



# Staff Handbook

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# A Welcome from the President

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Let me welcome you to the Staff of Mount Vernon Nazarene University. Your contribution to the work of Christian Higher Education will be significant. Just as the Church is referred to as the "Body of Christ" with each part of the body playing an essential role, your work is a ministry. Christian vocation, wherever it is exercised, is an offering to God. Opportunities will present themselves to you as you bring your gifts to bear upon the needs of MVNU. Together we join one another in a doxology as we render our gifts to the Lord.

You will find in the Staff Handbook the policies and procedures that govern your work with us. We take our commitment to Christian faith very seriously. Your behavior should be guided by our common faith. We endeavor to foster the life and character that engenders a vital faith and piety. You will be the face of MVNU and many will decide the character of this institution based upon your life and attitude. In fact, you will probably be the first person those in the public meet. I would encourage you to be a positive influence in all of your activities.

Let me thank you in advance for your ministry on this campus. Become a part of the campus by attending campus events. We want to be a community of faith working toward the goal of changing the world with the love of Christ. This begins here at Mount Vernon, but it literally reaches around the world.

I would enjoy the opportunity to meet you personally when the opportunity presents itself.

Sincerely,

HENRY W. SPAULDING II, Ph.D.

President

## MVNU Mission

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Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

# Mission Context

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Mount Vernon Nazarene University, established by the Church of the Nazarene, opened its doors in 1968 and serves the denomination's East Central Region. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio as well as at multiple regional campuses.

MVNU's educational philosophy and purpose are shaped by its Wesleyan-Arminian holiness theological roots, informed by the Bible, focused on Christ-likeness in every aspect of life, and defined by an emphasis on loving God with all of one's heart, mind, soul, and strength, as well as one's neighbor's as one's self. Students are nurtured and empowered through caring relationships with faculty, staff, and administrators; challenged to be a devoted disciple of Christ; drawn toward discovery of wisdom and truth in every discipline of study; prepared for leadership in various professions; equipped to be lifelong learners; and sent into the world to live out their faith by offering their hearts and lives in service to God and others.

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stage of spiritual development are embraced. A spirit of worship unifies the academic, social, and spiritual life of the student body, and the community is shaped through shared commitments, values, and experiences that provide the context for transformation in Christ, individually and collectively. Excellence in vocational pursuits and in character development are viewed as an expression of faithful stewardship, and a lifestyle of compassion is demonstrated as the most effective witness to others of God's love. As students become graduates, the marks of Mount Vernon Nazarene University continue to identify them as devoted disciples, servant leaders, learning professionals, and loyal alumni.

As a University of the Church of the Nazarene, Mount Vernon Nazarene University stands in the Wesleyan evangelical tradition, as summarized in the "Articles of Faith" in the *Manual*, Church of the Nazarene. According to this "Agreed Statement of Belief", we believe:

In one God—the Father, Son, and Holy Spirit.

That the Old and New Testament scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.

That man is born with a fallen nature and is, therefore, inclined to evil, and that continually.

That the finally impenitent are hopelessly and eternally lost.

That the atonement through Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.

That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.

That the Holy Spirit bears witness to the new birth and also the entire sanctification of believers.

That our Lord will return, the dead will be raised, and the final judgment will take place.

# Denominational Relationship

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A coeducational University of the arts and sciences, Mount Vernon Nazarene University is the official University of the East Central Educational Region of the Church of the Nazarene. Primary responsibility for sponsorship and support of the University is charged to Nazarene congregations in Ohio, West Virginia, and the Eastern half of Kentucky, with control delegated to the Board of Trustees elected by the annual assemblies of the East Ohio, Central Ohio, North Central Ohio, East Kentucky, Northwestern Ohio, Southwestern Ohio, West Virginia North, and West Virginia South Districts. Many students come from this church constituency. However, the University is not narrowly sectarian; students of like ideals are welcome to the University community.

To these ends, the Mount Vernon Nazarene University curriculum follows a liberal arts pattern which encompasses career preparation at the University level in selected professional and pre-professional areas of study.

The Mount Vernon Nazarene University experience is designed to provide a program which is sufficiently flexible to meet individual needs.

# Guiding Principles of Mount Vernon Nazarene University

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## Focus of Purpose

We purpose to glorify God and to weave the biblical concept of God into all that we do. To accomplish this we will:

- Approach every assignment and responsibility from a Christian perspective.
- Affirm the chapel services to the focal point for the entire Mount Vernon campus.
- Reflect the ideals and beliefs of the Church of the Nazarene in everything that is done.

## Focus of Assets

We, the people of MVNU, are the organization's most valuable earthly resource. We are essential to the success of the organization. Therefore, we will:

- Relate to each administrator, faculty, and staff member humbly, patiently, gently, and be supportive of one another in Christian love.
- Coordinate, with appropriate academic or administrative personnel, assignments and responsibilities that cross administrative lines.
- Commit ourselves to the pursuit of lifelong personal and professional growth.
- Reflect competence in the performance of each person's specific assignment.
- Provide facilities, equipment, and training for faculty and staff that will enable them to perform their assignments with efficiency and effectiveness.
- Strive for quality internal communication and strengthen interdepartmental relationships.
- Encourage innovation and creativity consistent with the institutional mission.

## Focus of Commitment

We are a service organization and must be customer-focused. Without the customer, we cease to exist. Therefore, in providing a quality Christian liberal arts education, we will endeavor to:

- Provide outstanding service to: students, their parents, pastors, and friends.
- Develop strategies, plans, and programs based on institutional constituency research, evaluation, and analysis.
- Provide the personnel (faculty and staff) to increase effectiveness and efficiency in reaching the institutional mission and vision.
- Establish student housing and activity facilities that will enhance the quality of student life on campus.
- Provide quality communication and build relationships with our customers.

# Our Lifestyle Guidelines

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Our lifestyle guidelines reflect the "Articles of Faith" and "Agreed Statement of Belief" of the church of the Nazarene and the Mission Statement of Mount Vernon Nazarene University. The premise of our lifestyle guidelines is to exemplify such personal, moral, and religious conduct as shall be above reproach. This lifestyle premise is for everyone working and living on campus: students, faculty, staff, and administration; and is a rationale for desirable behavior and attitudes. To be in accord with the purposes and spirit of the University and with the doctrines and standards of the Church of the Nazarene, our lifestyle practices exclude: drinking alcoholic beverages, engaging in sexual acts with anyone other than your spouse, viewing pornographic and violent videos/movies, using illegal drugs, participating in gambling, or using tobacco in any form. The University also asks employees to follow dress code guidelines.

