 Emergency Closing**

At times, severe weather can disrupt normal operations. In extreme cases, these circumstances may require the cancellation of classes. The decision to cancel classes will be determined by the leadership of the Office of Academic Affairs in collaboration with the Director of Facilities. Should it be deemed necessary to close the University, employees will be notified using campus communication channels. If an employee is unable to report to work due to weather conditions when the campus is not closed, employees are required to call their supervisor no later than 10 minutes of the scheduled starting time. Employees who are unable to report to work when the campus is not closed will be required to use any available PDO or vacation time.

### **512 Business Travel Expenses**

The University will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the University. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares.
- Mileage costs for use of personal cars.
- Cost of standard accommodations.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tips not exceeding 15% of the total cost of a meal or 10% of taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the University may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objective. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within five days. Receipts for all individual expenses should accompany reports.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **516 Acceptable Use Policy**

### **1.0 Overview**

The intention for publishing and **Acceptable Use Policy** is to provide guidelines which do not impose restrictions that are contrary to Cleveland University-Kansas City's established culture of openness, trust and integrity. The administration is committed to protecting the University community from illegal or damaging actions by individuals, either knowingly or unknowingly.

**Access systems** (such as computer access via the Internet, Intranet, Extranet, modems, RAS servers, peer-to-peer networks, LAN, WAN, wireless or other related systems), including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, telephone equipment, cellphones, magnetic stripe readers, IR scanning equipment, PDA (Personal Data Assistants), copy machines, fax machines, printing equipment, security access control mechanisms, WWW browsing and FTP, are the property of Cleveland University-Kansas City. These systems are to be used for business purposes in serving the interests of the University and our constituents in the course of normal operations.

Effective security is a team effort involving the participation and support of every University staff, faculty, student, alumni and affiliate who deals with information and/or information systems. It is the responsibility of every user to know these guidelines and to conduct their activities accordingly.

### **2.0 Purpose**

The purpose of this policy is to outline the **acceptable use** of access systems at Cleveland University-Kansas City. These rules are in place to protect all users and affiliates of the University. Inappropriate use exposes the University to risks including virus attacks, compromise of network systems and services, and legal issues.

### **3.0 Scope**

This policy applies to all **Users** (staff, faculty, students, alumni, contractors, consultants, temporaries and other workers) at Cleveland University-Kansas City, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the University. This policy may also apply to other equipment not owned by the University if that equipment accesses any of the University-owned access systems as defined by this

policy.

#### 4.0 Acknowledgement

Implementation and electronic acknowledgment of this policy is accepted by the user upon logging into any system connected to the network. This acknowledgement is similar to a common EULA (End User License Agreement) or a TOS (Terms of Service) agreement. The University reserves the right to revoke or prevent access to its systems based upon the user's failure to acknowledge acceptance of this policy.

#### 5.0 Dissemination

As policies will be modified from time to time to address the needs of the University community, the most current policies of this Acceptable Use Policy will be maintained on the University's web site at: [www.cleveland.edu/IT/Security/CCC-AUP.htm](http://www.cleveland.edu/IT/Security/CCC-AUP.htm).

#### 6.0 Policy

##### 6.1 General Use and Ownership

1. While the University's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the University systems remains the property of the University. Because of the need to protect the University's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the University.
2. Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for maintaining guidelines concerning personal use of access systems. If there is any uncertainty, employees should consult their supervisor.
3. The administration recommends that any information that users consider sensitive or vulnerable be encrypted. For guidelines on information classification, see Information Technology's Information **Sensitivity Policy**. For guidelines on encrypting email and documents, go to Information Technology's **Awareness Initiative**.
4. For security and network maintenance purposes, authorized individuals within the University may monitor equipment, systems and network traffic at any time, per Information Technology's **Audit Policy**.
5. The University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

##### 6.2 Security and Proprietary Information

1. The user interface for information contained within the University's various systems should be considered classified and confidential in nature, unless posted within public access areas as the [www.cleveland.edu](http://www.cleveland.edu) web site or other common areas of public exposure. Examples of confidential information include but are not limited to: private company information, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Users should take all necessary steps to prevent unauthorized access to this information.
2. **Restrict passwords for authorized use only.** Authorized users are responsible for the security of their passwords and accounts. System-level passwords should be changed quarterly; user-level password should be changed every six months. Should a user suspect their password may be compromised, they should immediately contact the IT Department to reset and issue another password that will be known to that end user only.
3. Use encryption of information in compliance with Information Technology's **Acceptable Encryption Use Policy**
4. Because information contained on portable computers is especially vulnerable,

special care should be exercised. Protect laptops in accordance with the “**Laptop Security Tips.**”

5. Postings by users from a University e-mail address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the University, unless posting is the course of business duties.
6. All **hosts** (computers, PDAs, laptops, etc.) that are connected to any of the University access systems, whether owned by an individual, third-party or the University, shall be continually executing approved virus-scanning software with a current virus database.
7. Users must use extreme caution when opening e-mail **attachments** (files appended to an e-mail) received from unknown senders, which may contain viruses, worms, email bombs, Trojan horse code or other types of destructive or malicious payloads.

