



Methodist University Mission Statement

Preamble: *Methodist University, historically supported by the North Carolina Conference of the United Methodist Church, owes its origin and values to the life and teachings of Jesus Christ. The University is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. Methodist University affirms the importance of intellectual values and ethical principles such as truth, virtue, justice and love. The University community seeks to develop whole persons who will contribute substantially and creatively to the professions and to civic life. The University's programs are based on the conviction that a liberally educated person is sensitive to the needs and rights of others. Therefore, Methodist University provides opportunities for spiritual, academic, and social growth, to the end that students may acquire enlightened minds and responsible spirits, as well as a continuing thirst for knowledge.*

Purpose: *The purpose of Methodist University is to provide an education firmly grounded in the liberal arts tradition; to nurture moral values and ethical decision making; to prepare students for a variety of careers and to provide educational and cultural services and resources to the community.*

Equal Employment Opportunity Statement

Methodist University is by policy and practices an equal opportunity employer. This fact applies to all types of employees, including students of the University.

Methodist University does not discriminate on the basis of age, race, gender, national or ethnic origin, religion, sexual orientation or disabilities for otherwise qualified persons in the administration of its admissions, educational policies, scholarships, loan programs, athletics, employment or any other university sponsored or advertised program.

President's Letter

August 1, 1999

TO: METHODIST UNIVERSITY EMPLOYEES

Re: Personnel Policies

In every organization it is necessary to establish a framework within which the efforts of employees can be directed in a manner which will advance both the objectives of the organization and the interest of the individual. Simply stated, every employee needs to know where he stands with his employer and what is expected of him.

With the growth of our University, it has become necessary to provide an outline administering personnel policies. This has been necessitated by the number of people employed, by the number of employee benefits provided by the University, and by the increasing role of government in regulating the personnel function.

This Manual has been prepared as a guide and reference for employees at all levels of responsibility. It enjoys the unqualified approval of the administration and the Board of Trustees.

Any policy, however, is only as good as its implementation, and the key to the implementation of policy is the supervisor who is responsible for and in direct contact with each group of employees. Supervisors are the individuals who must translate these ideas and principles into action, and it is upon them that we depend for the successful development of a productive and harmonious working environment for our employees. Accordingly, I request that each employee, especially supervisors, become familiar with the contents of this Manual, in order that all personnel policies of the institution may be administered fairly and effectively.

M. Elton Hendricks,

President

To All Methodist University Staff Members:

The information provided in this handbook has been prepared to introduce you to the many aspects of your employment with Methodist University. By reading this handbook, you should become familiar with the policies and procedures of the University, the benefits provided to you by the University, and your responsibilities as a Methodist University employee. The University reserves the right to modify and/or expand this policy at any time.

This handbook was designed to be a reference material for you to use during your employment at Methodist University. We are aware that not every answer to every question can be contained within this handbook. Whenever you have further questions about a policy, procedure, benefit, or any other question regarding your employment, please call 630-7023 or come by the Human Resources Office located in the Horner Administration Building.

We are pleased to be able to present you with this handbook as a demonstration of our concern and interest in each and every individual who works here. A capable and caring staff of individuals who work well together as a team is vital to the success of the University. We are proud to have these kinds of people employed at Methodist University.

Definition of Staff Personnel

Hiring Policy:

It is the policy of the University to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications for the job to be filled. Unless otherwise provided in writing, employment with the University is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason or no reason.

Employee Classifications:

Full-time: A position that is scheduled for 35 or more hours per week for a minimum of nine months of the year. An employee in such a position is entitled to participate in all benefit programs as eligibility requirements are met.

Part-time: A position that is scheduled for less than 20 hours per week. An employee in a part-time position is not eligible for the full benefit program offered by the University but may be entitled to MCP Scholarship benefits and participation in the Supplemental Retirement Annuity program.