The University expects all employees to live by this lifestyle premise. We ask for an understanding of the need for lifestyle standards, a good spirit in keeping them, and cooperative efforts in improving them. As MVNU employees, we ask that you consider the larger picture – that what we do and how we do it reflects on MVNU and affects other people as well as ourselves. Our desire is to glorify God in all our efforts.



# Board Governance Structure and Process

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## General Statement

Mount Vernon Nazarene University is a private higher education institution sponsored by the Church of the Nazarene. The Board of Trustees constitutes MVNU's Corporate Board, governs the University, and elects the University President.

The President, as the chief executive officer, directs and supervises all operations of the University, in the implementation of its stated mission. The President is the chief spokesperson and representative of the institution, ultimately responsible for communications both internal to the University and external with the larger community.

The President ensures that governance policies are clearly articulated and implemented. The President appoints, after conferring with the Executive Committee, all senior administrators of the University, who report to the President on a regular basis and make reports to the Board of Trustees on occasion.

## Principles

The ultimate responsibility for Mount Vernon Nazarene University rests in its Board of Trustees. The Board cannot delegate its fiduciary responsibility for the academic integrity, spiritual well being, and financial health of the institution. Traditionally, and for practical reasons, the Board delegates some kinds of authority to other stakeholders with the implicit and sometimes explicit condition that the Board reserves the right to question, challenge, and occasionally override decisions or proposals it judges to be inconsistent with the mission, integrity, or financial position of MVNU. For example, the delegation of authority to the administration and faculty in adding, reducing, or discontinuing academic programs is made with the implicit understanding that the Board still retains the ultimate responsibility.

The Board of Trustees retains ultimate responsibility and full authority to determine the mission of the institution in consultation with, and on the advice of, the President in consultation with faculty, staff, and other key stakeholders. The Board is also responsible for establishing the strategic direction of the institution through its insistence on, and participation in, comprehensive planning.

The Board should conduct its affairs in a manner that exemplifies the behavior it expects of other participants in institutional governance. From time to time, the Board should examine its structure and performance and should expect the same of faculty and staff.

The Board will avoid the temptation to micromanage in matters of administration. Board members will avoid even the perception of any personal or special interests. Board members will avoid undermining the administration.

Higher education governance is the responsibility of the Board of Trustees. The involvement of internal stakeholder groups—administrators, faculty, non-academic staff, and students—will vary according to subject matter and/or level of decision making. The Board of Trustees is responsible for establishing the rules by which stakeholders' voices are considered and states explicitly who has the authority for what kinds of decisions—that is, to which persons or bodies it has delegated authority and whether that delegation is subject to Board review. The Board will ensure that no single stakeholder group is given an exclusive franchise in any area, while recognizing that the subject matter in question will determine which groups have primary or secondary responsibilities.

The Board reserves the right to review and ratify specified academic decisions, as well as proposals, to adopt major new academic programs or eliminate others. The Board should set budget guidelines concerning resource allocation on the basis of assumptions, usually developed by the administration, that are widely communicated to interested stakeholders and subject to ample opportunity for challenge. Once the Board makes these decisions, it should delegate resource-allocation decisions to the President who may, in turn, delegate to others.

The MVNU President is the Board's major window on the institution, and the Board should expect both candor and sufficient information from the President. In turn, the Board should support the President, while ensuring that the voices of other stakeholders are heard.

The Board of Trustees has the responsibility to appoint and assess the performance of the President.

No Board member should favor any particular constituency or segment of the organization to the neglect of serving the institution as a whole.

# Employment Policies

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MOUNT VERNON NAZARENE UNIVERSITY DOES NOT UNLAWFULLY DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, DISABILITY, OR MILITARY SERVICE. AS A RELIGIOUS EDUCATIONAL INSTITUTION OPERATING UNDER THE AUSPICES OF THE CHURCH OF THE NAZARENE, THE UNIVERSITY IS PERMITTED BY LAW TO CONSIDER RELIGIOUS BELIEFS AND PRACTICES IN MAKING EMPLOYMENT DECISIONS, AND THE UNIVERSITY DOES SO TO ACHIEVE ITS MISSION. THE UNIVERSITY REQUIRES AS A CONDITION OF EMPLOYMENT THAT ALL EMPLOYEES SUBSCRIBE TO THE STANDARDS OF THE CHURCH OF THE NAZARENE AND CONDUCT THEIR LIVES IN ACCORDANCE THEREWITH.

ANY EMPLOYMENT RELATIONSHIP WITH THE UNIVERSITY IS "AT WILL", WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND MOUNT VERNON NAZARENE UNIVERSITY MAY DISCHARGE THE EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE.

THE PROVISIONS COMBINED HEREIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE UNIVERSITY RESERVES THE RIGHT TO MAKE CHANGES TO THIS HANDBOOK AT ANY TIME IF DETERMINED TO BE FOR THE GOOD OF MOUNT VERNON NAZARENE UNIVERSITY.

## Criteria for Employment

Mount Vernon Nazarene University affirms its position as a Christian University of the liberal arts, and asserts its right to employ persons who subscribe to the intent, mission, and statement of faith.

Applications for employment are considered on the basis of the appropriate level of training, experience, and capability to fulfill the responsibilities of the position. MVNU does not employ post-secondary or high school students.

## Hiring Procedures

The Vice President for Finance is responsible for administering the nonacademic (staff) personnel policies and procedures. The hiring procedures and practices are delegated to the Director of Human Resources and handled in the following manner:

The department supervisor will notify the Human Resources Specialist that a position needs posted, and will provide them with a completed HR Action Form that includes the necessary approval signatures. A job posting document will be completed by the department (former version or template provided by HR) and reviewed by HR before posting.

Salaries and wage schedules are administered jointly by the Director of Human Resources and the Vice President for Finance. The person hired will receive a salary based on knowledge, skills and abilities within the salary range approved and budgeted for the position.

