
Employee Handbook

Mount
Vernon
Nazarene
University

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Table of Contents

1. Welcome and Mission.....	5
a.A Welcome from the President.....	5
b.MVNU Mission	5
c.Mission Context.....	5
d.Denominational Relationship.....	6
e.Affirmation Statement	6
2. Lifestyle and Community.....	7
a. Our Lifestyle and Christian Covenant Commitment Guidelines	7
3. Governance and Employment	7
a. Board Governance Structure and Process	7
4. Employment Policies	8
a.Criteria for Employment	8
b.Hiring Procedures	9
c.Medical Requirements	10
d.Entering Employment	10
e.Employment of Family Members	10
f.Outside Employment	10
g.Employee/Student Relationships	11
h.Staff ID Cards	11
i.Definitions of Employee Status	11
j.Introductory Period	12
k.Work Schedule/Hours	12
l.Work Shift Premium (Shift differential)	12
m.Overtime/Compensatory Time	13
n.Assisting with Student Assignments	13
o.Visiting	13
p.Family and Work Hours.....	13
q.Chapel Attendance.....	13
r.Tardiness and Absences.....	13
s.Work Excuses	14
t.Hourly Employee Attendance	14
u.Emergency Closings.....	14
v.Rewarding Staff for Completing Degrees	15
w.Personnel File Information	15
x.Employee Reviews	15
y.Employee Misconduct Procedures	15
z.Open-Door Grievance Policy	16
aa.Resignation	17
5. Compensation and Benefits	14
a.Pay Schedules	14
b.Payroll Deductions	15
c.Promotion/Transfer	15

Table of Contents

d. Holidays	17
e. Vacation	18
f. Personal Days	19
g. Sick Time	19
h. Bereavement Leave	20
i. Civil/Jury Duty Leave	21
j. Short Term Disability Leave	21
k. Parental Leave	21
l. FMLA	22
m. National Guard/Military Leave	22
n. Long Term Disability	22
o. Workers' Compensation	22
6. Insurance and Retirement	22
a. Group Health Insurance	22
b. Section 125 Plan	23
c. COBRA	23
d. Flexible Spending Accounts	23
e. Limited Flexible spending Account	23
f. Dependent Care Reimbursement Account	24
g. Dental and Vision Insurance	24
h. Group Life Insurance	24
i. Accidental Death & Dismemberment	24
j. TIAA Retirement Plan	25
k. Retirement Benefits	25
7. Additional Benefits and Services	25
a. Admission to Campus Events	25
b. MVNU Undergraduate Employee Dependent Tuition Assistance Grant (EDTAG)	25
c. Tuition Assistance	25
d. Council for Christian Colleges and Universities (CCCC) Tuition Waiver Exchange Program	25
e. Moving Policy	25
f. Referral Bonus Program	26
g. Information Technology Services	26
h. Emergencies & Safety	26
i. Copier, Computer, Facilities Maintenance/Repair	26
j. Cashing Personal Checks	26
k. Cafeteria/The 586/PDR	26
l. Telephone Services	26
m. Auto Registration and Parking Regulations	26
n. Keys	27
o. Library/Instructional Media Center (IMC) Services	27
p. Mail Services	27
q. Notary Public	27
r. Flower/Gift Policy	27
s. Facilities Usage	28
t. Wellness Program	28
8. Miscellaneous Items	28

Table of Contents

a. Confidentiality and Student/Employee Files 28

b. Family Educational Rights and Privacy Act (FERPA) 28

c. Title IX/Sexual Harassment Policy 29

d. Drug Free Workplace 29

e. Hazardous Waste..... 29

f. Solid Waste/Refuse Removal 29

g. Campus Leadership Team 29

h. Student Employment 30

i. Special Recognition Programs 30

j. Emeriti Staff Proposal..... 30

k. Participation in Legal Proceedings 30

A Welcome from the President

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 Employee 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.

Carson Castleman, Ph.D.

President

MVNU Mission

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

The mission statement of Mount Vernon Nazarene University emphasizes the holistic development of individuals, focusing on educating not just the mind but also the heart and spirit. Living out this mission means embracing a commitment to personal growth and character development rooted in Christ-like values. It encourages students and faculty alike to engage in lifelong learning, fostering a curious and open mindset that values knowledge and understanding.

