



# Common Handbook

In any case where conflicting language exists between the Faculty and Staff Handbooks, and the Common Handbook, the Common Handbook will be viewed as the authority on the policy.

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## Bereavement Leave

MVNU understands the significant impact that death can have on an individual or a family. Therefore, full-time and part-time employees may, at the discretion of the University, be given paid bereavement leave in order to make arrangements, settle family affairs, and/or attend the funeral or memorial service of a family member.

Employees taking bereavement leave will notify their supervisor as soon as possible of the funeral arrangements, anticipated length of leave, where the employee can be reached during the leave, and other appropriate information. In no case will bereavement leave begin before the supervisor is notified. Satisfactory evidence to support the absence may be required upon your return to work. If additional days are needed beyond those granted below, Staff employees may also use their accrued vacation or personal time for bereavement.

Paid bereavement leave will be granted according to the following schedule:

Full-time employees (Faculty – 19 or more credit hours; Staff – 1462.5 or more hours) are allowed up to five consecutive days off from regularly scheduled duty with regular pay, and part-time employees are allowed up to two consecutive days in the event of the death of the employee's:

- Spouse
- Child (natural/step/adopted/foster/guardianship)

Full-time employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay, part-time employees are allowed one day in the event of the death of the employee's:

- Parent (natural/step/adoptive)
- Brother or Sister (natural/step/adopted)
- Immediate in-laws (father, mother, sister, brother, son, daughter)
- Grandparents (immediate or spousal)
- Grandchild
- Legal Guardian
- Person living in the same household as the employee

Full-time employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's:

- Aunt
- Uncle
- Niece or nephew
- First cousin

Part-time Staff would receive pay based on their average daily number of hours budgeted to work per week; this benefit does not apply to temporary, seasonal, or on-call employees.

Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the University, provided such absence from duty will not interfere with normal operations of the department.

## Civil/Jury Duty Leave

The University recognizes that the employee may be called upon for jury duty or to appear as a subpoenaed or court-summoned witness. Should this occur, the employee will be granted time off with pay to serve the community and fulfill these responsibilities. Any compensation received for the appearance, other than travel and meal allowances, is to be reported to the Payroll Specialist and will be deducted from your salary. It is your responsibility to notify your supervisor at the time the notice or summons is received. You are required to provide written verification from the court clerk of having served. If work time remains after you are excused on any given day, you will be expected to return to work for the remainder of the work schedule.

## Short Term Disability Leave

Leave taken for your own medical disability, which may include but not be limited to pregnancy, surgery, serious illness or serious injury, is considered a medical leave. All medical leave cases will require the certification of your doctor describing the medical necessity and the estimated length of time off. The University contracts with an outside company to verify the validity and extent of the medical disability. The disability start date will be based on the timing of the incident or event, regardless of whether or not

the employee is off due to holiday, other time off, or the 9-, 10-, or 11-month status of the employee. The University also reserves the right to grant or deny the medical leave benefits that extend beyond the requirements of the Family and Medical Leave Act (FMLA).

Employees who have completed 90 days of continuous service and have a medical disability and are unable to return to work, may apply for the benefits by contacting the HR office (eligible for benefits on the 91<sup>st</sup> day).

There is an initial two-week elimination period during which any accumulated paid leave (sick, personal, parental, vacation days) must be used to replace the time not worked. Following the initial two-week elimination period, for Faculty (19 or more credit hours) and Staff (1,462.5 or more hours) who have a certified medical disability requiring medical leave, the University may pay 70%\* of the normal pay for a period of up to 11 weeks. If accumulated leave remains after the initial two weeks, it will be added to the 70% benefit to raise the employee's paycheck back to 100%. The total number of weeks under this benefit (including the elimination period, paid vacation, sick, and other paid leave) shall not exceed 13 weeks. This is considered a part of FMLA leave. At the end of the short-term disability, if your physician will not allow you to return to work, termination of employment may be necessary, although you may be eligible for long term disability.