### 6.3 Unacceptable Use

The following activities are some general guidelines of what is considered unacceptable use. Users may be exempted, by their supervisor, from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is a user authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing University-owned resources.

**Unauthorized or Excessive Personal Use of System Resources:** Use may be excessive if it overburdens a network, results in substantial use of system capacity or causes increased costs to the University. Increased cost to the University include uses requiring substantial expenditures of computing time, employee time, uses for profit or uses that would otherwise violate company policy with regard to employee time commitments or company equipment. It is permissible to use the company e-mail system for incidental personal purposes.

The lists below are by no means exhaustive, but attempt to provide a framework for activities that fall into the category of unacceptable use.

#### System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “**pirated**” (illegal copies of software) or other software products that are not appropriately licensed for use by the University.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the University or the end user does not have an active license.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The IT department should be consulted prior to export of any material that is in questions.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using University computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items or services originating from any University account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Breaching security or disrupting network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging onto a server or account in which the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, smurfing, spamming, spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning unless authorized by the Information Technology Department.
11. Executing any form of network monitoring which will intercept data not intended for the user's host, unless this activity is a part of the user's normal job duties or course study.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the University's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with or disable a user's terminal session. This includes any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, the University staff, faculty, students or alumni to parties outside the University, beyond that of the user's normal job duties.
16. Downloading or exchanging audio and video files, including MP3 files and other similar files not related to University interests.
17. Streaming (listening or watching) video and audio in real time, including Internet, radio/television stations or music sites not related to University interests.
18. Downloading entire WWW/FTP external sites or significant parts of such sites, particularly those including images and games programs, unless the material is specifically relevant to your course of study or job duties.
19. Playing any form of game over the Internet.
20. Accessing any site containing pornographic material.

#### **E-mail and Communications Activities**

1. Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via e-mail header information.
3. Unauthorized use, or forging, of e-mail header information
4. Solicitation of email for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letter" or other "pyramid" schemes of any type.
6. Use of unsolicited e-mail originating from within the University's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the University or connected via the University's network.
7. Posting the same or similar non-business related messages to large numbers of Usenet newsgroups (newsgroup spam.)

## **7.0 Enforcement**

Any user found to have violated this policy may be subject to disciplinary action, up to and including dismissal or termination of employment.

## **522 Workplace Violence Prevention**

Cleveland is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Cleveland has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Cleveland without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of administration. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

Cleveland will promptly and thoroughly investigate all report of threats of (or actual) violence and of suspicious individuals or activities. The identify of individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Cleveland may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Cleveland encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resource Department before the situation escalates into potential violence. Cleveland is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

## **524 Crime Reporting**

All of the following incidents occurring on campus, or under the jurisdiction of the University, must be reported according to the procedures listed below: violence against persons (murder, assault, rape); theft (robbery, burglary, vehicular); and vandalism or property damage.

1. All crimes and emergencies should be immediately reported to the main reception desk,

which will function as the primary referral source for all types of incidents. Campus Incident Report Forms will be distributed, as needed, from the Office of Student Services and, upon completion, will be returned to the appropriator administrator for action.

2. Emergency situation that require immediate action will be referred to the Academic Dean or the Campus Safety Office for a response. These individuals may consult with other administrative offices as necessary and determine whether off-campus assistance will be necessary (i.e. local law enforcement, fire department, ambulance). Incidents first requiring outside agency responses must also be reported through the campus report procedure outlined here by completing an Incident Report Form. Emergencies of a health-threatening nature should be referred to the Health Center immediately.
3. Incidents not requiring an emergency response will be recorded on an Incident Report Form and filed with the Campus Safety Office, who will do the following two things: 1) determine what, if any, further action is warranted, and 2) record the incident as part of the required annual data collection procedures. Action taken on such incidents will normally include: 1) investigation of incident, 2) report of findings of that investigation, which is filed with the Academic Dean and a copy sent to the Multicampus Director of Human Resource and 3) internal disciplinary action taken and/or referral made to the outside agency for action.

## **526 Parking**

Employee parking is provided. The University is not responsible for theft, vandalism or damage to employee's vehicle(s) while on University property. Vehicles must display the appropriate University parking sticker.