Furthermore, it is essential to reflect Christ and the teachings of the Church of the Nazarene, embodying the principles of love, service, and compassion in our daily lives. This commitment inspires individuals to apply their education and faith to positively impact their communities and the world. By embodying these principles, we contribute to the transformative mission of the university, nurturing a vibrant community that reflects Christ's love and purpose in all aspects of life, while also upholding the values and mission of the Church of the Nazarene.

Mission Context:

Mount Vernon Nazarene University, a coeducational university of the arts and sciences, is the official university of the East Central Field in the USA/Canada Region of the Church of the Nazarene with sponsorship and support from congregations in Ohio, West Virginia, and eastern Kentucky. MVNU is a community joined together to further the Kingdom as a Christ-centered University committed to spiritual, personal, and academic growth. The MVNU community exists to shape lives through educating the whole person and cultivating Christlikeness for lifelong learning and service.

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, and online.

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 neighbors as oneself. 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.

Denominational Relationship - Church of the Nazarene:

MVNU is not just a university rooted in the Wesleyan tradition; it is an academic community and ministry that holds itself accountable to The Church of the Nazarene. This denomination identifies as a branch of Christ's "one, holy, universal, and apostolic" church, embracing the rich history of God's people as recorded in both the Old and New Testaments, as well as the diverse expressions of Christ's church throughout the ages. Our denomination accepts the creeds from the first five centuries of Christianity as foundational to our faith. We align ourselves with the historic church through preaching the Word, administering the sacraments, upholding a ministry of apostolic faith and practice, and fostering the disciplines of Christ-like living and service. We respond to the Biblical call for holy living and total devotion to God, proclaiming this through the theology of entire sanctification.

Statement of Faith:

As a university of the Church of the Nazarene, the University stands in the Wesleyan evangelical tradition, as summarized in the "Articles of Faith" and "Agreed Statement of Belief" in the Manual, Church of the Nazarene, 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.

AFFIRMATION STATEMENT

MVNU is a place where committed Christians pursue maturity in their faith and witness, a community of people growing together in Christlike character and holy love. It is also an institution of the Church of the Nazarene, and as such, is committed to the Articles of Faith, Agreed Statement of Belief, Covenant of Christian Character, and the Covenant of Christian Conduct as found in the Manual of the Church of the Nazarene.

Our Lifestyle and Christian Covenant Commitment Guidelines

Working in the MVNU Community is a sacred calling and privilege. As such, the quality of our relationships and our commitment to the underpinnings and theological tenants of the Church of the Nazarene are essential to our community. We hold to the clear and consistent expectations of mutual accountability, serving one another with humility, grace, and kindness, caring for those who are struggling, protecting the vulnerable, and resolving problems in a spirit of restoration and reconciliation. All employees are expected to demonstrate sincere respect for the doctrines, beliefs, teachings, and lifestyle commitments of the Church of the Nazarene in their professional as well as their public-facing personal lives.

Our faith in Christ is central to who we are as employees and the way of Jesus, as revealed to us in Scripture, should be lived out in our personal, professional, and spiritual lives. As active members of this community, we emphasize the desire and need for all members to live in a way that reflects the character and Lordship of Christ. The following guidance exhibits our continuing commitment to integrate faith and service in a meaningful and significant manner.

As members of this Christian community, we agree to live as people of holy love, embodying the great commands to love God and our neighbor. In pursuing Christlike character, we will nurture those attributes identified as the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Even as we embrace the fullness of love, we agree to set aside those things contrary to Christ's love, such as pride, jealousy, greed, lust, unrighteous anger, unforgiving spirits, discrimination, and prejudice.

A Christlike character, rooted and established in love, will also manifest itself in the way we choose to live. As members of the MVNU community, it is expected that we will actively participate in those things that form us into the image of Christ and reflect His kingdom to the world around us. Through our participation in the various means of grace, our commitment to a church body and its mission, our care of one another, and our generosity toward those in need, we bear witness to the Good News of God's kingdom. Recognizing the image of God in all people and life itself as a gift from God, we actively nurture, support, and protect life from conception to life's natural end. We also reject those behaviors that do not reflect our holy vocation as image bearers of God, such as lying, dishonesty, theft, gossip, slander, quarreling, returning evil for evil, sexual immorality (such as premarital, extramarital, or same-sex relations), and drunkenness.