*\*If your medical leave is a result of an injury that occurs at work and is covered by Workers' Compensation, the University's payment will be reduced by the amount of the Workers' Compensation benefit. If your medical leave is a result of an injury that occurs outside of work and involves a third-party insurance, the University's payment will be reduced by the amount of the third-party insurance benefit.*

## Parental Leave

Parental Leave – All Regular FT and PT Faculty and Staff (at least 16 teaching hours or 1,250 staff hours/year) may receive two weeks of paid time off following the birth or day of finalized adoption of a child; this benefit applies to mothers and fathers. The eligible employee should contact HR and their supervisor of their plans, at least one week before the scheduled event.

- Time paid will be prorated for those employed less than one year
- Leave taken will be counted as part of FMLA
- Birth/adoption must occur within their normally scheduled time to work (no extra pay if normally off at the time, ex: during a school break, holiday, or if not scheduled to work during the summer)
- PT employees will receive pay commensurate to their budgeted hours
- The time paid will be available directly following the date of birth or adoption; can start earlier if medically or legally necessary\* (documentation required)
- Employees may use Parental leave in one-week increments at any time within the 12 weeks following the birth or adoption (unless other sick, personal, or vacation time was not available to cover the two-week STD elimination period).
- Will not be given when adopting the child of a fiancé/spouse or for adopting a child that is already being cared for in your home (ex: foster child)
- One Parental Leave per employee will be permitted within a rolling 12-month period

Since this additional pay is being given with the understanding that the employee will be returning to work, if they fail to return to work for at least 60 calendar days after their combination of parental leave, STD, and/or FMLA for the birth/adoption expires, the 2 weeks of paid Parental Leave will be owed and payable back to MVNU; likewise, \*advance leave must be repaid if the event does not occur (preferably through accrued vacation reduction).

## Family and Medical Leave Act (FMLA)

Employees who have completed at least one year (Faculty – 16 credit hours or more; Staff – 1,250 hours or more) of continuous service may be entitled, under the federal Family and Medical Leave Act (FMLA), to take up to 12 weeks of unpaid family/medical leave during any 12-month period. The employee needs to contact HR upon learning of a situation that may result in extended or repeated time off; FMLA protection will coincide with the beginning of the event for the qualifying absence. The University requires that any paid leave (sick, personal, and vacation) be taken at the beginning of the 12 weeks of leave. The leave is available when you need time off for the birth or adoption of a child; to care for your seriously ill spouse, son, daughter, dependent child or parent; or because of your own serious health condition that makes you unable to perform the functions of the job. You are NOT entitled to the accrual of paid leave benefits while you are on unpaid FMLA leave; Holidays will not be paid while on unpaid FMLA. However, during FMLA, the University will continue to pay its portion of the fringe benefit premiums to which you are entitled, provided you continue to pay for your portion of the premiums. After the 12 weeks of FMLA ends, if your employment continues and if you and your physician plan for you to be able to return to work, you have the option to continue your insurance benefits under these terms for an additional 90 days (until the end of the month in which the additional 90 days falls); COBRA will be an available option after this period. Your intent to return to work after the leave must be stated in the request for leave. With appropriate supporting medical documentation, the leave may be taken on an intermittent basis. You have the right to return to the position that you held at the time the leave was requested or, at the University's discretion, you may be placed in an equivalent

position with equivalent pay and benefits. Detailed information concerning FMLA as well as applications for FMLA are available in Human Resources.

## National Guard/Military Leave

National Guard or Reserve duty is unpaid leave unless the employee decides to use vacation days.

Military leave is for any full-time employee who is inducted into, or called to active duty in the Armed Forces of the United States. You may make application for reemployment with the University within ninety (90) calendar days after your military discharge. If you are still qualified to perform the duties of the position left, or of a position of like seniority, status and pay, you will be reinstated into such a position. Should you not qualify for your previous position, or similar positions, by reason of disability sustained during service, you may request another position for which you qualify. Employment will be granted provided the University's circumstances have not so changed as to make it impossible or unreasonable to do so.

## Long Term Disability

Mount Vernon Nazarene University has made arrangements with a private insurance company to provide Long Term Disability Insurance for full-time Administrators, Faculty (24 credits), and 12-month Staff employees (1,950 hours). This benefit is effective after eligible employees complete 90 days of continuous service.