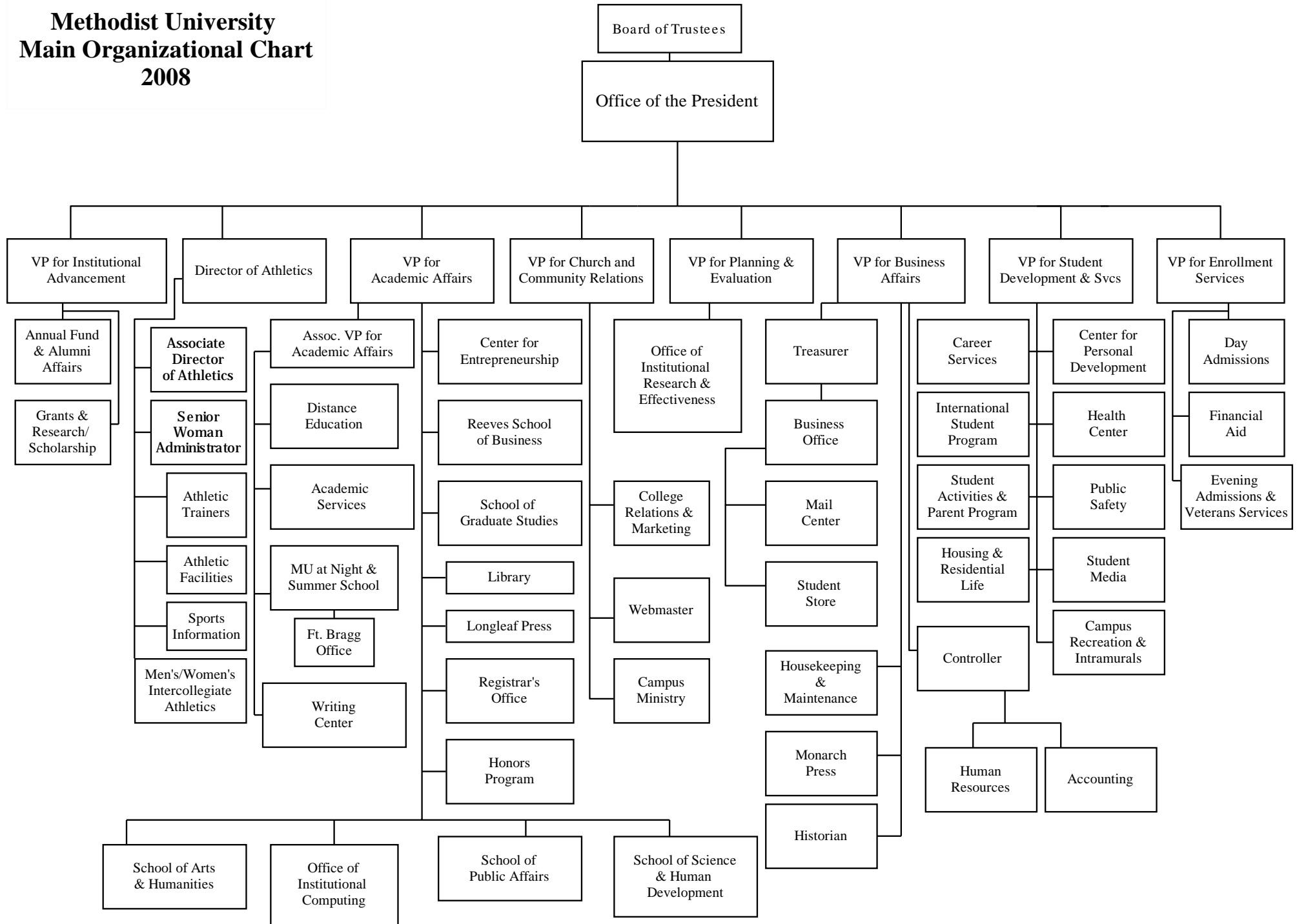
Temporary: Employment that is for a limited time or on an as-needed basis. An estimate of the length of employment is usually determined in advance and the employment offer is made on this basis. The University may use a temporary employment agency to fill these positions. An employee in a temporary assignment is not eligible to participate in any of the benefit programs.

***Note:** Under no circumstances will either a part-time or temporary employee work over 999 hours during any year of service. A year of service shall be the 12-month period of time starting from the original date of hire.*

Adjunct Faculty: Faculty members not under contractual agreement with the President of the University and those teaching on a per-class basis are considered adjunct and/or part-time employees. Adjunct/part-time faculty members will not be eligible for the University benefits program. The MUP Scholarship for part-time faculty members is discussed in the MUP Policy section of this handbook.

***Note:** Under no circumstances will an adjunct faculty member give over 999 hours of service during any "year of service" with the University. A year of service shall be the 12-month period of time starting from the original date of hire.*

**Methodist University
Main Organizational Chart
2008**



AFFIRMATIVE ACTION POLICY:

Methodist University is a co-educational, liberal arts University governed by a Board of Trustees elected in part by the North Carolina Conference of the United Methodist Church. All practices of the University shall be consistent with its purpose and mission. The foundation for the educational programs and policies of the University is belief in God and the equal rights of all people.

In keeping with this belief, Methodist University is committed to the concept and practice of equal opportunity for all persons regardless of race, color, national origin, sex, age, religion, or disability. Therefore, Methodist University does not discriminate on the basis of any of the above characteristics in educational programs, admissions policies, financial aid, employment, promotions, pay, tenure, disciplinary action, layoffs, or termination of employment.

Methodist University aims to achieve a diversity of faculty, staff, and student body in order to provide an excellent educational experience for its students. In student recruitment and job appointments, efforts will be made to recruit and retain minority groups in the Methodist University community. When there are employment vacancies, Methodist University will use appropriate media and means to invite applications from all qualified persons.