Recognizing that we are to be faithful stewards of all that God has entrusted to us, including our bodies, our time, and our possessions, we expect members of the MVNU community to glorify God in all aspects of life. We believe the body is a temple of the Holy Spirit, a gift to be respected and cared for in a spirit of thanksgiving. Therefore, we do not take part in habits or practices known to be destructive to physical or mental well-being. This would include the avoidance of tobacco in any form, the consumption of alcoholic beverages, illegal drugs, or substances such as marijuana, hallucinogens, or other narcotics not prescribed by a medical professional. We also believe that the entertainments we consume are formative mentally and spiritually. As such, we seek to be selective in our entertainment and recreation choices. In pursuit of the holy life, we reject that which is pornographic, profane, or blasphemous, and those entertainments that glorify violence, evil, and values contrary to the way of Christ. As faithful stewards of what God has given us, we choose not to participate in betting, wagering, or gambling in any form. For the MVNU community, these restrictions are not to be seen as legalistic burdens, but boundaries set by love for God and neighbor in recognition of the harmful effects they manifest in both the individual life and society as a whole.

University Structure

Mount Vernon Nazarene University is a private higher education institution sponsored by the Church of the Nazarene.

The Board of Trustees is the governing body for the University. It is the duty and power of the Board of Trustees to oversee the affairs of the University as authorized by the Articles of Incorporation, in accordance with the bylaws, and in harmony with the Manual of the Church of the Nazarene, and the BOT elect the University President.

The President of Mount Vernon Nazarene is its Chief Executive Officer (CEO) and is responsible to the Trustees. His or her primary responsibility is the pursuit of the institutional purposes by the development of strategic planning, the coordination of essential functions, and the control of performance results. The President is the chief spokesperson and representative of the institution. The

President ensures that governance policies are clearly articulated and implemented.

All administrative positions serve without entitlement, and at the discretion of the Board of Trustees and “at the will” of the President. The purpose of such positions is to serve the administrative goals of the President and University Cabinet.

Executive Vice President and Chief Academic Officer provides strategic leadership in the oversight of all university operations and provides strategic leadership in the planning, development, assessment, and implementation of all academic programs of the University.

Chief Financial Officer (CFO) oversees the accurate financial reporting and fiscal health of the university. Oversight includes the business office, university policies and contracts, student accounts, and Human Resources.

Chief Development Officer oversees the fundraising efforts and long-term advancement strategies for the university. This includes but is not limited to Alumni Relations, Annual Fund, Estate and Gift planning, University Endowment, and Community Engagement.

Vice President of Academic Affairs (VPAA) oversees all academic programs and student learning across the university, as well as provides oversight to accreditation work, compliance, and academic reporting, integrity, and excellence across the University.

Vice President of Spiritual Formation and Church Relations oversees all aspects of spiritual formation of the students and employees across CAS and CAPS, including but not limited to Chapel, spiritual life week, discipleship groups, routine all-employee events such as convocation and Christmas chapel. In addition, he/she provides a direct point of contact with all the churches and pastors within the MVNU Field giving leadership to the university events focused on clergy and their families.

Vice President of CAS Enrollment oversees all aspects of enrollment to the College of Arts and Sciences including but not limited to Enrollment Officers, Student Financial Aid, Registrar’s Office, and Campus Events.

Vice President of CAPS Enrollment and University Communications & Marketing oversees all aspects of enrollment to the College of Adult and Professional Studies including but not limited to Enrollment Officers, Student Financial Aid, and CAPS Registrar’s Office. As VP of Communications and Marketing, she/he oversees all aspects of university communication including but not limited to the website, social media outlets, print material, campus bookstore, printing services, and campus mail room.

Vice President of Student Life oversees all aspects related to residential student life within the College of Arts and Sciences including but not limited to residential life, campus activities, intramural sports, student clubs, and student government.

Employment Policies

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 based on 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 (CFO) or Executive Vice President is responsible for administering the nonacademic personnel policies and procedures. The hiring procedures and practices are delegated to Human Resources and handled in the following manner:

Budgeted Positions (Approved in the Current Operating Budget)

1. Initiation of Request

- The department supervisor must notify Human Resources when a budgeted position becomes vacant or needs to be posted.
- A fully completed HR Action Form, including required approval signatures (Supervisor → Senior Administrator → VP for Finance → HR Director), must accompany the request.
- A Job Posting Document must also be submitted, using either the HR template or a previously approved version, and will be reviewed by HR for accuracy, compliance, and clarity before posting.