The maximum monthly income benefit is 60% of your monthly base salary, not to exceed \$6,000 per month, less the sum of the benefits from other sources (Workers' Compensation, Social Security, etc.). Contact Human Resources for additional assistance.

## Workers' Compensation

The University provides Workers' Compensation coverage for employees in accordance with the laws of the State of Ohio. If a claim is being contested, or prior to certification of a lost time claim, the University will pay the employee any accrued sick time. If the claim is ultimately approved, the employee agrees to pay back to the University the sick time that was paid out for any period of time for which the employee is also entitled to Workers' Compensation benefits. For details concerning coverage and benefits, contact Human Resources.

You are required to immediately report any job-related accident, injury, or illness to your supervisor. You must complete an accident/injury report within 48 hours of the occurrence. This form is available from the Human Resources Portal or in Human Resources, and must be returned to Human Resources.

## Group Health Insurance

All full-time 12-, 11-, 10-, and 9-month Faculty, Staff and Administrative employees are eligible to participate in the group health insurance plan carried by the University. Faculty must teach at least 19 credit hours to be eligible; Staff and Administrative employees who work less than full-time may be eligible, provided that their standard hours of work total at least the same amount that a nine-month, full-time Staff employee works (1,462.5). The University and the employee share the cost of the monthly premium. Should the employee choose to participate; the coverage will become effective the first day of the month following employment. Eligible employees enroll as a new hire or during an open enrollment period. The University requires that the employee contribution be made by way of payroll deduction.

MVNU employees who wish to enroll their spouse as a dependent for coverage under the MVNU medical plan must provide acceptable evidence that he or she works less than 30 hours per week, is not eligible for coverage through another employer, or that the cost of coverage for the spouse's health plan through his or her employer is greater than the monthly limit for single coverage.

If an MVNU employee's spouse is employed full-time and is offered a group medical program under which the spouse's employer shares in the cost of coverage and the cost of coverage is less than the monthly limit for single coverage, then the spouse must enroll in his/ her employer's plan to be eligible to enroll as a dependent under the Mount Vernon Nazarene University plan. In this case, the Mount Vernon Nazarene University coverage will be secondary to the spouse's employer's primary coverage.

Information on the group health insurance carried by the University is available in Human Resources.

## Section 125 Plan

Section 125 of the Internal Revenue Tax Code permits the deduction of the employee portion of the health insurance premium on a pre-tax basis.

## Consolidated Omnibus Budget Reconciliation Act (COBRA) Notice

Mount Vernon Nazarene University complies with a federal law (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end.

Employees of Mount Vernon Nazarene University covered by its Group Health Plan have the right to choose this continuation coverage if group coverage is lost due to a reduction in the work hours of employment or termination of employment (for reasons other than gross misconduct on the part of the employee). For more information, you may contact the Human Resources.

## Medical Flexible Spending Account (Health Care Reimbursement Account)

A health care reimbursement account allows eligible employees to recover expenses on a pre-tax basis for those health care charges not reimbursed by any other source and not claimed on the participant's income tax return. These expenses can include deductibles, co-payments, amounts over reasonable and customary charges, and other non-reimbursable expenses such as eyeglasses, contact lenses, or hearing aids.

Eligible employees enroll as a new hire or during an open enrollment period. The amount employees elect to contribute to the health care reimbursement account will be deducted in equal amounts from each of their paychecks and deposited to a separate healthcare reimbursement account.

When employees incur an eligible health care expense (other than the cost of premiums), health and vision reimbursements from medical claims are automatically processed. Employees can submit a claim to be reimbursed for other out-of-pocket medical expenses (ex: dental); claim forms are available on the Human Resources Portal.

## Limited Flexible Spending Account

A limited flexible spending account is only available to those employees who are on a high deductible health plan. These funds can only be used to reimburse for dental or vision expenses—not health expenses.

Eligible employees enroll as a new hire or during an open enrollment period. The amount employees elect to contribute to the health care reimbursement account will be deducted in equal amounts from each of their paychecks and deposited to a separate healthcare reimbursement account.

## Dependent Care Reimbursement Account

A dependent care reimbursement account allows eligible employees to use before-tax dollars to provide qualified care for a child under the age of 13 for whom an IRS dependent deduction is claimed, or a child or adult who is physically or mentally incapable of caring for him/herself if the care will allow the participant or spouse to work.