The President of the University has ultimate responsibility for the affirmative action program. He/she delegates responsibility for development and operation of the program to an affirmative action officer and a standing committee representing administration, faculty, staff, and students. Responsibility for the implementation of the program, however, will be shared by all managers and supervisors.

All employees of Methodist University are expected to cooperate with the Affirmative Action Plan. Any employee who violates the principle of equal opportunity shall be subject to appropriate disciplinary action. The Affirmative Action Plan includes a complaint procedure so that any current or former employee, applicant for employment, or student who has reason to believe he/she has been discriminated against may have his/her complaint heard and resolved.

Methodist University prohibits retaliatory action of any kind against any current or former employee, applicant for employment, or current or former student because that person made a charge, testified, assisted, or participated in any manner in a hearing, proceeding, or investigation involving discrimination.

An affirmative Action Plan to implement this policy will be established and maintained. This plan will be disseminated to the Methodist University community in appropriate ways.

Functions of the Affirmative Action Officer

The responsibilities of the Affirmative Action Officer shall include the following:

- A. Chair the Affirmative Action Committee.
- B. On an ongoing basis, gather data on students, faculty, and staff from various officers on campus for the committee to assess in order to formulate a profile and identify underrepresented populations annually.
- C. Act as liaison with administration, faculty, staff and students regarding affirmative action.
- D. Process complaints of acts of discrimination against students, faculty, and staff, according to the grievance procedure.

Functions of the Affirmative Action Committee

The Affirmative Action Committee will fulfill the following responsibilities:

- A. Review data regarding students, faculty and staff. Establish a profile of these groups and identify underrepresented populations.
- B. Monitor the hiring, promotional, and compensation practices of the University to identify possible inequities.
- C. Annually report to the President on the profile of underrepresented groups and goals.
- D. Recommend to the President of the University a plan designed to improve identified inequities and assist in plan implementation as needed.

While it remains the responsibility of the administrators of their various areas to fill job vacancies, it is also their responsibility to insure that qualified individuals from groups previously underrepresented in the University community will be included in the pool of employment applicants. The Affirmative Action Committee will provide information and assistance in location of sources for achieving this goal.

This committee will also maintain a record of grievance complaints taken to the Affirmative Action Officer and assess the complaints to see if changes within the systems utilized by the University should be recommended to the President.

Grievance Procedure

A member of the faculty, staff, or student body who believes that he or she is the victim of discrimination should take these steps:

1. Without fear of retaliation, discuss the matter with the Affirmative Action Officer, who if he or she deems it appropriate, will accompany the complaining party to visit the alleged discriminator. If the complaint cannot be resolved, the Affirmative Action Committee may be convened to seek a resolution.
2. If the complaint is not satisfied, the matter may be taken to the President of the University.
3. Complaints of discrimination regarding hiring should be taken directly to the President of the University.
4. Complaints against the Affirmative Action Officer should be taken to the President of the University.

Dissemination of the Policy

The Affirmative Action Policy will be placed in the *Faculty Manual*, *Staff Handbook* and the *Student Handbook*.

The Affirmative Action Officer will, at least once a year, meet with administrative officers and department chairs to discuss the Affirmative Action Policy, the role of the Affirmative Action Officer, and the Affirmative Action Committee. In addition, the Affirmative Action Committee will identify the profile of the faculty, students, and staff, in order to assure that each of these administrators is aware of the policy and the need to include underrepresented groups in the hiring process.

The Affirmative Action Officer will provide a copy of the policy and plan to anyone interested upon request.

The Affirmative Action Policy will be posted on the bulletin board where all job vacancies are posted.

The committee membership will include the Affirmative Action Officer (Vice President for Planning and Evaluation), two members of the Administrative Committee, two faculty members, five members of the staff, and one student.

Employment Policies

EVALUATIONS

The Office of Institutional Research and Effectiveness also administers the University's evaluation system. The University's Evaluation system includes evaluation of adjunct faculty, full-time faculty, administrators/supervisors, contract staff, and hourly staff. The purpose of faculty and staff evaluations at Methodist University is to insure excellence and to serve as an indicator for professional development and progress. Faculty and Staff are evaluated by their immediate supervisor. Faculty and Staff also evaluate their supervisors.

Administrator/Supervisor Evaluation

This form is used by faculty and staff to evaluate their immediate supervisor and *is administered March 2 - March 27*. Administrators and Supervisors include Vice Presidents, Deans, Department Chairs, and Directors. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/AdmEvalForm.htm>. The summary report includes the mean and standard deviation for each question according to the following categories: the individual administrator/supervisor, his or her area, and the institution. Also included in the summary report is a copy of the comments made by the respondents. A copy of the summary report is sent to the administrators/supervisors being evaluated, their supervisor, and their area Vice President where appropriate.