## **601 Family Medical Leave**

The University provides medical leaves of absence to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular full-time employees

Eligible employees may request medical leave only after having completed 1,250 hours in the last 12 months of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the University. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. The University uses its fiscal year, September 1 to August 31, as the basis for FLMA benefits.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plan, the University will continue to provide health insurance benefits for the full period of the approved medical leave; however, the employee must make arrangements with the University to pay his or her portion of the insurance premium that normally are deducted from his or her paycheck. If the leave is extended, the employee is responsible for 100% of the entire insurance premium. If the employee does not return from leave, he or she may be required to reimburse the University for any premiums paid by the University during the leave.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the University with a least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed up return date, the University will assume that the employee has resigned and will result in immediate termination.

## **605 Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Department for more information or questions about military leave.

## **701 Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment for employees, the University promotes conduct that will protect the interests and safety of all employees and the organization. It is acknowledged that for the majority of employees the following examples of inappropriate behavior are outside the bounds of their work ethics.

The following are provided as examples of the types of infractions of rules of conduct that are detrimental to a positive working environment and may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with the University is at the mutual consent of the University and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **702 Drug and Alcohol Use**

It is the University’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the University premises and while performing job-related duties off the University premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or

treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources representative without fear of reprisal.

### **703 Sexual and Other Unlawful Harassment**

Cleveland University-Kansas City believes in the principle and practice of equal employment opportunity and equal educational opportunity. The University does not discriminate on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status in its admission, treatment, and evaluation of students or in its hiring, supervision, evaluation, placement, training, and promotion of employees. Other personnel actions such as compensation, benefits, transfers, social and recreation programs, demotion, discipline, and termination are also administered in a non-discriminatory manner.

The University ensures that personnel and student-related actions are administered in compliance with federal, state, and local laws prohibiting discrimination on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Preventing discrimination is the responsibility of e ve ry employee and student.

With regard to employees and individuals applying for employment with the University, the University provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for employment; (2) perform the essential functions of their jobs; and (3) enjoy the other terms, conditions, and privileges of employment with the University.

#### **I. Policy of Non Discrimination**

It is the policy of the University not to discriminate against any employee, student or third party on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status protected by the law.

#### **II. Definition of Unwelcome Harassment**

As part of its policy of non-discrimination, the University prohibits unwelcome harassment and discrimination in all of its employment and academic programs, all University extracurricular activities, and all University-sponsored events, including events held off campus. "Unwelcome harassment" is verbal or physical conduct by any individual (including employees, students, or third parties) that denigrates or shows hostility or aversion toward a person because of that person's race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status, and that:

- a) has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
- b) with regard to employees, has the purpose or effect of unreasonably interfering with an individual's work;
- c) with regard to students, has the purpose or effect of unreasonably interfering with an

individual's to participate in or benefit from an educational program or activity; or

d) otherwise adversely affects an individual's work or learning opportunities.

This includes acts that are intended to be "jokes" or "pranks" but that are hostile or demeaning with the to race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status.

### **III. Policy Prohibiting Sexual Harassment**

As part of the above-stated non-discrimination/anti-harassment policy, no employee, student, or any other individual may sexually harass any other individual on University property, or in connection with any activity associated with or sponsored by the University. Employees and students of the University have the responsibility of ensuring that no employee, student, or third party is subjected to harassment or discrimination by employees, students, or third parties. When harassment occurs, the University will initiate appropriate corrective action, up to and including removal of the offending party from the University.

Sexual harassment includes unwelcome sexual advances, sexual jokes or comments; requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. This policy is violated when:

#### **With Regard to Students.**

1) submission to such conduct is made either explicitly or implicitly a condition of obtaining an education, a grade, or completion of any academic or clinical requirement;

2) submission to or rejection of such conduct is used as a basis for academic-related decisions such as grading and other performance evaluation, discipline, assignments, or any other condition of studies or academic or career development; or

3) such conduct otherwise unreasonably interferes with student performance or creates an intimidating, abusive, and offensive environment, even if it leads to no adverse consequences.

#### **With Regard to Employees .**

1) submission to such conduct is made either explicitly or implicitly a condition of employment;

2) submission to or rejection of such conduct is used as a basis for employment-related decisions such as promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment, or any other condition of employment or career development, or;

3) such conduct otherwise unreasonably interferes with work performance or creates an intimidating, abusive, and offensive working environment, even if it leads to no adverse job consequences.

### **Reporting Discrimination and Harassment and Prohibition Against Retaliation**

Any student who has a question, concern or complaint of discrimination, including harassment based on of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam•era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the dean or director of the degree program at the respective campus, or his/her designee.

Any employee who has a question, concern, or complaint of discrimination, including harassment based on of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam•era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Human Resources representative or his/her designee.