### IRS Requirements

Employees are required to enroll in a reimbursement account each year during open enrollment. The account will not automatically be continued from year to year if they are currently enrolled in a Health Care or Dependent Care Reimbursement Account. The account will remain in effect for the entire Plan Year, and employees cannot make changes unless they experience a qualifying life event.

Money cannot be transferred from a Health Care Account to a Dependent Care Account and vice versa. If a full-time employee does not have sufficient eligible expenses to claim all the money in their account(s) by the end of the Plan Year, they may carryover a maximum of \$500 into the next plan year.

### Eligible Employees

Employees eligible to participate in the plan are:

- Permanent full-time 9, 10, 11, & 12-month faculty, staff, and administrators.
- Permanent part-time faculty teaching at least 12 semester hours per academic year.
- Permanent part-time 12-month staff classified as 20 hour per week employees.

## Dental Insurance/Vision Insurance

This voluntary program provides optional coverage to employees and their families. The premiums are paid through payroll deduction. Eligible employees enroll as a new hire or during an open enrollment period. For more information, contact the Human Resources Portal.

## Group Life Insurance

The University pays the premium for \$50,000 group life insurance coverage for:

- Full-time 9-, 10-, and 11-month Faculty and Administrators
- 11- and 12-month Staff employees budgeted to work at least 1,787.5 hours per year.

The University pays the premium for \$25,000 group life insurance coverage for:

- Faculty teaching 19 -23 credit hours
- 9- and 10-month Staff members budgeted to work at least 1,462.5 hours per year, but less than 1,787.5.

Reduction in coverage begins at age 70.

Effective July 1, 1996, full-time employees who completed 10 years of full-time service immediately prior to retirement at MVNU and retired at age 62 or older were provided with \$10,000 life insurance coverage. This provision for future retirees ended December 31, 2016, with only those designated as retirees prior to that date continuing to receive the benefit.

Optional life insurance may be purchased by the employee to provide additional coverage. Dependent coverage may also be purchased.

Information on the group life insurance and the optional life insurance is available from the Human Resources Portal.

## Accidental Death & Dismemberment

The University provides AD&D coverage in the amount of \$100,000 plus a \$25,000 seatbelt benefit for:

- Full-time 9-, 10-, and 11-month Faculty teaching 24 credit hours and Administrators
- 11- and 12-month Staff employees budgeted to work at least 1,787.5 hours per year.

The University provides AD&D coverage in the amount of \$50,000 plus a \$12,500 seat belt benefit for:

- Faculty teaching 19-23 credit hours
- 9- and 10-month Staff budgeted to work between 1,462.5 and 1,787 hours per year.

Reduction in coverage begins at age 70.

Optional AD&D coverage for the employee and family is available. If additional coverage is desired, the premium will be paid through payroll deduction.

## TIAA Retirement Plan

Participation in the TIAA Defined Contribution retirement plan is available to: Faculty—12 or more credit hours and Staff—1,000 or more scheduled annual work hours. Participants must be 18 years of age. There is no waiting period, as the default will be to auto-enroll eligible employees unless they opt out.

To participate, the employee must contribute a minimum of 3.0 percent of their gross pay (pre-tax or Roth status), which will be matched by a University contribution of 3.0 percent of their base pay. Individual and University contributions are immediately vested. A summary plan description is available from the Human Resources Portal.

## Retirement

A Retiree at MVNU is a regular full-time or part-time employee who is resigning having completed ten or more consecutive years of service just prior to retirement at MVNU, and is age 59 1/2 or above.

Benefits for Retirees include: Free admission, including spouse, to athletic events (excluding Homecoming and tournament games); MVNU library privileges; invitation to the University Dinner; and University newsletters and mailings. An ID card for athletic



events and library access can be requested from Campus Safety or IT Services. Benefits for a Retiree's spouse continue after a Retiree passes away.

## Admission to Campus Events

Employees and their dependent family members are granted free admission to all home athletic games (with the exception of conference, regional, and end of season tournaments), Lecture-Artist engagements, and other selected campus events.