2. Posting and Recruitment

- HR will post the position once documentation is complete.
- Depending on the position level and recruitment strategy, the posting may appear on:
 - MVNU's Human Resources website
 - Campus email announcements
 - Professional or local media outlets
 - Other specialized recruitment channels approved by HR
- Salaries and wage ranges are administered jointly by the Director of Human Resources and the Vice President for Finance, ensuring alignment with approved budget levels and the University's compensation structure.

3. Application and Screening

- All applicants must apply through MVNU's online application portal.
- HR will review applications for baseline eligibility and forward qualified applicants to the hiring department.
- The department will conduct interviews in collaboration with their Senior Administrator, consistent with MVNU hiring guidelines.

4. Selection and Offer

- The department supervisor and Senior Administrator will jointly recommend a finalist to HR.
- All final applicants must interview with a designated Spiritual Advisor and receive a "pass" before any offer can be extended.
- HR, in collaboration with the Vice President or highest-level leader in the department, will determine the appropriate pay rate based on the candidate's knowledge, skills, experience, and the approved budget range.
- Once final written approvals are received (Supervisor → Senior Administrator → VP for Finance → HR Director), the supervisor or Senior Administrator may extend a verbal offer.
- Upon verbal acceptance, the Human Resources representative will issue a written job offer, which must be signed before onboarding begins.

II. Unbudgeted Positions (New or Unplanned Positions)

1. Initial Request and Justification

- The department supervisor must submit an HR Action Form marked as Unbudgeted, along with a written justification outlining:
 - Purpose and strategic need for the position
 - Proposed funding source(s)
 - Anticipated duration (e.g., permanent, temporary, grant-funded)
 - Estimated compensation and benefits costs

- Impact on department and institutional budgets

2. Review and Approval Process

Unbudgeted positions require additional levels of review prior to posting:

- Step 1: Supervisor → Senior Administrator review for strategic alignment
- Step 2: Vice President for Finance conducts financial impact analysis
- Step 3: President's Cabinet or delegated executive body reviews for institutional alignment and resource availability
- Step 4: Final authorization by University President or designee

No unbudgeted position may be posted, recruited for, or filled until all levels of approval are documented in writing.

3. Budget Adjustment or Funding Plan

- If approved, a funding plan must be established in collaboration with Finance and HR, including either a budget transfer, temporary funding mechanism, or inclusion in the next fiscal year's budget.
- HR and Finance will document the compensation parameters and communicate them to the hiring department prior to posting.

4. Posting, Selection, and Offer

- Once funding and approvals are in place, the recruitment and selection process mirrors the Budgeted Positions process outlined above.
- Offers cannot be made verbally or in writing until HR confirms that funding is secured and the position is entered into the payroll/budget system.

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.

Outside Employment Policy

Mount Vernon Nazarene University (MVNU) recognizes that employees may wish to pursue outside employment or business activities in addition to their University responsibilities. While the University does not prohibit such arrangements, it is important that they do not conflict with an employee's primary commitment to MVNU.

Employees may engage in outside employment provided that it does not interfere with job performance, create a conflict of interest, or use MVNU resources. Employees are expected to manage their time and responsibilities in a manner that ensures their work at the University remains their priority.

All outside employment must be disclosed to the employee's supervisor. Supervisors will review such arrangements to determine whether they present a conflict of interest or interfere with University operations. This review must be renewed on an annual basis, and employees are expected to provide updates if the nature of their outside work changes during the year.

If a potential conflict arises, employees are required to notify Human Resources immediately. Human Resources, in consultation with the supervisor and appropriate senior leadership, may establish boundaries or restrictions to ensure the outside employment does not compromise the mission or interests of the University. Failure to disclose outside employment or to abide by restrictions may result in corrective action.

This policy is intended to support transparency and protect both the employee and the University. MVNU affirms the value of professional growth and outside experiences, provided that they align with the University's mission and do not compromise the responsibilities of employment within the MVNU community.

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).