Depending on the level of the position, open positions will be posted via campus e-mail, Human Resources web site, and/or local media or other avenues.

Persons desiring to apply for the position may complete the on-line application at <http://www.mvnu.edu/jobs/application.asp>. Human Resources will forward applications to the respective hiring department.

The department supervisor will work with their respective senior administrator to recommend a specific individual to Human Resource. Once there is agreement on the individual, a pay rate from Human Resources, and written approvals from the appropriate administrators, a verbal offer can be made by the supervisor or Senior Administrator. Once accepted, the Director of Human Resources will extend a written job offer to be signed by the individual.

## Medical Requirements

For positions that are physically strenuous, the University may require the applicant to take a physical examination and submit a medical history after a conditional offer is made. The University will pay for any required physical examination.

The Federal Rehabilitation Act requires the University to provide a hepatitis B vaccination to anyone who has a potential exposure to bloodborne pathogens. The vaccine is administered by three injections over a six-month period. The University will pay for the cost of the vaccine.

## Entering Employment

All employment paperwork should be completed at least one week before an employee's first day of work, so ample time is given to establish computer access. HR will contact each employee regarding Orientation information and benefit details. The department supervisor/administrator will ensure that an outline of job duties and responsibilities and training on such is provided.

## Employment of Family Members

The University does not employ close relatives (spouses, parents, children, brothers, and sisters) to work as mid-level managers within the same division or as employees within the same department. Close relatives cannot be employed within a division or department when there would be a supervisory or reporting conflict (for example, a Senior Administrator cannot employ a close relative in the division, a mid-level manager cannot employ a close relative in a department, etc.) When approved in advance by the Vice President for Finance and the University President, this policy may be waived to serve the best interests of the University.

## Employee/Student Relationships

Employees are strongly discouraged from involvement in a dating or romantic relationship with students. Such relationships are not sanctioned by the University, as they may result in the existence or appearance of exploitation, abuse of position or favoritism. Any employee who is in a dating or romantic relationship with a student must disclose it to Human Resources immediately. Failure to make this disclosure will be cause for immediate termination.

## Staff ID Cards

The Campus Safety Office will issue an identification card (ID) to each full-time and regular part-time employee. This card enables you to take advantage of the library facilities, and to attend most athletic events, the lecture artist series, and other designated University functions. It also entitles you to discounts on meal prices in the cafeteria.

## Definitions of Employee Status

**Exempt Employees**—Personnel who hold positions identified as executive, senior administrators, mid-level managers, professional, or other persons who are not required to be paid overtime under the Federal Fair Labor Standards Act (FLSA).

**Non-Exempt Employees**—Personnel who hold secretarial, clerical, or service/support positions and are covered by the overtime provisions of the Federal Fair Labor Standards Act (FLSA).

**Full-time Regular 12-Month Employee**—Personnel who are scheduled to work 37½ hours/week for 52 weeks (1,950 hours/year).

**Full-time 30-hour 12-Month Employee**—Personnel who are scheduled to work 30 hours/week for 52 weeks (1,560 hours/year)

**Full-time Regular 11-Month Employee**—Personnel who are scheduled to work 37½ hours/week for about 48 weeks (1,787.5 hours/year) during the academic year.

**Full-time Regular 10-Month Employee**—Personnel who are scheduled to work 37½ hours/week for about 43 weeks (1,625 hours/year).

**Full-time Regular 9-Month Employee**—Personnel who are scheduled to work 37½ hours/week for about 39 weeks (1,462.50 hours/year) during the academic year.

**Part-time Regular Employee**—Personnel who normally fill a regular assignment but are scheduled to work less than 37½ hours/week and/or less than 12 months—where the total budgeted hours are less than 1,462.5/year. Part-time employees are paid at an hourly rate. Positions requiring less than 10 hours per week will normally be filled by students.

**Temporary Employee**—Personnel who are employed for a limited period of time during peak work periods, employee absences, vacations, or for short-term needs. Temporary personnel are paid at an hourly rate.

## Introductory Period

The introductory period for a new employee is the first 90 calendar days of employment. The purpose of the introductory period is to allow time for a supervisor to orient you to the work requirements and expectations of the position and to determine whether you demonstrate satisfactory knowledge

and skills in the performance of the work requirements and expectations of the position. The introductory period also is intended to give you an opportunity to become adapted to the work required, to the department, and to determine whether you wish to continue in the position.

Your supervisor will explain the expectations regarding performance in the new position, and provide on-the-job training, which covers the specific duties and responsibilities of the position.

Close to the end of your introductory period your supervisor will have a 90-day performance review with you to discuss your progress and satisfaction with job performance.

If your ability or job performance is judged unsatisfactory by the supervisor, employment may be terminated for any reason during the introductory period.

## Work Schedule/Hours

The standard workweek for full-time non-exempt personnel is 37½ hours. The workweek starts at 12 a.m. Saturday and ends at midnight on Friday. The normal workweek consists of five (5) working days of seven and one-half (7½) hours each. The normal workday extends from 8 a.m. to 4:30 p.m. with a one-hour lunch period. The normal Graduate and Professional Studies (GPS) workday begins and ends at different times from above. Supervisors are to schedule employee's lunch breaks so offices can remain open during the entire workday; occasional exceptions can be made for special departmental lunches. Special working hours may be required for some positions; however, any deviation from the 8 a.m. to 4:30 p.m. shift will require approval from the immediate supervisor.

Exempt employees are scheduled to work the same number of working hours, but by the nature of their jobs, they may periodically exceed the established weekly work hours since these salaried positions carry more responsibility and pay.

## Work Shift Premium (shift differential)

Mount Vernon Nazarene University provides additional compensation for certain permanent employees whose regular work schedules occur during evening or night hours.

Eligibility: Permanent employees (full-time, part-time) are eligible for shift-premium pay as allowed under this policy. Temporary and on-call employees are not eligible for shift premium pay.

Rate: The second shift (approximately 4 PM to midnight) premium rate as of July 1, 2008, is \$.50 per hour. The third shift premium (approximately midnight to 8 AM) as of March 8, 2019, is \$1.00 per hour.