Contract Staff Evaluation

Contract staff who have worked at least three months at Methodist University are annually evaluated by their supervisor by mid June. Contract Staff from all areas except Student Development and Services are evaluated using a 16-question form. A copy of these forms can be found on the campus intranet at <http://ir/Forms/EmployeeAppraisal1.htm>. Those contract staff in Student Development and Services are evaluated using an 18-question form a copy of which can be found on the campus intranet at <http://ir/Forms/EmployeeAppraisal2.htm>. The difference in the two forms is a question on Safety and a question on Care of Equipment which are specifically targeted to Student Development and Services staff. Supervisors may supplement this evaluation with a staff self-evaluation where the staff member submits a paragraph outlining their job description, a paragraph outlining his or her accomplishments this year, and a paragraph outlining any improvement he or she would like to make in his or her performance and/or suggestions he or she has on how the performance of the office could be improved. A copy of the evaluation is placed in the employee's personnel file located in the Human Resources Office.

Hourly Staff Evaluation

Hourly staff who have worked at least three months at Methodist University are annually evaluated by their supervisor by mid July. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/EmployeeAppraisal3.htm>. Some areas may elect to evaluate their hourly staff using the Contract Staff Evaluation form. A copy of the evaluation is placed in the employee's personnel file located in the Human Resources Office.

Employment Policies

Attendance and Punctuality

It is the policy of the University to require good attendance and punctuality on the part of its employees. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including termination.

Behavior of Employees

It is the policy of the University that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the University and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the University, or is offensive to students or fellow employees will not be tolerated.

All University employees are viewed by the University as educators. Employees are role models for students. Employees are expected both in their personal as well as their private time to set an appropriate example for students.

1. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interest of the University. Such conduct includes:
 - Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 - giving proper advance notice whenever unable to work or report on time;
 - complying with all University safety and security regulations;
 - using tobacco products only at times and places not prohibited by University rules or local ordinances;
 - wearing clothing appropriate for the work being performed;
 - eating meals only during meal periods and only in the designated eating areas;
 - maintaining work place and work area cleanliness and orderliness;
 - treating all students, visitors, and fellow employees in a courteous manner;
 - refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to the University's best interests;
 - performing assigned tasks efficiently and in accord with established standards; and

Methodist University Staff Handbook

- reporting to the administration suspicious, unethical, or illegal conduct by fellow employees, students, or visitors.
2. The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:
- reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on University premises;
 - use of profanity or abusive language;
 - possession of firearms or other weapons on University property;
 - insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter;
 - fighting or assault on a fellow employee, student, or visitor;
 - theft, destruction, defacement, or misuse of University property or of another employee's property;
 - gambling on University property;
 - falsifying or altering any University record or report, such as an application for employment, a medical report, a time record, an expense report or an absentee report;
 - threatening or intimidating the administration, supervisors, Public Safety Officers, fellow workers, or students;
 - use of tobacco products if prohibited by local ordinance or University rules;
 - horse-playing, pranks, or practical jokes.
 - unauthorized sleeping on the job;
 - failure to wear assigned safety equipment or failure to abide by safety rules and policies;
 - improper attire or inappropriate personal appearance;
 - engaging in any form of sexual harassment;
 - violation of the University's policies on solicitation or distribution; and
 - improper disclosure of business or student confidential information.

**Note: The examples in item 2 are illustrative of the type of behavior that will not be permitted, but they are not intended to be an all-inclusive listing. Any questions in connection with this policy should be directed to the Human Resources Director.

Behavior Counseling and Reprimand

Employees of Methodist University are expected to follow the University policies and procedures. They are also expected to be cooperative and productive. If an employee does not meet the above expectation, the following disciplinary action may take place.

1. Official Counseling:

Written notation of the incident should be prepared by the supervisor and discussed in detail with the employee. The document should be dated and signed by both the supervisor and employee.

2. Formal Written Reprimand:

A written reprimand should recite the incident and detail the corrective action that should be taken. Both the supervisor and employee should sign the document.

3. Suspension or Termination:

For more serious violations of the University policies and procedures, an employee may be suspended or terminated. After an appropriate investigation of the incident by the Administration, a written document should be presented to the employee regarding the decision of the Administration.

Inclement Weather Policy-----Canceling of Classes and/or Offices

For the convenience of the entire campus community, a Weather Alert and Message Board telephone line has been installed. By dialing extension 7351 on campus, or (910)630-7351 off-campus, callers will receive a recorded message concerning inclement weather or other University announcements that are pertinent.

The decision about a delay or closing will be made by 6:00 a.m. for day classes and no later than 3:00 p.m. for MC at Night classes. This line will be updated daily by 5 p.m.

Delays and closings are also posted on the home page of the University's website at www.methodist.edu.