***Note:** All positions within the classifications below are designated as either Exempt or Non-Exempt (Hourly) in accordance with the Fair Labor Standards Act (FLSA). The designation is based on the role, responsibilities, and salary level of the position. This classification will be identified in the official job description provided by Human Resources at the time of hire or when a position is created/updated.*

- 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 during peak work periods, employee absences, vacations, or for short-term needs. Temporary personnel are paid at an hourly rate.

- On-Call Employee – Personnel who are not regularly scheduled but are available to work as needed on an intermittent or occasional basis. On-call employees are contacted when additional staffing is required and are paid at an hourly rate for actual hours worked. Hours are not guaranteed, and benefits eligibility is determined in accordance with University policy and applicable regulations.

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 and are thus not eligible for over-time 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) is \$.50 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

All employees are expected to participate in Monday chapels throughout the College of Arts and Sciences academic term. In addition, employees will be encouraged to attend 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 that occur during the work hours and fall outside of the Monday chapel. Keep in mind that on some occasions the department workload may make approval difficult.

Tardiness and Absences

Your timely and consistent attendance at assigned scheduled work time is important. Unplanned absences could severely impair the University's ability to meet business needs and may create contractual problems. The University considers planned absences, those for which the employee has provided sufficient notice of the need for time off, and for which the University has ample time to arrange coverage/replacement, as "excused" absences. An excused absence is one where:

- (1) at least 24-hour notice has been given for the requested time off, and/or
- (2) the absence has been approved by the supervisor.

Absences occurring without 24-hour prior notification, and/or without supervisor approval, limit the University's ability to assign a

replacement and create significant logistical problems. For this reason, such absences will be considered "unexcused" absences. Three occurrences of unexcused absences within a 90-day period are considered excessive and could be subject to formal performance counseling. Additional problems with attendance could result in additional disciplinary action up to and including employment separation. An occurrence is defined as an absence from work, whether for a single day or multiple consecutive days, for a particular reason (e.g., illness).

For purposes of enforcement of this policy, "absences" shall not include time away due to workman's compensation claims, pre-approved requests for time off, authorized FMLA leave, reasonable accommodations under ADA, jury duty, or time off for a death in the family. 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. Supervisors and department heads are responsible for monitoring adherence to this policy. Human Resources should be consulted if formal performance counseling is needed.

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.

Emergency Closings

The goal of MVNU is to remain open whenever possible. However, in extreme situations such as severe weather, power outage, and/or any emergency that may place students, faculty, or staff in imminent danger.

When such an event affects the main campus, the Vice President for Academic Affairs (VPAA), in consultation with the Executive Vice President (EVP) and Director of Facilities, will decide what needs to happen with classes and academic operations and notify the President of the decision. Unless the campus is fully closed, the Cabinet-level supervisors may decide an alternative option based on the VPAA's decision and will be responsible for communicating those instructions to their team. However, if no other direction is given by the cabinet-level leader the assumption is that a delayed start or early release of classes will be mirrored for onsite non-essential personnel. A remote instruction day will result in remote work for those onsite non-essential personnel for whom remote work is possible. Decisions regarding essential personnel and onsite personnel for whom remote work is not possible will be under the purview of that area's cabinet level leader. This determination should be made and communicated to all onsite personnel prior to an emergency closing. Options include, but are not limited to, the following:

VPAA/EVP/Director of Facilities Decision:

1. Cancellation, delay, or early release of classes
2. Remote instruction
3. Campus Closure

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.

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

Human Resources must be notified of any new or open staff positions by the departmental supervisor before beginning recruitment of candidates. All position openings must be approved by the respective university leadership.

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 Masters degree while working at MVNU, there is a policy on the HR Portal that outlines pay increases for such situations based on supervisor approval and budgetary considerations.

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 performed by supervisors annually and provided by the HR Department. 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.

All reviews become part of the employee's permanent personnel record.

Employee Misconduct Procedures

MVNU's goal in 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 at any employee meetings related to a misconduct issue.

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 Employee Handbook.
- Failure to abide by the Covenant of Christian Conduct and Manual of the Church of the Nazarene and/or immorality.
- Failure to demonstrate in their professional as well as public facing personal life sincere respect for the doctrines, beliefs, and lifestyle commitments of the Church of the Nazarene and/or the University.
- 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 another employee 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. Final Warning
 - a. Utilized when the employee has already received a Written 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 Final Warning
 - c. Final 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
5. Termination
 - a. Utilized when the employee has already received at least one previous 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 Executive Vice President prior to the meeting
 - d. Supervisor and HR Representative meet with the employee to share the decision
 - e. Termination is final with no ability for appeal.
 - f. Final pay owed will be paid at the time of termination.
 - g. All university property will be collected at the meeting including but not limited to Employee ID, parking permit, keys, and university-issued credit card.
 - h. Employee will be assisted in packing up personal items and off property by a representative from HR and/or security.