Shift Requirements: If at least 6 hours or 80% of the employee's normally scheduled work hours are worked between 4 PM and 8 AM, the employee's normal pay rate will be adjusted to reflect the appropriate shift differential and they will receive that adjusted rate for all hours worked. If/when their regular schedule changes for an extended period of time (two weeks or more), the appropriate adjustment will be made following advance notification to HR/Payroll from the department supervisor.

Shift premium pay is not considered a part of annual salary or the hourly rate for classification or personnel records purposes. It is included in "gross pay" for required statutory deductions, such as Federal and State income tax withholding, Social Security and Medicare deductions. Shift premium pay is payable for hours actually worked, as well as hours accounted for through leave, paid time off, holidays or other paid absences.

Time Not Covered by Shift Premium Pay: For short-term assistance or coverage while another employee is off (less than two weeks), increases/decreases to shift differential will not be made.

## Overtime/Compensatory Time

The University limits the use of overtime for non-exempt salaried and hourly staff. In emergency or rush situations, a supervisor may request that you work past 4:30 p.m. or work on the weekend. Any overtime must be approved by the supervisor of the department or senior administrator of the division prior to working.

Overtime pay is computed as follows:

- It begins after the first 40 regular hours during the workweek
- Time and one-half for hours worked during the workweek over 40 hours/week
- Double time for hours worked on Sunday that go over 40 regular hours in a workweek, but only if the Sunday hours are not part of the regularly scheduled work week

Holidays, vacation days, bonus days, and sick leave are not included in computing overtime pay because these are not hours worked.

Employees in mid-level management positions, or other exempt positions, are not eligible for overtime pay. However, at certain times, exempt employees may need to work excessive overtime. In these circumstances, a supervisor may offer some time off.

Subject to the direction of their supervisor, any hourly employee who is deemed "essential" (normally required to work during a holiday) may either elect to be credited with the equivalent compensatory time off or may choose to be paid straight-time for the hours they worked, along with their normal holiday pay. Note: Very few employees should be required to work during a holiday. If you have questions, please contact Human Resources.

## Assisting with Student Assignments

If you agree to assist students with class projects, term papers, and take part in any student-related sponsorship and/or student activity, you are to do so on your own time outside of your regularly scheduled work hours. While the University encourages your involvement with students, it is also concerned with the overall productivity of the University operation.

## Visiting

Employees are expected to perform their designated functions and tasks in a professional manner. It is recommended that visiting or non-working personal conversations take place during scheduled breaks and during the lunch hour.

## Family and Work Hours

The University requests that family members not accompany you during work hours. The University assumes no responsibility or liability for accidents or injuries to family members, friends of family members, or relatives on campus.

## Chapel Attendance

Staff attendance will be encouraged when invited to special services and events such as Opening Convention, Fall and Spring Revivals, and Awards Chapel. Approval must be obtained from your supervisor if you wish to attend other chapel services. Keep in mind that on some occasions the department workload may make approval difficult.

## Tardiness and Absences

You are expected to begin and end work at the stated starting and ending times. Tardiness or leaving early may cause work schedules to fall behind, leave a department unattended, and cause morale problems for those trying to keep the scheduled work hours.

If you are to be late or absent for any reason, you must notify your immediate supervisor as soon as possible and no later than one-half hour after the scheduled starting time. Failure to advise the University will be considered absence without leave and could affect your work record, sick-leave availability, or regular vacation. Repeated failure to advise the University will be considered employee misconduct and will warrant corrective discipline.

If you are absent due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work may be required. If the University finds that sick leave has been misused, sick pay will not be awarded. Abuse or misuse of your sick leave privilege will be considered employee misconduct and will warrant corrective discipline.

## Excuses from Work

Permission to leave the job during the regular workday, for any reason, must be approved by your immediate supervisor. If you are an hourly paid employee, you must record when you leave and when you return to work in the online tracking system.

## Hourly Employee Attendance – Online Attendance Tracking System

Each hourly employee will enter time worked and time off in the hourly attendance tracking system. Time is to be kept current and submitted to your supervisor at the end of the week of each pay period. Your supervisor will review and approve or deny the submissions. Time submissions must be received by the supervisor by midnight on Monday and must be approved by the supervisor by midnight on Wednesday after each pay period ends. Approvals received after midnight on Monday will not be processed until the next pay period.

## Pay Schedules

Hourly employees are paid on the second Friday following the two-week work period reported in the tracking system. If a scheduled payday is on a bank holiday, payment is made on the last working day preceding the holiday.

Salaried employees are paid on the 15th and 30th day of each month. When the scheduled payday is on a weekend or a bank holiday, payment is made on the last working day preceding the 15th and/or 30th of each month.

The University requires that all employee pay be directly deposited into the employee's bank account or other financial institution of the employee's choosing. Authorization forms are available from the Human Resources portal. For information purposes, a statement of earnings and deductions is available online for each employee.

## Payroll Deductions

The following regular deductions may be from employee wages, if applicable: Federal Income Tax, Social Security - Employee's Share, Medicare - Employee's Share, City Tax, State Tax, School District Tax, TIAA/CREF Retirement Contribution, Group Health Insurance, Medical/Dependent Care Flexible Spending Account, Dental Insurance, Vision Insurance, Optional Life Insurance, Optional Accidental Death and Dismemberment Insurance.

## Promotion/Transfer

The Director of Human Resources must be notified of any new or open staff positions by the departmental supervisor before beginning recruitment of candidates.

Employees of MVNU must work one full year in the position for which they are hired before applying for a transfer or promotion to another department/division. This includes new and current employees. An exception to the one-year waiting period may be granted if the transfer or promotion is in the best interest of the University and approved by the two affected senior administrators.

A minimum two-week notice to the department an employee is leaving is required before moving to another department. The department the employee is leaving may request an additional two-week time period for the transition to be made, pending agreement between the two departments. Prior to, or immediately following a transfer from one departmental position to another department, an employee may be expected to provide a minimum of two days (15 hours) training for the new employee hired for the vacated position. The supervisors of both departments must approve the training schedule.

## Rewarding Staff for Completing Degrees

As a reinforcement of MVNU's commitment to the value of education and as a way of rewarding Staff members who complete the requirements for an Associates, Bachelors, or Master's degree while working at MVNU, there is a policy on the HR Portal that outlines annual increases for such situations.