Staff may check local radio/television stations for announcements, but to hear the official University announcement regarding inclement weather, call the Weather Alert Line at 630-7351.

When classes are being held, the decision about attending rests with the individual driver. No student should attend class if he/she believes that driving conditions are too dangerous. If a student misses classes because of dangerous weather, the faculty will impose no penalty, and the student will be allowed to make up any work missed. The student is, however, responsible for the material covered in all classes.

Methodist University Staff Handbook

The offices of the University may operate at times when classes are canceled because of inclement weather. Unless the class cancellation announcement specifically states that the University is closed, University offices will be open. Employees who can safely travel to the campus should report for work, but no employee should report if he/she believes that travel is unsafe.

Computer Use Policy

1. All users shall respect the privacy of other users. This means that no users will attempt to access, copy, or disrupt the use of information that belongs to others. This includes E-mail files. Proscribed behavior includes any attempt to “hack” or any “hacking” behavior. Any unauthorized attempt to access campus resources or any disruptive behavior on campus networks or systems will be dealt with immediately and severely.
2. All users shall abide by copyright laws. This means that copying or use of programs or files that are not licensed to the user is forbidden. If you don’t own a copy of a program, you cannot load it on your computer. You cannot load multiple copies of programs for which you don’t own multiple licenses. If a piece of computer software is loaded on a Methodist University computer and no license can be produced for the software, the computer staff will remove the software from the computer.
3. All users shall follow appropriate standards of civility and conduct and respect the feelings of others when engaged in communication. This means that all users will identify themselves and restrain from any behavior or communication that might be considered harassing, discriminatory, or in any way calculated to cause discomfort or embarrassment to readers or users of the communication.
4. All users shall use Methodist University computing resources for University related work consistent with the stated mission of the University. This means that no one shall use University resources for personal financial gain or any activity that would jeopardize the tax-exempt status of the University. The University will not be responsible for unauthorized debts or obligations incurred by users.
5. All users shall abide by all applicable state and federal law pertaining to communications. For example, sending chain letters on the Internet is a violation of federal law.
6. University authorities and/ or Campus Security will investigate all violations of the above policies. At such time as a violation is discovered, the Computer Services staff will take the appropriate action to immediately curtail the activity. This includes, but is not limited to, immediate revocation of all rights on computer systems at Methodist University. In carrying out an investigation pertaining to a violation of any of the above policies or of any University policy, it may become necessary for University authorities to examine files, accounting information, printouts, tapes, or any other materials. For reasons of potential liability, the University reserves the right to monitor all communication on the University systems. Users should be aware of this fact and the fact that any computer correspondence can be used against them in disciplinary actions within the University disciplinary system, as well as used as evidence in a court of law.

Methodist University Staff Handbook

7. Penalties for the violations of the above provisions may include, but are not limited to, expulsion, suspension, and discharge from employment, and possible prosecution by state and federal authorities.
8. Use of the Methodist University computer system(s) signifies acceptance of the Methodist University Computer Use Policy.

Confidential Nature of University Affairs

It is the policy of the University that the general internal business affairs of the institution should not be discussed with anyone outside the institution except as may be required in the normal course of business. Information designated as confidential is to be discussed with no one outside the institution and only discussed within the institution on a “need to know” basis.

Comment:

1. Employees should refer to the News Director all media inquiries and other inquiries of a general nature, including those concerning press releases, publications, speeches and official declarations.
2. Employees should refer inquiries seeking information concerning applicants for employment, current employees, or former employees to the Personnel Department. The Personnel Administrator and the President are the only persons authorized to release employment information. Unauthorized release of employment information by any other employee is subject to disciplinary action, up to and including termination.
3. Supervisors are responsible for identifying information that should be classified as confidential and should develop procedures to control and secure the information.
4. Employees authorized to have access to confidential information are responsible for its security and may be required to sign special nondisclosure agreements. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination and may be subject to legal action.
5. All employees have a responsibility to avoid unnecessary disclosure of internal information not of a confidential nature about the University and its students. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard internal University affairs.

Conflicts of Interest

It is the policy of the University to prohibit its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with the interests of the University and/or the interest of its students.

Comment:

1. It is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest. Therefore, the prohibitions included in this policy are not exhaustive and only include some of the more clear-cut examples. Employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisors.
2. Employees are not to engage in, directly or indirectly, any conduct that is disloyal, disruptive, or damaging to the University.
3. Employees and their immediate families are not to accept gifts, except those of nominal value, from any person or from doing, or seeking to do, business with the University. The meaning of gifts for purposes of this policy includes the acceptance of lavish entertainment and free long-distance travel and lodging.

Counseling Services

It is the policy of the University to assist employees with counseling and referral services which will help in solving personal problems, both on and off the job, and in career planning.