Any student or employee of Cleveland University-Kansas City that witnesses or receives a report of prohibited discrimination/harassment from another employee, student, or third party is encouraged to report the matter to the dean or director of the degree program (if the alleged incident involves a student), and/or the multicampus director of human resources (if the alleged incident involves an employee or third party).

### **Policy Prohibiting Retaliation**

The University prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination/harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other employees, students, or members of the University that result from the individual's making a discrimination/harassment complaint or cooperating in an investigation. Any student or employee who believes he/she has experienced or witnessed retaliation should immediately notify the dean or director of the degree program, or the director of human resources.

### **Investigation of Report of Discrimination/Harassment and Potential Consequences**

All reports of discrimination, harassment, or inappropriate conduct will be promptly and thoroughly investigated. The University will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a reoccurrence. Any student, employee (whether supervisory, non•supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action, up to and including suspension/dismissal, or termination of employment. The University will inform the complaining student or employee of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or education consequences as a result of making a good•faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and include termination of employment or suspension/dismissal from the University.

### **Report of Alleged Discrimination**

All students and employees are encouraged to report alleged discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam•era or other military status, or any other legally protected status. Students and employees may make a report of alleged discrimination or harassment to

the following:

**Student Reports: The dean or director of the degree program, and/or his/her designee.**

**Employee Reports: The Human Resources representative and/or his/her designee.**

Students and employees may submit reports of harassment or discrimination verbally or in writing. In order to initiate a formal grievance procedure, however, a student or employee must provide or complete a written report. Discrimination/Harassment Report Forms may be found in the Office of the Dean or Director of the degree program, the Office of Academic Services, the Health Center, the Office of Student Services, and at the desk of the receptionist in the central administrative offices.

### **Informal Resolution**

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam•era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the dean or director of the degree program (for complaints by students), and the Human Resources representative (for complaints by employees).

It may be possible to resolve a complaint against a student through a voluntary conversation between the complaining student or employee and the alleged harasser that is facilitated by one of the designated harassment complaint officials. However, any complaint against a University employee will be handled through the formal procedure.

In order to initiate an informal resolution, the complaining party must notify the appropriate University employee and submit a report of the incident either orally or by filling out a Discrimination/Harassment Report Form, available at the Office of Student Services, the Office of the Dean or Director of the degree program, the Office of Academic Affairs, the Health Center, and the receptionist's desk in the central administrative office.

If the complaining party and the alleged harasser feel that a resolution has been achieved through the informal process, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Academic Dean with a copy to the Multicampus Vice President of Academic Services and the Multicampus Director of Human Resources.

If the complaining party, the alleged harasser, or the University employee/harassment complaint official chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he/she may proceed to the formal procedure.

### **Formal Resolution**

#### **Inquiries, Concerns and Reports of Discrimination and Harassment**

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam•era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate

attention of the Director or Assistant Director of Student Services (for complaints by students), and the Human Resources representative (for complaints by employees).

### **Initiating the Formal Grievance Procedure**

Although the University investigates all reports of discrimination, harassment, and inappropriate conduct, in order to initiate a formal grievance procedure, the complaining employee or student must submit a detailed, written account of the incident. The complaining party may fill out a Discrimination/Harassment Report Form or other similar report.

Discrimination/Harassment Report Forms are available at Office of the Dean or Director of the degree program, the Office of Academic Affairs, The Health Center, the Office of Student Services, and at the receptionist's desk in the central administrative office. Complaints by students should be submitted to the dean or director of the program, or his/her designee. Complaints by employees should be submitted to the director of human resources.

### **Confidentiality and Non-Retaliation Policies**

All complaints will be treated confidentially to the extent feasible for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and include termination or dismissal/suspension from the University.

The University prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination/harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other employees, students, or members of the University that result from the individual's making a harassment complaint or cooperating in a harassment investigation. Any student or employee who believes he/she has experienced or witnessed retaliation should immediately notify the dean or director of the program, or his/her designee or for employees the director of human resources.

### **Investigations of Alleged Discrimination/Harassment and Procedures**

All reports of discrimination, harassment, and inappropriate conduct will be promptly and thoroughly investigated. The director of student services shall be responsible for initiating investigations of student complaints. The Human Resources representative shall be responsible for initiating investigations of employee and any third-party complaints. If an incident involves allegations about two or more persons, the University has the discretion to investigate and decide those matters jointly or separately.

During the investigation, the complaining party and the accused party shall have the right to be personally interviewed by the investigator and to refer the investigator to witnesses and evidence. The complaining party and the accused party shall also have the right to be accompanied by a person of their choice for support and guidance.

Following the investigation, a report regarding the alleged discrimination/harassment will be submitted to the academic dean with a copy to the vice president of academic services, who will make a decision regarding the disposition of the matter.