## Personnel File Information

Employees should notify their immediate supervisors and submit in writing to the Human Resources Office any change in the following: Home Address, Marital Status, Number of Dependents, Telephone Number, Legal Change of Name

## Employee Reviews

Reviews for full-time and part-time employees are to be performed by supervisors annually. After a discussion of the employee's job performance, the employee will have opportunity to provide additional comments and will be asked to sign the appraisal indicating that it has been reviewed.

An unsatisfactory performance appraisal could lead to corrective discipline, limits on annual salary increases, a statement of misconduct placed in the employee's personnel file, or immediate termination.

## Employee Misconduct Procedures

The word "discipline" comes from the Latin word *disciplina*—teaching, learning. MVNU's goal in discipline, addressing misconduct, is to be instructive—attempting to change behavior rather than just punishing it. With that in mind, in cases where instructive measures do not result in

sufficiently positive changes, any employee who engages in continued and/or serious misconduct may be subject to sanctions, up to and including dismissal. Because this is a private University matter, legal counsel/representation is not permitted.

Employee misconduct can take many forms, including, but not limited to, the following:

- Any violation of University rules, policies, or lifestyle guidelines;
- Any violation of the rules, policies or procedures in the Staff Handbook;
- Failure to abide by the Covenant of Christian Conduct and Manual of the Church of the Nazarene and/or immorality;
- Breach of duties;
- Theft of, abuse of, defacement of, or malicious damage to University property;
- Abuse of University telephones and/or credit cards;
- Violation of computer regulations and policies;
- Insubordination and/or failure to follow instructions;
- Inefficiency, incompetence, or any cause that renders the employee incapable of performing his/her duties at a level deemed acceptable by the University;
- A felony or misdemeanor conviction;
- Use of alcohol and/or the use, possession, manufacture, or distribution of illegal drugs;
- Physical or verbal abuse of a faculty member, staff member, or student;
- Harassment (sexual or otherwise);
- Falsification of employment records;
- Moral laxity and/or failure;
- Failure to report suspected abuse of a minor to a Vice President; or
- Any other legally just cause.

Some incidents could necessitate immediate termination, but in general, MVNU supports a progression of disciplinary actions, with the belief that discussing challenges, expectations, and consequences will often lead to positive changes and resolutions.

Progression of Disciplinary Actions:

1. Private discussion about the situation
  - a. Utilized following a first-/second-time, *minor* incident
  - b. Supervisor talks with the employee and retains documentation of the date/topic/content
2. Verbal Warning
  - a. Utilized after multiple/recurring minor incidents, or for a first-time, *moderate* incident
  - b. Supervisor meets with the employee and retains documentation of the date/topic/content
  - c. Written documentation signed by the employee is optional
3. Written Warning
  - a. Utilized when the employee has already received a Verbal Warning, or for a first-time, *serious* incident
  - b. Supervisor contacts their up-line supervisor and HR Director to discuss the situation and the appropriateness of a Written Warning
  - c. Written Warning (form is available on HR Portal) is to be signed by their VP—prior to the meeting
  - d. Supervisor and next up-line Supervisor (optional, based on the situation) meets with the employee to discuss and get their signature
  - e. Written Warning is sent to HR to be placed in the employee's personnel file
4. Termination
  - a. Utilized when the employee has already received a Written Warning, or for a first-time, *very serious* incident
  - b. Supervisor meets with HR Director to plan the meeting, before action is taken
  - c. HR Director will inform the President prior to the meeting
  - d. Supervisor, preferably with a witness, meets with the employee to share the decision

The definitions of the above adjectives (*minor*, *moderate*, *serious*, *very serious*) are solely subject to MVNU's interpretation and discretion. If the situation involves, but is not limited to, a legal or criminal infraction, or jeopardizes the reputation, administration, and/or operation of the University, the Vice President, in consultation with the HR Director and the President, may (1) suspend the employee (with or without pay at the discretion of MVNU) while an investigation is being performed, or (2) terminate the employee.

## Open-Door Grievance Policy

"Open Door" is defined as an employee's right to discuss, in accordance with the established line of authority, a grievance. A grievance is defined as a work-related issue or action taken against an employee that falls outside established MVNU policies and practices. This policy will be handled through the following process:

- If the grievance is related to the employee's work or supervisor, the employee should discuss the matter with his/her immediate supervisor promptly. If the employee feels that the issue cannot be discussed with his/her supervisor, feels uncomfortable approaching his/her supervisor, or a satisfactory solution was not reached, the employee may contact the Director of Human Resources to discuss the matter further.

- If, after the grievance has been discussed, a satisfactory solution has not been reached, the employee and the Director of Human Resources may pursue the matter with the Vice President for Finance. Arrangements for this meeting will be made by the Director of Human Resources, as schedules permit.
- If, after the grievance has been discussed with the Vice President for Finance, a satisfactory solution has not been reached, the employee may pursue the matter with the President. Arrangements for this meeting will be made by the Vice President for Finance, as schedules permit. The Director of Human Resources will provide a written summary of the important facts to the President, prior to this meeting. The President may choose to meet with the employee, the Director of Human Resources, or the Vice President for Finance. The President's decision is final.

## Resignation

Employees should submit a letter of resignation to their immediate supervisor. Copies should be sent to the Director of Human Resources. This is necessary to complete information for a permanent file and to finalize the last paycheck. The employee will need to turn in their motor vehicle parking permits, credit cards, keys, and University-furnished equipment to Human Resources unless other arrangements are made. The employee's final pay will also be computed and arrangements will be made for benefit transfers, settlements and travel advances. Holidays, Vacation, Personal days, and Sick time cannot be used to extend the last day of work. If sufficient notice is given, the employee's final payment will be issued on the next regularly scheduled payday.

### Exit Interview

An exit interview may be arranged with the Human Resources Office prior to the conclusion of employment. This is to assist the employee transition; complete information for the employee's personnel file; assist with benefits changeover; complete paperwork; settle payroll advances; and return University-issued credit cards, keys, and equipment. University-issued credit cards, keys, and equipment must be returned.