## MVNU Undergraduate Employee Dependent Tuition Assistance Grant (EDTAG)

The Employee and Dependent Tuition Assistance Grant (EDTAG) provides tuition assistance for the employee's spouse and eligible dependent children. The EDTAG Policy provides a detailed description of the program provisions and can be viewed on the Human Resources Portal.

## Tuition Assistance for MVNU Employees (TA)

The University offers Faculty and Staff the opportunity to pursue educational goals and advance their professional development. To assist, the University offers Tuition Assistance. The Faculty/Staff member is responsible for managing his/her tuition benefit in accordance with the University's policies and procedures. Additional information may be obtained on the Human Resources Portal.

## Council for Christian Colleges and Universities (CCCCU) Tuition Waiver Exchange Program

Mount Vernon Nazarene University participates in the Tuition Waiver Exchange Program (TWEP) sponsored through the Council for Christian Colleges and Universities (CCCCU). This program enables the dependents of full-time faculty, staff, and administrators to attend other participating CCCCU institutions under the same rules that employees of those institutions are subject to for dependent tuition. Qualifications for MVNU employees to participate in TWEP are the same as those for participating in EDTAG.

Be aware that participating CCCCU institution typically limit the number of TWEP students they approve and may base such an approval on the timing of the application and any other number of other factors, including academic ability. Applications and additional information for TWEP are available in the Student Financial Services Office and are administered by that office. Note that applications require the certification of the Provost's office prior to a qualified dependent makes application under TWEP to another CCCCU institution.

## Moving Policy

MVNU has a moving policy for full-time Administrators, Faculty, Coaches, and Staff at the Director level. This policy can be found on the Human Resources Portal.

## Referral Bonus Program

MVNU offers an employee referral bonus program as a way of encouraging current employees to refer potential candidates whom they feel would be a good job and mission-fit, and also importantly, someone they would look forward to working alongside. This policy can be found on the Human Resources Portal.

## Information Technology Services

The University maintains a centralized computer system to manage and process administrative records. The integrated on-line system assists all offices campus-wide.

The department's vision is to increase campus-wide customer service, increase office productivity, and empower the end-user by providing current technological solutions. If you are working with administrative data, contact Information Technology Services for training, data entry, data output, and office processing needs.

## Emergencies and Safety

For a life-threatening situation, dial 9-911, or you may contact the Mount Vernon Police (397-2222) and/or Mount Vernon Emergency Squad (397-4444) and/or Mount Vernon Fire Department (397-4444). Then contact the University nurse (extension 4632) and Campus Security (extensions 8686 or 4000).

Campus Safety periodically updates emergency and safety procedures, and will distribute them to the campus community as appropriate. It is the desire of Campus Safety and the University administration to maintain the campus and facilities in such a manner that injuries and illnesses are minimized.

## Copier, Computer, Facilities Maintenance/Repair

Copier service/maintenance agreements are coordinated through the Printing and Mailing Office. When the need for service arises, you should contact the number noted on the machine.

Computer and Facilities service and maintenance is coordinated through the Ticket System located on MVNU's Main Portal page. When an immediate computer-related problem occurs, you should contact the Helpdesk for assistance, at ext. 5555.

Due to repair costs and insurance coverage, vehicles, maintenance, tools, audio visual, and personal computer equipment is not available and is not loaned for personal, church, or outside organizational use.

## Cashing of Personal Checks

Checks up to \$200 may be cashed at the Student Accounts office in Founders Hall or the Accounting office in the Parry Building. There is a charge for each returned check.

## Cafeteria/The 586/PDR

The Cafeteria is open to faculty and staff during the regular serving hours for all meals throughout the academic year. The 586 maintains evening hours throughout the academic year. The President's Dining Room (PDR) is open for lunch at scheduled days and times throughout the academic year.

## Telephone Services

Departments are equipped with digital telephones and voice mail. Each phone should have a user's guide. If you need assistance in programming your phone features, if you need additional user guides, you may contact the Switchboard Coordinator (extension 4469).

Your department telephone is a business communication tool. Therefore, the University asks that you limit your personal phone calls and that you keep them as brief as possible. Failure to do this impairs the telephone traffic load and your department's daily workflow.

Personal long-distance phone calls should not be made from campus telephones.