Comments:

1. Employees experiencing personal problems are encouraged to seek assistance from their supervisor or from the Director of Counseling and Psychological Services (630-7150) or from the University's Employee Assistance Program (829-1733). Personal difficulties such as marital, family, emotional, stress, interpersonal, medical, financial, and legal problems, plus alcohol and drug abuse, can adversely affect job performance.
2. Supervisors should be alert to detect the existence of personal problems affecting their employees. Indications of personal problems include excessive absenteeism, changes in both behavior patterns and employee attitudes, and substandard job performance.
3. Supervisors, where appropriate, should try to communicate with employees who seem to be experiencing problems. Depending on the circumstances, the supervisor should proceed as follows:
 - If an employee's problem seems to require professional counseling or does not lend itself to an easy solution, the

Methodist University Staff Handbook

supervisor should refer the employee to the Director of Counseling and Psychological Services (630-7150) or from the University's Employee Assistance Program (829-1733).

- If the employee's problem is an unresolved complaint or grievance, the supervisor should advise the employee of the appropriate steps to be taken in compliance with the Grievance Procedure. (See Grievance Procedure.)
 - Employees needing extended treatment should request a sick leave absence in accordance with the University's leave policy.
4. The University has a working contract with Cape Fear Valley Medical Systems. Any employee or family member of an employee has access to all confidential personal, mental health, and/or substance abuse counseling. The first three sessions are free of cost, if more sessions are necessary, an affordable referral will be made to another provider.
 5. Confidential personal, mental health, and/or substance abuse counseling is available to employees and their families at no charge at Methodist University Counseling and Psychological Services, to the degree resources permit. When resources are not sufficient, Counseling and Psychological Services will make referrals to various agencies, counselors, therapists, and clergy.
 6. Employees are responsible for their job performance. Performance appraisals are to be based on factors related to job performance, regardless of whether an employee seeks counseling.
 7. Communications, as described in this policy, between employees, supervisors, the Director of Counseling and Psychological Services, the employee assistance contractors, and other professional counselors and agencies are to be strictly confidential, except when professional judgement dictates that a danger to the employee, to other people, or to the security of the University property exists.

Personal Appearance

The work place at Methodist University should be reflective of the University's values, purposes, and mission. Additionally, Methodist University employees are frequently met by off-campus visitors, who form impressions of the University based on their interaction with University employees. Therefore, it is important that all University staff dress in a manner appropriate to their position as University representatives as determined by the University.

All employees are expected to present a professional and appropriate appearance during their work day and anytime they are representing the University. If an employee's appearance (dress, body art, facial/body ornamentation, etc.) is deemed inappropriate by a supervisor, a counseling session will take place between the employee and that supervisor. If the situation is not resolved at this session, the supervisor may recommend further sanctions.

Methodist University Fraud Policy

Webster's dictionary defines fraud using such terms as deceit, trickery, trick, imposter, and cheat. Fraud can also be defined as "an intentional act of deceit for the purpose of gaining an unfair advantage that result in an injury to the rights or interest of another person."

Examples of fraud include lying, cheating, stealing, taking money or property from an employer, falsifying documents, exceeding authority, violating policies, "cooking the books", embezzlement, expense report and credit card abuse, forgery, payroll fraud, kickbacks, sabotage, and unauthorized use of University assets.

Methodist University does not tolerate fraudulent activity. Individuals determined to have been involved in fraudulent activities will be disciplined accordingly.

Actions Constituting Fraud

- ↪ Impropropriety in the handling or reporting of money
- ↪ Forgery or alteration of any Methodist University document (checks, timesheets, invoices, purchase orders, financial documents)
- ↪ Financial report misrepresentation
- ↪ Authorizing or receiving payments for hours not worked
- ↪ Intentional misrepresentation of vacation/sick leave
- ↪ Misappropriation of funds, supplies, inventory or any other asset
- ↪ Disclosing confidential and proprietary information to outside parties
- ↪ Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to Methodist University that may be construed to be an attempt to influence the performance of an employee's official duty in the scope of employment.
- ↪ Unauthorized purchases with cash advances/credit card/travel
 - ⇒ Employees whose jobs are designated as requiring extensive travel will be issued University credit cards for payment of business expenses. Cash advances are often issued to employees for short term travel and other minor expenses. Cash advances and University credit cards are University property, and their use is not to be abused and must be properly documented and approved.
 - ⇒ Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise discretion in incurring expenses while traveling on business. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.
- ↪ Misuse of University Assets
 - ⇒ No University property or asset (i.e. Tools, Movies, Laptop Computers, DVD Players, Projectors) should be used for personal purposes or removed from campus without prior approval from the employee's VP/Admin Committee Member.

Methodist University Staff Handbook

⇒ The following, while not all inclusive, is a list of University assets that are subject to fraudulent activity. These assets are provided to employees for the primary purpose of conducting official University business. The University recognizes, however, that personal usage of these items may be unavoidable, and, therefore, incidental personal usage is permitted. Excessive personal usage (as determined by the employee's supervisor) is not permitted.