# Employee Benefits

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The descriptive statement provided for each benefit is a summary statement that pertains to all employees (except temporary employees) unless specified as a 12-month, 11-month, 10-month, 9-month, mid-level manager, or regular part-time employee benefit. Temporary employees are eligible only for Social Security, Medicare, and Workers' Compensation. Details of coverage and benefits may be obtained from the Human Resources Department. The University reserves the right, in compliance with the law, to modify coverage, change carriers, or terminate benefits as deemed appropriate in the best interest of the University.

## Holidays

Full-time 12-month employees receive pay for the 21 paid holidays listed below. Full-time 9-, 10- and 11-month employees are paid for the holidays that fall within their assigned work schedule. Regular part-time and full-time staff will receive pay for the holidays falling within their assigned work schedule, based on the average daily number of hours budgeted to work per week.

The 21 paid holidays observed by the University are as follows:

1	New Year's Day
5	First full week of Spring Break
1	Good Friday (Easter)
1	Memorial Day
2	July 4 <sup>th</sup> , plus one day preceding or following (set annually by MVNU)
1	Monday of Fall Mid-Semester Break
3	Thanksgiving (preceding Wednesday – following Friday)
<u>7</u>	Christmas, seven consecutive days (set annually by the University)
21	

When one of the above holidays falls on Sunday, the following Monday shall be observed as the holiday. If the holiday falls on Saturday, the preceding Friday will be observed as the holiday.

Holiday pay is computed at an individual employee's regular rate of pay.

Essential personnel are those employees whose position is critical to the operation of the university. Employees deemed essential personnel may vary, depending on the situation. Supervisors determine the essential personnel in their area and are responsible for insuring appropriate staffing. (Examples of essential operations include, but are not limited to, facilities management and campus safety.) Essential personnel may need to work, even though the rest of the university may be closed.

If a supervisor determines that it is essential for an employee to work on a holiday, they may:

- Arrange for an alternate day off in its place, or
- Approve for an employee to receive their regular rate of pay plus their normal holiday pay.

The first option is preferred and carries these guidelines:

- The alternate days off will be taken after the holiday and before the end of the fiscal year
- Documentation of the reason and alternate days arranged should be retained by the supervisor.

Holiday pay will not be considered as time worked for the purpose of overtime calculations. Holidays will not be paid to employees on any type of unpaid leave. If the employee is on short-term disability leave, the holiday will be paid at 100%. Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

### **In conjunction with a Flexible Work Schedule**

If a holiday falls on a day when a Flexible Work Schedule would normally necessitate working more than 7.5 hours, only 7.5 hours of holiday will be paid; the balance of the flex time for that day should be made up with personal or vacation time. If a holiday falls on a day when a Flexible Work Schedule would normally be less than 7.5 hours, alternate time should be taken off earlier in the week, so a normal number of hours for the week is paid and appropriate time off is granted for the holiday.

## Vacation

Employees may take vacation time as it is accumulated, as long as they have made the appropriate arrangement for the time they are to be on vacation. An exception is for new employees who must complete 90 days of continuous service before they are eligible for vacation leave benefits. Vacation leave should be requested as far in advance of the desired vacation time as possible. Individual and department workloads will be important considerations in approval of vacation. If an employee is working in an academic department, they are encouraged to take vacation during times when the students are on break. Under normal circumstances, the use of vacation time is limited to no more than 10 consecutive days at a time. Additional consecutive days may be granted with approval of the divisional Vice President.

The University encourages employees to take all of their annual vacation; therefore, no payment will be made for unused vacation days while they are working. An employee with more than 90 days of continuous service whose employment terminates will be paid for earned, unused vacation days (if you recently changed job/pay levels, contact HR for the rate at which it will be paid out).

The maximum vacation leave that an employee may accumulate at any time shall be the equivalent of two years of vacation benefits. If an employee's earned unused vacation benefits reach the maximum, they will not accumulate any additional benefits until their vacation benefits fall below the maximum.

### Hourly Employee Vacation Accruals

Regular part-time 12-month employees (part-time for this benefit is defined as working a minimum of 25 hours per week) earn prorated vacation leave days. The maximum accumulated vacation days equals two times the maximum annual vacation days earned.

Vacation leave for hourly staff accrues based upon hours worked in a given pay period. If an employee works less than a typical 37.5 hour work week, they will accrue less vacation. If they work more than a typical 37.5 hour work week, they will accrue more vacation. Accruals are posted to the Leave Plan Summary every pay date.

Vacation accruals for hourly staff accumulate according to the following table:

Completed Years of Continuous Service	Number of Vacation Hour Accrued per Hour Worked
Less than 10 years	0.0385 hours of vacation per hour worked (approx 75 hours/2 weeks per year), maximum accrual is 150 hrs or 20 days
10 years and less than 12 years	0.0577 hours of vacation per hour worked (approx 112 hours/3 weeks per year), maximum accrual is 225 hrs or 30 days
12 years and less than 14 years	0.0615 hours of vacation per hour worked (approx 119 hours per year), maximum accrual is 240 hrs or 32 days
14 years and less than 16 years	0.0654 hours of vacation per hour worked (approx 127 hours per year), maximum accrual is 255 hrs or 34 days
16 years and less than 18 years	0.0692 hours of vacation per hour worked (approx 134 hours per year), maximum accrual is 270 hrs or 36 days
18 years and less than 20 years	0.0731 hours of vacation per hour worked (approx 142 hours per year), maximum accrual is 285 hrs or 38 days
20 years and more	0.0769 hours of vacation per hour worked (approx 149 hours per year), maximum accrual is 300 hrs or 40 days

### Salaried Employee Vacation Accruals

Vacation leave for salaried staff accrues each pay period; there are 24 pay periods in a year. 9, 10, and 11-month salaried employees accrue at a prorated rate, since their pay is spread out over 12-months, but they don't work during the full 12 months.