The complaining party and the alleged party will be notified in writing regarding the outcome

of the investigation and the decision.

### **Consequences for Violation of Non-Discrimination/Harassment Policies**

The University will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a reoccurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action, up to and including termination of employment or dismissal/suspension for the University.

### **Right to Appeal**

If the investigation determines that no discrimination or harassment occurred, the complaining party has a right to appeal. If the decision includes disciplinary action against the accused party, that person has a right to appeal. The appealing party has five working days from the time that he or she receives notice of the decision to lodge an appeal with the Multicampus Director of Human Resources. If an appeal involves allegations against two or more person, the University has the discretion to hear the appeal regarding the accused parties separately or jointly.

The Multicampus Director of Human Resources has the discretion to stay any disciplinary action pending appeal.

The Professional Conduct Review Committee shall hear appeals regarding alleged incidents of discrimination/harassment. The Committee shall be comprised of University employees and students.

### **APPEAL PROCESS:**

1. The complainant has five (5) working days from the time that he/she receives notice of the decision in which to lodge an appeal of the decision, in writing, with the Multicampus Director of Human Resources. No appeals are considered after the deadline has passed.
2. If an appeal is made, the Professional Conduct Review Committee shall be assigned to hear the appeal. This Committee shall be comprised of faculty members/employees and students, who shall be neutral parties not involved in the alleged incident.
3. This Committee shall first meet without the complainant present to establish a date and time for a hearing of the appeal. The hearing will normally begin no later than ten (10) working days from the date that the complainant submitted his/her written appeal. The complainant shall be notified by the Committee, in writing, of the date and time of the hearing no later than three (3) working days prior to its occurrence. The complainant shall also be provided a copy of all written evidence and documentation the Committee has in its possession at approximately the same time. These time frames are for guidance only, and may not be adhered to in all circumstances.
4. Pending the hearing, the complainant may remain enrolled/employed at the discretion of the Vice President for Academic Services (student), or Multicampus Director of Human Resources (employee).
5. Hearing proceedings shall be closed to the University community.
6. In cases where more than one complainant is involved, the appeals shall be heard

separately by the Committee, whose findings for each appeal shall be independent of the other(s). There is no requirement that the Committee arrives at identical decisions or imposes identical sanctions for each person involved.

7. Hearing proceedings shall not be construed as judicial trials, and as such, legal rules of evidence and civil or criminal rules of procedure need not be followed. The Committee chairperson shall determine procedural questions that arise during the hearing and are not covered by the general guidelines described here. The chairperson's ruling shall be final and all participants shall abide by his/her decision in these situations.
8. The University retains the discretion to shorten or lengthen all time frames relating to this hearing process
9. In situations where the complainant fails to appear for the hearing, the Committee shall meet and determine the matter in his/her absence.
10. At the hearing, the complainant is allowed to appear and give information in support of his/her perception of the incident, see and/or hear all information presented against him/her (unless a witness has been promised anonymity, in which case the Committee shall provide a summary), present witnesses or written statements on his/her behalf, question any statements given by witnesses, and be informed in writing of the findings of the Committee.
11. At the hearing, the Committee is allowed to determine the order in which witnesses may make statements, determine which person(s) may be present at each stage of the hearing process, question witnesses and/or receive written statements from those who cannot attend the hearing, and dismiss any person, including the accused person, who is obstruction the proceedings.
12. Subsequent to the hearing, the Committee shall make its decision in closed session with Committee members only. In all cases, the decision of the Committee shall be final and binding.
13. The Committee is charged with the responsibility of rendering two decisions:
  - a) Whether the alleged offense did occur, and if so, whether it violated University policies, rules, or regulations as stated in official publications (i.e., Catalog Faculty Handbook, Administrative and Staff Handbook, Student Handbook, Clinic Manual, Library Manual); and,
  - b) Appropriate that shall be taken.
14. The Committee's decision shall be communicated in writing to be complainant as soon as practical, normally within five (5) working days of the completion of hearing.
15. Records of the hearing shall be kept in the office of the Academic Dean or his/her designee for a period of five (5) years from the date of the hearing, and copies will be available to the complainant at his/her request and expense. The preliminary and deliberative meetings of the Committee are not part of the hearing records

#### **External Grievance Procedure**

Persons may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, in Washington D.C. This policy applies in all matters, including admission and education of students, availability of student loans, grants, scholarships, and job opportunities, employment and promotion of teaching and non-teaching personnel, and

student and faculty housing situated on premises that is owned or occupied by the University.

## **705 Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the University presents to students and visitors.

During business hours or when representing the University, employees are expected to present a clean, neat and tasteful appearance. Employees should dress and groom according to the requirements of the position and accepted social standards. This is particularly true if the job involves dealing with students or visitors in person.