## Auto Registration and Parking Regulations

At the beginning of employment, vehicles must be registered with the Campus Safety Office. Upon vehicle registration, an identification card that is to be displayed in your front vehicle window will be issued to you. (If you have a second vehicle you may request an additional identification card.) If you fail to display the identification card, your vehicle will be ticketed and you must pay the appropriate fine.

Due to insurance liability, service vehicle parking spaces and emergency lanes must be kept open at all times. Therefore, you are requested to park in designated parking areas. If your vehicle is parked in an unauthorized parking space or in any designated no parking area; you will be ticketed and must pay the appropriate fine and/or towing fees.

The University expects Faculty, Staff and Students to support institutional goals that insure a safe and secure educational environment. Consequently, MVNU's traffic and parking policies and procedures are equally applicable to all members of the campus community and to campus visitors. Please refer any questions, concerns, or suggestions to the Director of Student Life.

## Keys

Your immediate supervisor grants authorization for a key. Key order forms are available from your department secretary and must be signed by your supervisor. Completed key order forms are to be sent to the Campus Safety Office. All new and duplicate keys are issued from the Campus Safety Office.

You must maintain control over all keys issued to you at all times to prevent unauthorized access to University facilities; keys are not to be given to students. If you lose your key, you are to report the loss to your department supervisor and to the Campus Safety Office. At the termination of your employment, all keys are to be given to Human Resources.

## Library/Instructional Media Center (IMC) Services

Library and ERC services are available for employees. Library resources include the availability of periodicals, check out of materials (including print and non-print curriculum materials), and use of the inter-library loan system. ERC services include the laminating, lettering, making of posters and transparencies, and developing other audio-visuals.

## Mail Services

Campus mail is distributed to and picked up from departments throughout the year. Inter-office mail should be placed in the inter-office envelopes that are available upon request from the campus Post Office located in the Campus Center. Off-campus mail should be marked with either the department name or department account number for proper billing. Personal mail may also be mailed from departments if you affix the appropriate postage. Student mail is placed in the campus post office boxes by approximately 12 a.m. Monday through Friday. Outgoing mail is dispatched from the campus at approximately 3:00 p.m. Monday through Friday.

The Post Office, located in the Campus Center, sells stamps and provides the usual postal services to members of the campus community. Bulk mailing supplies and the postage meter are maintained in the Printing and Mailing Office located in the Bookstore Building. UPS pick-ups and deliveries take place at the receiving area in the lower level of the Bookstore/Cougar Corner.

## Notary Public

A designated employee in the Student Financial Services Office and Business Affairs Office is a notary public. You or your dependents may obtain notary services free of charge. All documents to be notarized must be signed in the presence of the notary public.

## Flower/Gift Policy

### Illness

When an employee is hospitalized, the department secretary or supervisor should notify Human Resources and request that flowers be sent from the University. Human Resources will place the order and make arrangements for payment. Department personnel are not to order flowers or gifts and charge them to their departmental accounts. Any other expenditure for an employee illness (additional flowers, gifts, cards, etc.) must be considered personal and cannot be charged to any University budget. Human Resources will also send flowers to retirees who are hospitalized.

### Bereavement

When a death occurs (employee, spouse, child, father, mother, father-in-law, mother-in-law), the department secretary or supervisor should notify Human Resources and request that flowers or an appropriate donation be sent from the University. Human Resources will place the order and make arrangements for payment. Department personnel are not to order flowers or gifts and charge them to their departmental accounts. Any other expenditure for employee bereavement (additional flowers, gifts, cards, etc.) must be considered personal and cannot be charged to any University budget. Human Resources will also send flowers, or make an appropriate donation, in the event of the death of a retiree or retiree's family member.

### Exceptions

The Student Development Office, the Coordinators of Graduate Education, and the Vice President for Graduate & Professional Studies provide flowers for student-related death or illness. The Chaplain's Office, the University Advancement Office, and the Business Affairs Office also, on occasion, will send flowers for non-student, non-employee death or illness (e.g., death or illness of a major vendor, or in the immediate family of a major vendor for the University.) On rare occasions, a department as a thank you may send flowers or a gift for services performed when no remuneration was accepted.