Vacation accruals for 12-month salaried staff accumulate according to the following table:

Completed Years of Continuous Service	Number of Vacation Hour Accrued per Pay Period
Less than 10 years	3.13 hours per pay period (75 hours/two weeks per year), maximum accrual is 150 hours or 20 days
10 years and less than 12 years	4.69 hours per pay period (112 hours/three weeks per year), maximum accrual is 225 hours or 30 days
12 years and less than 14 years	5.00 hours per pay period (120 hours per year), maximum accrual is 240 hours or 32 days

14 years and less than 16 years	5.32 hours per pay period (127 hours per year), maximum accrual is 255 hours or 34 days
16 years and less than 18 years	5.63 hours per pay period (135 hours per year), maximum accrual is 270 hours or 36 days
18 years and less than 20 years	5.94 hours per pay period (142 hours per year), maximum accrual is 285 hours or 38 days
20 years and more	6.25 hours per pay period (150 hours per year), maximum accrual is 300 hours or 40 days

#### Mid-Level Manager Vacation Accruals

Vacation leave for mid-level managers accrues each pay period. There are 24 pay periods in a year.

Vacation accruals for mid-level managers accumulates according to the following table:

Completed Years of Continuous Service	Number of Vacation Hour Accrued per Pay Period
less than 5 years	4.69 hours per pay period (112 hours/three weeks per year), maximum accrual is 225 hours or 30 days
5 years and less than 10 years	5.63 hours per pay period (135 hours per year), maximum accrual is 270 hours or 36 days
10 years or more	6.25 hours per pay period (150 hours per year), maximum accrual is 300 hours or 40 days

#### Vice President Vacation Accruals

Vacation leave for Vice Presidents accrues at a rate of 6.875 hours/pay period (165 hours or 22 days/year), with a maximum accrual of 330 hours.

## Sick Leave

Sick leave is provided to protect employees against loss of income during the sick leave period; it is not intended to create a situation where more than the budgeted hours per day are paid when sick leave is used. Sick leave may be used in these instances:

- The employee is prevented from performing his/her duties because of sickness; injury; confinement due to pregnancy; or psychological, dental, or optical examination or treatment.
- The employee has been exposed to a contagious disease, which could be communicated to other members of the MVNU community.
- The employee needs to care for an immediate family member, who is ill, injured, or confined due to pregnancy.

Note: For purposes of this policy, a "family member" includes the employee's spouse, parent, or legal dependent such as a child, stepchild or foster child.

To use sick leave to care for a family member, a physician's statement may be required to establish the need for care. Sick leave may be used for medical and/or dental appointments. An employee who is absent for three consecutive days or more is required to provide medical evidence of illness and/or medical certification of fitness to return to work to his/her Supervisor upon return to work. Sick leave will not be paid if an employee has no earned sick leave available. All unused sick leave will be forfeited upon termination of employment.

#### **In conjunction with a Flexible Work Schedule**

Sick time can be used based upon the hours stated to be worked that day of the week in the documented Flex Schedule.

#### Abuse or Misuse of Sick Leave

Employees are responsible for the appropriate use of sick leave. Sick leave abuse occurs when an employee uses sick leave for unauthorized purposes, misrepresents the reason for charging an absence to sick leave, or establishes a pattern of sick leave usage over a period of time. If sick leave has been misused, it will not be awarded. Abuse or misuse of sick leave will result in disciplinary action, up to and including termination. Supervisors who suspect abuse or misuse of sick time are required to discuss this with the employee and report this to HR. Examples of sick leave abuse/misuse include, but are not limited to, the following:

- Failure to produce requested medical documentation.
- A continued pattern of maintaining zero or near zero leave balances.

- Sick leave taken after discipline for a performance matter is issued; after a vacation request was denied; or monthly once maximum sick leave accruals are met.
- Sick leave consistently taken on Monday or Friday; before or after regularly scheduled days off; the day before or after a holiday; the same time of year, for a period of years; after pay days; following overtime worked; when difficult assignments or projects are scheduled or due; and/or when the employee's supervisor is on vacation.

### Donating Sick Time

MVNU offers an opportunity for employees to donate some of their Sick Time to other employees who may find themselves in the situation of facing a Sick Time need with insufficient personal Sick Time resources to cover it. See the HR Portal for details on eligibility, limits, and the process.

### Sick Leave Accruals

Sick leave accruals are not based on years of service, they are based on hours or months worked in a calendar year. Accruals accumulate according to the table below:

Job Status	Accrual Rate	Maximum Sick Leave Accrual
Full-time, 12-mo., Hourly	0.0462 hours of sick time per hour worked	390 hours (52 days)
Part-time, 12-mo. Hourly (min. 20 hrs/wk)	0.0462 hours of sick time per hour worked	192.19 hours (approx 25 days)
Full-time 12 Month Salaried	3.75 hours of sick time per pay (24 pays annually)	390 hours (52 days)
Full-time 11 Month Salaried	3.44 hours of sick time per pay (24 pays annually)	350.40 hours (approx 46 days)
Full-time 10 Month Salaried	3.13 hours of sick time per pay (24 pays annually)	319.55 hours (approx 42 days)
Full-time 9 Month Salaried	2.81 hours of sick time per pay (24 pays annually)	288.75 hours (38.5 days)

### Time of Service Credit

Mount Vernon Nazarene University seeks to employ the most qualified people available for its various assignments and responsibilities. Often, a need is satisfied with the employment of a person who has served another institution of higher education for an extended period of time. Also, for positions requiring specific skill-sets, experience within the Church of the Nazarene may be directly applicable to successfully executing their new MVNU responsibilities. Recognizing the benefits that such experience brings to this unique industry, the following policy applies:

If a person hired by MVNU has been previously employed by another accredited institution of higher education, and that institution offers baccalaureate, masters or doctoral degrees, the equivalent years of service to that institution shall be included when calculating levels of benefits from the University. For purposes of this policy, the added equivalent years of experience shall apply to the following benefits: the rate at which vacation is earned, participation in the Defined Contribution retirement plan, Employee Dependent Tuition Assistance (EDTAG) and Employee Tuition Assistance (TA).

Also, if an individual has been employed by the Church of the Nazarene in the past and will be applying that experience directly within their new assignment at MVNU, equivalent years of service may be included when calculating levels of vacation accrual from the University.

"Equivalent years of service" is calculated by ratably adjusting years of qualifying employment for work that is less than full-time. Determination of what constitutes the direct application of such prior experience will be assessed by the University and applied at its sole discretion. This policy does not apply to the determination of rank and/or salary level, or years of service awards.