Supervisors or department heads are responsible for establishing a reasonable dress code appropriate to the job. If the supervisor feels an employee's personal appearance is inappropriate, he/she may be asked to leave the workplace until properly dressed or groomed. Under such circumstance, employees will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances
- Mustaches and beards must be clean, well trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs, is not professionally appropriate and must not be worn during hours.

## **706 Return of Property**

Employees are responsible for all the University property, materials, or written information issued to them or in the possession or control. Employees must return all the University property immediately upon request or upon termination of employment. Where permitted by applicable laws, the University may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The University may also take all action deemed appropriate to recover or protect its property.

## **708 Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with the University. The University requests at least two weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

## **710 Security Inspections**

The University desires to maintain a work environment free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, The University prohibits the possession of such materials on its premises. Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the University. Accordingly the University may inspect these storage areas periodically as deemed appropriate.

## **712 Solicitation**

In an effort to ensure a productive and harmonious work environment, persons not employed by the University may not solicit or distribute literature in the workplace without prior approval.

The University recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working hours. (Working hours does not include lunch periods, work breaks or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The sale of goods, services, or subscriptions outside the scope of official organization business
- The circulation of petitions
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Affirmative Action statements
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

## **716 Progressive Discipline**

The purpose of this policy is to state the University's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The University's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the University is based on mutual consent and both the employee and the University have the right to terminate employment at will, with or without cause or advance notice, the University may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps • • verbal warning, written warning, suspension with or without pay, or termination of employment • • depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will generally be followed:

1. Verbal Warning – Supervisor and employee will discuss the behavior or performance issue, solutions and timeframes. A brief written summary of the session is placed in the employee's personnel file.
2. Written Warning – Supervisor will counsel the employee on the problem and together they will discuss plans and timeframes for improvement as well as a clear definition of expected outcomes. A written description of the counseling session will be made a part of the employee's personnel file.
3. Suspension – Temporary absence from work, generally without pay.
4. Discharge – Employee is terminated.

The University recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, most employee problems can be corrected at an early stage, benefiting both the employee and the University

## **718 Problem Resolution**

The University is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the University administration.

The University strives to ensure fair and honest treatment of all employees. All employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the University in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employee believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps.

The employee may discontinue the procedure at any step.

1. Any employee who needs to discuss problem concerning the University, its employees, management policies or procedures, should first approach his/her supervisor. It is expected that the supervisor will be able to handle a majority of

issues without referring to higher levels of administration.

2. Should the supervisor be unable to address the problem, or the employee is not satisfied with the response, the employee may discuss the issue with the Human Resource representative or his/her designee.

Problems, disputes, or claims not resolved through the preceding problem resolution steps are subject to final and binding arbitration. The arbitration proceeding will be conducted under the Employment Dispute Resolution Rules of the American Arbitration Association. The decision or award of the Arbitrator made under these rules is exclusive, final, and binding on both parties, their beneficiaries, executors, administrators, successors, and assigns.

Employees who choose to use the arbitration process to resolve a problem will be expected to share the cost of the arbitration proceeding with the University. A complete description of the arbitration procedure is available from the Human Resources representative for review.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and administration develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

As with all employee relations, any decisions will be based upon a desire to treat employees fairly and equitably.

## **722 Workplace Etiquette and Confidentiality**

The University strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The University encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Human Resources representative if you have comments, concerns or suggestions regarding these workplace etiquette guidelines. Listed below are a sampling of workplace etiquette that provides for a better working environment:

- Return copy machine and printer settings to their default settings after changing them.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while working.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Clean up after yourself and do not leave behind waste or discarded papers.

Confidential Information:

The term "Confidential Information" means any and all trade secrets, data and information not generally known outside of the University whether prepared or developed by or for the University or received by the University from any outside source. Without limiting the scope, confidential information includes any employee, student, vendor, financial files, lists, plans, computer data/disc or survey. All "Confidential Information" and copies are the sole property of the University. Confidential information shall not apply to information that the University has voluntarily disclosed to internal and/or external persons without restriction.

## **724 Telephones**

Treating a caller with courtesy is just as important as the courtesy extended to anyone visiting the University. The telephone is a means of promoting and maintaining goodwill.

## **726 Visitors**

Visitors to the University should be treated with courtesy. All visitors should be escorted through the facility.

## **800 Life-Threatening Illnesses in the Workplace**

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The University supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the University will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential function of their jobs.

Medical information on individual employees is treated confidentially. The University will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resource representative for information and referral to appropriate services and resources.