- Cellular Phones
- Office Phones
- Long Distance Calling Codes¹
- Computers²
- Printers
- Copy Machines³
-

¹ Long distance calling codes should be kept confidential and not shared with anyone. Employees who make personal long distance phone calls that amount to a charge of \$1.00 or more during a given month are expected to reimburse the University for the amount charged by the phone company. Reimbursements should be made to the Business Office.

² Use of Methodist University computers and software for the purpose of conducting a business unaffiliated with the University is strictly prohibited unless given specific authorization by the supervisor. Most University employees are granted access to the internet and an individual email account to aid in the performance of their University duties. Personal use should be limited and will be monitored by the appropriate supervisor.

³ Excessive personal usages of copy machines will result in a charge of \$0.02 per page. Reimbursements should be made to the Business Office.

Fraud Hotline

The University has established an anonymous fraud reporting hotline. Employees who suspect any individual of committing fraudulent activity are encouraged to call the fraud hotline and report the activity. The employee reporting the activity is not required to identify themselves when making the report. To report suspected fraudulent activity, call 630-7078. Written reports may also be anonymously mailed via campus mail to the Vice President for Planning and Evaluation.

Consequences

In the event an individual is determined to be or have been involved in fraudulent acts, or knowingly failed to report fraudulent acts, they will be subject to disciplinary action. Disciplinary action could include termination of employment. Based on the seriousness of the offense, the results may be referred to the appropriate law enforcement and/or regulatory agencies.

Accounting Policies and Guidelines for Proper Documentation of University Expenses

All University expenses and reimbursements require proper documentation before payment can be issued.

Individual check request forms (see Exhibit 1) should be completed for each invoice submitted for payment. Only **original** invoices should be submitted. Copies of invoices are not acceptable, due to the possibility of double payment. If necessary, a replacement original invoice can be requested from vendors. All check requests and/or invoices should contain detailed information showing **what was purchased, the amount of the purchase, and the purpose of the purchase (i.e. don't just list meal reimbursement, but indicate why and for whom a meal was purchased)**. All check requests must be approved by the appropriate Vice President or Director for a designated department. Expenses will not be paid or reimbursed when proper receipts are not provided. Expenses charged to Methodist University credit cards that are not properly substantiated with detailed receipts will be deducted from the charging employee's paycheck.

Listed below are several types of expenses and reimbursements along with a description of what is required to adequately document each expense:

Standard Vendor Invoices (PWC, Lowes, Walmart, Carolina Biological, etc.) –

Vendor's standard invoice detailing what was purchased, the quantity purchased, the amount due and terms for payment. Monthly vendor statements **can not** be submitted as documentation in place of actual invoices. Statements, merely summarize monthly transactions with a particular vendor, they do not provide the necessary detail of what was purchased.

Employee reimbursements of University expenses paid personally – University policy encourages the use of Methodist University credit cards for University purchases in lieu of personal checks or credit cards owned by employees. However, when personal reimbursements are necessary, all requests must include a detailed receipt/invoice showing what was purchased, any sales taxes charged and the purpose of the purchase. For example, when requesting reimbursement for personal payment of gasoline for a University activity, provide the date and nature of the activity. Also, copies of personal credit card statements indicating charges made are not sufficient by themselves. A detailed receipt/invoice of the purchase needs to be submitted as well. All employee reimbursements should be submitted to the accounts payable department within 10 days of purchase and no later than 30 days to ensure expenses are accurately reflected in the proper month of expense. **Personal reimbursements not submitted within thirty days of purchase will not be reimbursed.**

Credit card purchases, including internet and telephone orders – Most companies include a prepaid invoice with merchandise shipment. This invoice should be submitted as documentation of the expense. For internet purchases where vendors do not provide a prepaid invoice, expenses can be documented with a copy of the website order form. Telephone orders require full documentation as well. Telephone confirmation vouchers which indicate which credit card was used, the date of the purchase, the vendor from which the order was placed and the estimated purchase amount, do not completely substantiate an

Methodist University Staff Handbook

expense. Again, a detailed invoice needs to be submitted for payment. Vendors will provide an original receipt if requested.

Payment of meal per diems and mileage – All requests for meal per diems must list the dates and purpose for which per diem is requested. The University's standard in-state per diem rate is \$30 per day for faculty/staff (\$6 breakfast, \$10 lunch and \$14 dinner) and \$34 per day for purchases out-of-state (\$6 breakfast, \$12 lunch and \$16 dinner). The per diem rate for students is \$24 per day (\$5 breakfast, \$7 lunch, and \$12 dinner). Mileage reimbursements must include the number of miles traveled, the dates and purpose of travel, and the location traveled to. When mileage reimbursements are requested for use of personal vehicles, gasoline purchases are not to be reimbursed as well. The 40 cents per mile reimbursement rate includes fuel expenses.