### Retirement

The University provides a gift for retiring employees. The cost of the gift is related to years of service. Funds are requested from Human Resources and given to the appropriate department for purchase of the gift. Due to IRS regulations, neither cash nor gift certificates may be given; the purchase of a gift is necessary. Human Resources will plan an annual retirement party in the spring, at which time all employees who have retired during the past year will be invited.

## Facilities Usage

The use of campus facilities is generally restricted to faculty, staff, and students for University-related activities. When using classrooms, auditoriums, athletic centers, or other facilities for meetings or activities other than instruction, you are to obtain clearance in order to prevent scheduling conflicts.

Whenever facilities are used, all items that have been moved must be returned to their proper place directly after use. Items may not be moved between buildings without the prior approval of Housekeeping. Auditoriums and rooms should be closed at the proper times and the keys returned to the proper person immediately.

Reservations that aren't directly related to a University-sponsored function are subject to approval and will be assessed a fee for use.

All uses of MVNU's facilities must be in keeping with and support MVNU's Mission and Lifestyle Guidelines.

Guidelines regarding faculty, staff, and dependent use of the Gyms, Weight Room, and Cardio Rooms are available on MVNU's University Policies page on the website.

## Winter Storms/School Closing

Updates on winter school closings can be obtained by calling (740) 397-9000, ext. 1600, checking the main MVNU website, campus email, listening to WNZR or local media outlets, and Nixle\*. School emergencies will be communicated through the main website, campus emails, and Nixle.

\*Nixle is a mobile alert system that sends texts concerning weather-related emergencies, school closures, and incidents on campus. Employees may sign up by texting MVNU to 888777.

Specifics for Faculty and Staff related to Modified Instruction and Work Force Protocols are located on the HR Portal.

## Miscellaneous Items:

### Confidentiality and Student/Employee Files

Confidentiality and the privacy of student and employee files are very important to Mount Vernon Nazarene University. The following guidelines will serve as clarification to guide all MVNU personnel who deal with confidential material at the University.

- Confidential material is not to be shared with non-employed persons or campus employees not associated with the office containing the confidential material. There are exceptions to this on a need-to-know basis, e.g., the offices of Student Financial Services.
- Non-employees may not assist an employee dealing with confidential material in any form or manner: i.e., copying material, filing, answering telephones, typing letters, etc.
- Non-employees should wait in the office reception areas; they should not wait in the office work areas.

### Family Educational Rights and Privacy Act (FERPA)

Unless the student requests in writing that such information not be disclosed, Mount Vernon Nazarene University may provide directory information in accordance with the provisions of this Act without the written consent of the student (see below). The items listed below constitute only the directory information which may be released at the discretion of Mount Vernon Nazarene University unless a request for non-disclosure is on file.

Name, address, telephone number, dates of attendance, classification.

Past and present participation in officially recognized sports and activities, date and place of birth.

Previous institution(s) attended, major field of study, awards, honors, degree conferred.

Students may withhold directory information by notifying the Chief Academic Officer's Office or the Academic Records and Registration Office in writing, specifying the categories to be withheld, within ten calendar days from the first scheduled day of class each fall term. Such information needs to be directed to the Switchboard, the Post Office, Printing and Mailing, and the Alumni Office. These offices will honor the request for one academic year only; therefore, the student must file the request on an annual basis. The student should carefully consider the consequences of any decision to withhold any category of directory information.

Regardless of the effect, Mount Vernon Nazarene University assumes no liability for honoring a student's request that such information be withheld. It will be assumed that the failure on the part of a student to request the withholding of specific categories of directory information indicates the student's approval of disclosure.

All employees who administer student "educational records" are required to comply with the University's FERPA non-disclosure policy.

Any questions concerning the student's rights and responsibilities under the FERPA should be referred to the Chief Academic Officer's Office or the Records and Registration Office.

## Title IX/Sexual Harassment Policy

MVNU does not discriminate on the basis of sex in our education programs or activities, which includes employment and admissions. Discrimination based on sex, including sexual harassment, is prohibited under Title IX. The University's grievance procedure adopted under Title IX can be found at [www.mvnu.edu/titleix](http://www.mvnu.edu/titleix). Complaints against a person in the United States can be made to the Title IX Coordinator and/or the Office for Civil Rights, whose contact information is found on the website.