## Index

(Policy number shown in brackets)

401(K) SAVINGS PLAN [320]  
ACCEPTABLE USE POLICY [516]  
ACCESS TO PERSONNEL FILES [202]  
ACTIVE MILITARY DUTY  
    See Military Leave [605]  
ADA  
    See Disability Accommodation [114]  
ADMINISTRATIVE PAY CORRECTIONS [409]  
AIDS  
    See Life•Threatening Illnesses in the Workplace [800]  
APPLICATIONS FOR EMPLOYMENT  
    See Employment Applications [208]  
ATTENDANCE [502]  
BEHAVIOR GUIDELINES  
    See Workplace Etiquette and Confidentiality [722]  
BENEFITS CONTINUATION (COBRA) [313]  
BEREAVEMENT LEAVE [309]  
BREAKS  
    See Rest and Meal Periods [506]  
BUSINESS ETHICS AND CONDUCT [104]  
BUSINESS TRAVEL EXPENSES [512]  
CANCER  
    See Life•Threatening Illnesses in the Workplace [800]  
CASUAL EMPLOYEES  
    See Employment Categories [201]  
CO•WORKERS COURTESY  
    See Workplace Etiquette and Confidentiality [722]  
COBRA  
    See Benefits Continuation (COBRA) [313]  
COMPANY PROPERTY  
    See Return of Property [706]  
COMPLAINT PROCEDURES  
    See Problem Resolution [718]  
CONFLICT OF INTEREST [108]  
CONTINUATION OF BENEFITS  
    See Benefits Continuation (COBRA) [313]  
CORRECTIVE ACTIONS  
    See Progressive Discipline [716]  
COURTESY  
    See Workplace Etiquette and Confidentiality [722]  
COVER PAGE [010]  
CREDIT REPORTS  
    See Employment Applications [208]  
CRIME REPORTING [524]  
CUSTOMER SERVICE [060]  
DINNER BREAKS  
    See Rest and Meal Periods [506]  
DISABILITY ACCOMMODATION [114]

DISABILITY INSURANCE  
     See Long•Term Disability [319]  
     See Short•Term Disability [318]

DISCHARGE OF EMPLOYEE  
     See Employment Termination [405]

DISCIPLINARY PROCEDURES  
     see Progressive Discipline [716]

DISCIPLINE  
     See Employee Conduct and Work Rules [701]  
     See Progressive Discipline [716]

DISCRIMINATION  
     See Sexual and Other Unlawful Harassment [703]

DISEASES  
     See Life•Threatening Illnesses in the Workplace [800]

DISPUTE RESOLUTION  
     See Problem Resolution [718]

DRUG AND ALCOHOL USE [702]

ELECTIONS  
     See Time Off to Vote [308]

EMERGENCY CLOSING [510]

EMPLOYEE BENEFITS [301]

EMPLOYEE CONDUCT AND WORK RULES  
 [701] EMPLOYEE INFORMATION  
     See Personnel Data Changes [204]

EMPLOYEE WARNINGS  
     See Progressive Discipline [716]

EMPLOYEE WELCOME MESSAGE  
 [020] EMPLOYMENT APPLICATIONS  
 [208]

EMPLOYMENT CATERGORIES [201]

EMPLOYMENT REFERENCE CHECKS [203]

EMPLOYMENT TERMINATION [405]

EMPLOYMENT• AT•WILL  
     See Employee Conduct and Work Rules [701]  
     See Employment Categories [201]  
     See Employment Termination [405]  
     See Probation and Qualifying Periods [205]  
     See Progressive Discipline [716]

EQUAL EMPLOYMENT OPPORTUNITY [103]

ETIQUETTE  
     See Workplace Etiquette and Confidentiality [722]

EVALUATION  
     See Performance Evaluation and Advancement [209]

EXEMPT EMPLOYEES  
     See Employment Categories [201]

FAIR CREDIT REPORTING ACT  
     See Employment Applications [208]

FAMILY MEDICAL LEAVE [601]

FLEXIBLE SPENDING ACCOUNT (FSA)  
 [326] FULL•TIME EMPLOYEES  
     See Employment Categories [201]

GRIEVANCE PROCEDURES  
     See Problem Resolution [718]