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 Executive Vice 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 appropriate Vice President. 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, a satisfactory solution has not been reached, the employee may pursue the matter with the Executive Vice President. Arrangements for this meeting will be made by the relating Vice President, as schedules permit. The Director of Human Resources will provide a written summary of the important facts to the Executive Vice President, prior to this meeting. The Executive Vice President may choose to meet with the employee, the Director of Human Resources, or the relating Vice President.
- If resolution is still not found. The employee's final resource is to appeal to the University President whose decision is final.

Resignation

Employees should submit a letter of resignation to their immediate supervisor no less than two weeks prior to final day of intended work for staff and 30 days for administrators. 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. On the employee's last day of employment, they will turn in their motor vehicle parking permits, university issued credit card, 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 on or before last day of employment.

Employee Benefits

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 th , 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) |

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

Mount Vernon Nazarene University provides paid vacation to full-time staff, administrative faculty (non-contracted), 10-, 11-, or 12-month coaches, and part-time employees regularly scheduled to work 25 hours or more per week, unless otherwise stated in their contracts. Not eligible for vacation benefits are contracted teaching faculty (e.g., 9- or 10-month academic contracts), adjunct faculty, part-time employees working fewer than 25 hours per week, and seasonal or temporary employees. Administrative faculty follow the staff vacation accrual policy and usage guidelines.

For purposes of eligibility and scheduling, paid vacation time is based on the University's fiscal year, which begins July 1 and ends June 30. Each fiscal year, an employee will be eligible to take vacation time as follows, unless otherwise provided in an employment agreement with the University:

Regular Full-Time Employees

<u>Years of Service</u>	<u>Available Hours of Vacation Based on 37.5 hrs./workweek</u>
0-12 months	3 Weeks
1-9 years	4 Weeks
10 - 15 years	5 Weeks
Greater than 15 years	6 Weeks

*If an employee meets their 10th or 15th year of service anniversary anytime during a fiscal year, that employee will be granted their 5-week or 6-week vacation load on July 1st of that fiscal year. Example: If someone started on March 12th, 2016, on July 1st, 2025, they would increase to 5 weeks' vacation.

<u>Description</u>	<u>Annual Hours</u>	<u>Vacation Load Hours @</u>			
		<u>(3 weeks)</u>	<u>(4 weeks)</u>	<u>(5 weeks)</u>	<u>(6 weeks)</u>

40 hour/week FT Employee	2080	120	160	200	240
37.5 hour/week FT Employee	1950	112.5	150	187.5	225
37.5 hour/week FT Employee- 11 month	1787.5	103.13	137.5	171.88	206.25
37.5 hour/week FT Employee- 10 month	1625	93.75	125	156.25	187.5
30 hour/week FT Employee- 12 month	1560	90	120	150	180
37.5 hour/week FT Employee- 9 month	1462.5	84.38	112.5	140.63	168.75
25 hour/week PT Employee- 12 month	1300	75	100	125	150
Benefit Eligible FT/PT Employee	Load will be prorated based on the individual's schedule				

New employees are awarded pro-rated paid vacation time based on their start date immediately and may start utilizing it after their first ninety (90) days of continuous employment unless otherwise approved by the appropriate vice president.

Regular employees working less than 1,950 hours per year and 9, 10, and 11 month employees will be awarded a pro-rated amount of vacation time based on the number of hours they regularly work as compared to a 37.5-hour workweek.

As noted, an employee's annual allotment of vacation time will be available at the start of the fiscal year (July 1). Unused vacation time will not roll over to the following fiscal year and will be forfeited by the employee. Unused vacation time will not be paid out upon termination of employment for any reason, including voluntary resignation.