Should misconduct that falls under Title IX be brought against an MVNU Staff or Faculty member, the conduct will be reviewed in accordance with the Title IX policy. Sexual Misconduct that does not fall under Title IX will be resolved under standard employee discipline procedures.

## Drug Free Workplace

It is MVNU's policy to maintain a drug-free workplace and campus. MVNU's policy can be accessed through the University Policies link located on MVNU's Main Portal page.

## Hazardous Waste

Employees whose job tasks require the handling of toxic and hazardous substances will be trained in the maintenance, usage, and disposal of such substances by the immediate supervisors and/or the Director of Facilities. The training will be in accordance with applicable state, federal, and local laws and regulations and will be a condition of employment. Any employee may, at any time, request assistance in ascertaining his/her obligations under these laws and regulations from the immediate supervisor and/or Director of Facilities. Any employee, who violates these laws, unless such violation occurs despite reasonable reliance upon advice given by the University, shall be deemed to have acted without the University's authorization.

## Solid Waste/Refuse Removal

The trash containers and dumpsters that are placed throughout campus are for student and departmental use. Employees are not to use these containers and dumpsters to discard personal/household refuse.

## Campus Leadership Team

The Campus Leadership Team exists to help gather ideas, listen to feedback, and disseminate information to the campus community in a timely, accurate, and relevant manner. The CLT is composed of the Senior Leadership Team, Academic Leadership Team, Associate and Assistant VPs, and representatives from traditional and GPS personnel selected by SLT to facilitate communication and informed decision-making. The CLT will deal with major campus initiatives, critical issues regarding campus life, equipping decision-makers with the information necessary to better engage the questions emerging on campus, and to provide an opportunity for SLT to listen. The membership of the CLT is reviewed on an annual basis by the SLT.

## Student Employment

Information about on-campus and off-campus jobs for students may be obtained at: [hr.mvnu.edu/jobs](http://hr.mvnu.edu/jobs).

Supervisors must contact Human Resources to submit information related to the budget and students intended to fill their departmental positions. Students may not work for a department until Human Resources approves the assignment and the students have completed the necessary paperwork.

Since student labor is budgeted by department, the use of this labor must be approved by the proper budget area. Staff areas using student labor are expected to stay within budget limitations and work with their supervisors and Human Resources on their student employment needs.

## Participation in Legal Proceedings

Employees are not authorized to speak on behalf of the University in connection with general business or legal matters. Anyone asked to provide testimony or documents that involve university business, activities, or property, should immediately contact the Director of Human Resources before complying with any such request. Ordinarily such information is not provided without a valid, binding subpoena.

## Faculty Handbook Updates

A master copy of the Faculty Handbook is maintained by Academic Affairs. A copy of Faculty Handbook is also located on the Human Resource Portal. Changes of a material nature will be shared with all faculty and will be updated in the master copy and posted copies, as well as the Faculty Resources page on the Portal.

## Staff Handbook Updates

A master copy of the Staff Handbook is maintained by Human Resources. The Staff Handbook is also located on the Human Resource Portal. Changes of a material nature will be distributed to all staff via e-mail and will be updated in the master copy and on the Human Resources Portal.

## Common Handbook Updates

A master copy of the Common Handbook is maintained by Human Resources. The Common Handbook is also located on the Human Resource Portal. Changes of a material nature will be distributed to employees via e-mail and will be updated in the master copy and on the Human Resources Portal.

## Additions and Revisions

The following chart outlines the revision/addition history of the Staff Handbook from September 2018 forward:

Handbook Policy	Addition, Revision	Approval Date	Revisions
Retirement Age	Revision	Sept. 2018	SLT approved the change from age 62 to 59 ½
Insurance after FMLA ends	Addition	Sept. 2018	Added the option for 90 days additional insurance coverage after FMLA ends
Retirement	Revision	Nov. 2020	SLT approved Retiree benefits continuing for a spouse after Retiree passes
Participation in Legal Proceeding	Addition	April 2022	SLT approved adding the wording on 4/5/22
Drug-Free Workplace	Addition	Nov. 2022	Authorized by Director of Civil Rights/Dr. Spaulding