HARASSMENT  
    See Sexual and Other Unlawful Harassment [703]  
HEALTH INSURANCE [316]  
HIV  
    See Life•Threatening Illnesses in the Workplace  
[800] HOLIDAYS [305]  
ILLNESSES  
    See Life•Threatening Illnesses in the Workplace  
[800] IMMIGRATION LAW COMPLIANCE [107]  
INITIAL EMPLOYMENT PERIOD  
    See Probation and Qualifying Periods [205]  
INJURIES ON THE JOB [501}  
INSURANCE, HEALTH  
    See Health Insurance [317]  
INSURANCE, LIFE  
    See Life Insurance [317]  
INSURANCE, LONG•TERM DISABILITY  
    See Long•Term Disability [319]  
INSURANCE, SHORT•TERM  
DISABILITY  
    See Short•Term Disability [318]  
INVOLUNTARY TERMINATION  
    See Employment Termination [405]  
IRCA  
    See Immigration Law Compliance [107]  
JOB APPLICATIONS  
    See Employment Applications [208]  
JOB POSTING AND EMPLOYEE REFERRALS [116]  
JURY DUTY [311]  
LAYOFF  
    See Employment Termination [405]  
LIFE INSURANCE [317]  
LIFE•THREATRENING ILLNESSES IN THE WORKPLACE[800]  
LONG•TERM DISABILITY [319]  
LUNCH BREAKS  
    See Rest and Meal Periods [506]  
MEAL PERIODS  
    See Rest and Meal Periods [506]  
MEDICAL INSURANCE  
    See Health Insurance [316]  
MILITARY LEAVE [605]  
MISCONDUCT  
    See Employee Conduct and Work Rules  
[701] MISSION, VISION AND VALUES [030]  
MOONLIGHTING  
    See Outside Employment [110]  
NEPOTISM  
    See Personal Relationships in the Workplace [105]  
NO SMOKING AREAS  
    See Smoking [505]  
NONEXEMPT EMPLOYEES  
    See Employment Categories [201]

OFFICE ETIQUETTE  
    See Workplace Etiquette and Confidentiality [722]

OPEN DOOR POLICY  
    See Problem Resolution [718]

ORIENTATION [280]

ORIENTATION PERIOD  
    See Probation and Qualifying Periods [205]

OUTSIDE EMPLOYMENT [110]

OVERTIME [507]

PAID DAYS OFF (PDO) POLICY  
[307] PART-TIME EMPLOYEES  
    See Employment Categories [201]

PAY CHECK ERRORS  
    See Administrative Pay Corrections [409]

PAY CORRECTIONS  
    See Administrative Pay Corrections [409]

PAY DEDUCTION [410]

PAY DAYS [403]

PARKING [526]

PER DIEM EMPLOYEES  
    See Employment Categories [201]

PERFORMANCE EVALUATION AND ADVANCEMENT [209]

PERFORMANCE REVIEW  
    See Performance Evaluation and Advancement [209]

PERSONAL APPEARANCE [705]

PERSONAL CONDUCT  
    See Employee Conduct and Work Rules [701]

PERSONAL RELATIONSHIPS IN THE WORKPALCE [105]

PERSONNEL DATA CHANGES [204]

PROBATION AND QUALIFYING PERIODS [205]

PROBATIONARY PERIOD  
    See Probation and Qualifying Periods [205]

PROBLEM RESOLUTION [718]

PROGRESSIVE DISCIPLINE [716]

PROPERTY  
    See Return of Property [706]

RE-EMPLOYMENT [111]

REGULAR EMPLOYEES  
    See Employment Categories [201]

RELATIVES  
    See Personal Relationships in the Workplace [105]

RESERVE DURTY  
    See Military Leave [605]

RESIGNATION [708]

RESIGNATION  
    See Employee Termination [405]

REST AND MEAL PERIODS [506]

RETIREMENT PLAN  
    See 401(k) Savings Plan [320]

RETIREMENT  
    See Employment Termination [405]

RETURN OF PROPERTY [706]  
REVIEW, EMPLOYEE PERFORMANCE  
    See Performance Evaluation and Advancement [209]  
RULES OF CONDUCT  
    See Employee Conduct and Work Rules [701]  
SAVINGS PLAN  
    401(k) Savings Plan [320]  
SECURITY INSPECTIONS [710]  
SEXUAL AND OTHER UNLAWFUL HARASSMENT [703]  
SHORT-TERM DISABILITY [318]  
SMOKING [505]  
SOLICITATION [712]  
SUSPENSIONS  
    See Progressive Discipline [716]  
TELEPHONE [724]  
TEMPORARY EMPLOYEES  
    See Employment Categories [201]  
TERMINATION OF EMPLOYMENT  
    See Employment Termination [405]  
TIME OFF TO VOTE [308]  
TIMEKEEPING [401]  
USE OF EQUIPMENT AND VEHICLE  
[508] USERRA  
    See Military Leave [605]  
VACATION BENEFITS [303]  
VISITORS [726]  
VOLUNTARY TERMINATION  
    See Employment Termination [405]  
WARNINGS  
    See Progressive Discipline [716]  
WHISTLEBLOWER [109]  
WORKERS' COMPENSATION INSURANCE [306]  
WORKPLACE ETIQUETTE AND CONFIDENTIALITY [722]  
WORKPLACE VIOLENCE PREVENTION [522]