Should questions arise concerning the provisions of this policy or eligibility for it, please contact the office of Human Resources.

*Adopted: January 15, 2008*

*Amended May, 2009*

## MVNU Mission & Ministry Project Leave

MVNU Mission & Ministry leave can be taken by full-time staff to participate in an MVNU-sponsored mission-and-ministry opportunity. Five days will be granted to full-time 11- and 12-month staff with four days granted to full-time 9-, and 10-month staff. An employee will be granted this leave only one time within a two-year period. There is no waiting period for the leave; employees are eligible within their first year.

## Delegate Leave

In as much as this is a church-sponsored University, a regular employee who is an official delegate to a Nazarene district or general convention or assembly may be excused without loss of pay. Arrangements must be made in advance with the department supervisor.

## Personal Days

All full-time staff employees (1,462.5+ hours/year) will be given two personal days (15 hours) each fiscal year in January. Personal days may not be carried over to the next year.

- If an employee is hired between January 1 and July 31 they will be granted 2 personal days.
- If an employee is hired between August 1 and November 31 they will be granted 1 personal day.
- If an employee is hired after December 1, they will not be granted a personal days until January 1 of the next year.

## Staff Development and Training

Upon commencement of regular full-time or part-time employment, you may be eligible for staff development training. Your work and time away from the office must be arranged so that the departmental workflow is not disrupted. All arrangements must be discussed with and approved by your supervisor. Your department supervisor and/or your department colleagues provide on-the-job employee training. If training seminars are offered during regular working hours, arrangements for attending must be discussed and approved by your supervisor in advance, so departmental coverage/support can be maintained.

Off-campus employee training (workshops, seminars, conferences) is approved through an application process with your Vice President and Human Resources. You must complete the Staff and Professional Development Conference & Travel Fund Application form which can be found on the Human Resources Portal.

Upon completion of your training, you are to send a copy of your training certificate, or other documentation of attendance, along with documentation of expenses to Human Resources. The training certificate will become part of your employee file.

## Dress for the Workplace

Mount Vernon Nazarene University is an institution of the Church of the Nazarene. The University and the Church emphasize the values of a holiness lifestyle reflected in neatness and modesty in dress and overall appearance. Faculty, staff, and administration are expected to be role models by exemplifying neatness and modesty through their attire and to view this as giving opportunity for Christian witness.

Appropriate dress should relate to the functions the faculty, staff, and administration perform on campus. Office and administrative personnel are expected to adhere to standards appropriate to the business office, with “business casual” being appropriate for most offices. Personnel in service capacities such as Facilities Services employees are expected to wear shirts and tops with sleeves and long pants that present a neat and appropriate appearance for the various tasks that they perform. Tradition in the classrooms is more varied and often includes less formal attire for faculty (dress jeans, for example). All persons in instructional positions are expected to reflect the highest standards of the campus community.

Normally, shorts are not to be worn in the work place, and shirts should be kept on at all times; however, dress may need to vary according to work conditions and the type of work performed by some faculty and staff. For example, physical education faculty may wear modest shorts when teaching activity-oriented classes. During extremely hot weather, the maintenance staff may wear modest shorts when mowing the lawns, and housekeeping staff may wear modest shorts when working in non-air-conditioned buildings where no classes are scheduled and where no groups are renting the facilities. Again, the preference for dress is reflected in the above paragraphs.

Department supervisors are responsible for overseeing the implementation of the Dress Code Policy. Questions related to the interpretation of the dress code may be referred to the supervisor, middle management, or senior administrator.



# Additions and Revisions

The following chart outlines the revision/addition history of the Staff Handbook from January 2015 forward:

Handbook Policy	Addition, Revision	Approval Date	Revisions
Employee/Student Relationship Policy	Addition	1/9/2015	First version
Employee Misconduct Procedures	Revision	1/9/2015	Removal of "romantic relationship with a student" as a form of misconduct, see the Employee/Student Relationship Policy
Holiday Policy	Revision	1/20/2015	Clarification about holiday pay and essential staff
Flexible Work Schedule Benefit	Addition	1/29/15	First version
Tuition Assistance Policy	Revision	1/20/2015	Clarification on "semester", addition of payback period and revision date on the application form.
Cougar Corner Charge Policy	Deleted	1/1/2016	Eliminated employee charge accounts
Bereavement Leave	Revision	9/6/2016	Added benefits for regular part-time employees
Retiree Life	Revision	August 2016	Eliminated benefit for new Retirees after 12/31/16
AD&D/Seat Belt	Revision	October 2016	Employer-provided amounts increased in both categories; Seat Belt reduced \$25,000 to \$12,500 in one category
Holidays	Revision	2/2/17	Approved moving 9.5 Bonus Holidays to Regular Holidays
Short-Term Disability	Revision	3/17/17	Updated "If leave remains after the initial four weeks, it <u>will</u> ...", to match FMLA terms that requires the use of all paid leave
MVNU Mission & Ministry Project Leave	Revision	3/21/17	Specified five days for 11- and 12-month staff and four for 9- and 10-month staff
Resignation	Revision	4/17/17	Removed "noted in the resignation letter" to clarify that the resignation date actually needs to be a day the employee worked
Vacation for PT Staff	Clarification	5/11/17	Clarified Vacation only accrues for 12-mo. Staff, as does Sick time
No Employment of high school or post-secondary students	Added in August '17	9/29/11	Documented an earlier September 2011 decision on this matter
Modified STD and added Parental Leave	Revision, Addition	9/12/17	STD waiting period from 4 to 2 weeks; added Parental Leave
Created a Common Handbook	Restructure	August 2018	Worked with Academic Affairs to pull common benefits and elements out of the Faculty and Staff Handbooks, to create a Common Handbook
Updated 2 <sup>nd</sup> /3 <sup>rd</sup> shift differential wording	Revision	March 2019	Moved 3 <sup>rd</sup> shift from \$.50/hour to \$1.00/hour
Employee Misconduct Procedures	Revision	June 2019	Update the Misconduct/Discipline wording so it was more instructive and progressive; easier to determine the next appropriate step to take
Rewarding Staff for Completing Degrees	Addition	March 2021	Added annual increases for Associates, Bachelor, and Master's degrees