Vacation leave should be requested as far in advance as possible. Individual and department workloads will be considered when approving requested vacation leave. If an employee works in an academic department, they are encouraged to take vacation time when students are on break. Vacation leave is limited to no more than 10 consecutive business days at a time, unless approved by the appropriate vice president. If an employee is out on a medical or other leave of absence, any available vacation, sick or personal time must be used in conjunction with that leave. Vacation time must be taken in increments of no less than 2 hours for exempt employees. Paid vacation time does not constitute "hours worked" for overtime payroll purposes.

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 personal days until January 1 of the next year.

Sick Time

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 need of Sick Time not having sufficient personal Sick Time to cover it. The employee in need of Sick Time must first exhaust all of their available time (sick, personal, vacation, wellness) prior to utilizing the donated sick time.

See the HR Portal for more details, eligibility, limits, and process.

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 91st 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.A

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 prorated tuition assistance for an employee's eligible dependents, based on the employee's length of service with the University. 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 CCCCCU 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 CCCCCU 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 making application under TWEP to another CCCCCU 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 most 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 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 has an extended illness or severe incident, 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.

Bereavement

When a death occurs of an employee or their immediate family member (spouse, child, father, mother), the department 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.

Exceptions

The VPAA will provide flowers for student-related death or serious illness. The President's Office or the University Advancement Office, on occasion, may send flowers for non-student, non-employee death or serious illness. 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.

Wellness Program

This program is available to full-time MVNU employees (Faculty 19+ load hours, Staff 1,462.5+ hours) and is a self-reporting, point-based system that does not require supervisor approval. Physician clearance is strongly recommended prior to participation in the program.

Employees can see more information on the Wellness Program on the Human Resources page of the Employee 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. 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 Presidents Cabinet 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 Presidents Cabinet to listen. The membership of the CLT is reviewed on an annual basis by the President's Cabinet.

Student Employment

Information about on-campus and off-campus jobs for students may be obtained at: 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.

Special Recognition Programs

Mount Vernon Nazarene University Emeriti Staff.

The emeritus designation may be awarded to a staff member who has retired after fifteen (FTE) or more years of distinguished service to the University. This classification is for retired staff members who have been selected by the Board of Trustees for honor and recognition. Currently serving staff are not eligible for consideration. Nominations for emeriti faculty are recommended to the President by a member of the President's Cabinet. The President brings forward to the Board of Trustees staff he/she recognizes as worthy of consideration based on application presented.

Process for Recommendation and Recognition:

1. Supervising Manager in consultation with reporting Cabinet member completes Staff Emeriti Application.
A supervising manager who identifies a retired/retiring long-term serving staff member as worthy of recognition as Emeriti Staff, completes the Emeriti Staff application (note attached).
 - An application may be made on the eve of retirement, but not before retirement timeline is set and within 60 days.
 - Awarding cannot be brought forward to the Board of Trustees for approval until post-retirement.
2. Cabinet member takes to President, Emeriti Staff Application for consideration.
3. President brings to Board of Trustees for final approval.
4. The retired staff will be notified in writing and a letter placed in their employee file of the recognition.
5. At the next employee convocation, the staff receiving Emeriti Staff status will be recognized.

The University shall provide emeriti faculty the following privileges:

1. Identification cards for use of library, physical education facilities, and applicable discounts at the Cougar Corner Bookstore.
2. A lifetime complimentary pass with tickets issued upon request for athletic and Lecture-Artist series events.
3. Privilege of participation in employee ceremonial activities.
4. The Board of Trustees may in appropriate circumstances make an exception to these requirements.

To note:

- Applicant does not have an active disciplinary documentation letter (letter of counseling is excluded).
- Important Note: Classified Staff Emeritus status is a privilege and is neither a right nor an entitlement of any retired Classified Staff member. Emeritus status may be removed by the University at any time.

MVNU Emeritus Faculty designation detail is provided in the Faculty Handbook.

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.

Official Representative of the University

Only the University President and his/her designees may speak on behalf of the University to the media. Any employee otherwise who does so has violated university policy and is open for disciplinary action including up to termination.

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. The Faculty Handbook is not in place of the Employee Handbook but a supplement to it for unique faculty-related matters.

Employee Handbook Updates

A master copy of the Employee Handbook is maintained by Human Resources and is located on the Human Resource Portal. Changes of a material nature will be distributed to all employees via e-mail and will be updated in the master copy and on the Human Resources Portal. The University Cabinet routinely reviews the Employee Handbook, and the Board of Trustees approves major handbook revisions.