Restaurant Purchases – All expenses for restaurant purchases must be documented with **detailed** receipts/invoices indicating what was purchased and the amount of sales tax charged, regardless of the type of payment (credit card, check, or employee reimbursement). Credit card receipts that only indicate the total amount paid are not adequate. Typically, most restaurants provide receipts which show only the total expense, but a detailed receipt can be provided by the restaurant if requested. This detailed receipt **is required** for processing and substantiation of this type of expense. This includes hotel restaurant charges. Detailed receipts must be requested. A summarized charge on the hotel invoice is not sufficient.

Travel Advances - **All requests for travel and faculty/staff development** for a future date are treated as travel advances until the event has occurred. Expenses are not posted against departmental budgets until advances are settled with actual documentation of expenses. For example, athletic trips are coded as advances rather than travel expense when checks are issued to coaches for expenses to be incurred while away from the University. When the coach returns and completes his travel return form, thereby accounting for the use of the funds previously advanced to him, the advance will be reversed and the expenses will be posted against his departmental budget. Advance requests should provide the dates for which the advance is to be used as well as the types of expenses to be incurred. The subsequent accounting for the advance will include documentation as to the purpose of the advance, the location traveled, the number of students receiving per diems, and receipts for fuel, hotels, etc. **Travel advances must be accounted for within two weeks following the event for which an advance was secured.** Travel advance substantiation forms should be completed and submitted with all associated receipts attached. If expenses are paid through use of a University credit card, the original receipts should be submitted to the individual within your department designated for recording credit card charges, and copies of the receipts should be submitted with the travel advance substantiation form.

Unauthorized Expenses

The following is a list of expenses University policy considers inappropriate and therefore will not pay or reimburse:

- 1) Purchases of alcohol
- 2) Purchases of gift cards to be used by University faculty/staff for University expenses (in lieu of purchasing with credit cards or checks). Gift cards issued as door prizes or gifts for a special event that are not to be used for recurring University purchases are allowed.
- 3) Purchases of meals or gasoline where per diem amounts are being received
- 4) Purchases for employee appreciation, luncheons, birthday cakes/cards, graduation or other gifts are prohibited. Expenses of this variety are paid **only** from the President's budget. Individuals or departments wishing to make such purchases must pay for them **personally**, not with University funds.
- 5) Any/all personal use.

Other Accounting Policies and Procedures

The opening and maintaining of any bank account for University purposes is strictly prohibited without the approval of the Vice-President of Business Affairs. No employee or student has authorization to open a bank account for University purposes. All student organizations must maintain their banking activities with the accounting department through use of an agency account.

No funds in excess of \$100 should be held by any individual or department. Any monies collected by individuals or departments should be submitted to the business office as soon as possible. All funds in excess of \$100 are **required** to be deposited with the business office or agency accounts within a 24 hour period. Only change funds approved by the Vice President for Business Affairs are exempt from this 24 hour restriction. Any funds collected from fundraisers, theatre productions, sporting events, expense reimbursements, etc. must be submitted to the business office. Maintaining such funds as a change fund in a desk drawer is inappropriate.

Checks are issued on Tuesdays and Thursdays and are available for pick up after 3 p.m. All check requests must be received by the accounts payable department no later than 12:00 p.m. the preceding day in order to be included in the next check run. Please be sure to allow ample time for approvers to forward your request to the accounts payable department for processing.

Checks that are issued but not cashed should be returned to the accounts payable department in a timely manner. Upon determination that a check is no longer needed and will not be cashed, the check should be returned to the accounts payable department for voiding as soon as possible, not to exceed two weeks from the date of issue.

Methodist University Staff Handbook

Missing TIN Numbers (Tax Payer Identification Numbers). For vendors for which the University is required to file a Form 1099 with the Internal Revenue Service (those individuals who are not incorporated who provide a service) the payee's TIN number must be included on the check request (or preferably submitted to accounts payable on a Form W-9, "Request for Taxpayer Identification Number" attached to the check request). Checks will not be issued until this number is provided to the accounts payable department.

Methodist University Staff Handbook

(Exhibit 1)

REQUEST FOR CHECK PAYMENT

ONE CHECK REQUEST PER INVOICE REQUIRED

AREA OR DEPT _____ INVOICE # _____

REQUESTED BY _____ INVOICE DATE: _____

APPROVED BY _____ *VENDOR # _____

*DATE TO PAY _____

LEAVE THESE AREAS BLANK *

ISSUE CHECK PAYABLE TO: _____

DESCRIPTION OF PURCHASE: _____

PURPOSE OF PURCHASE: _____

AMOUNT OF INVOICE: _____

SAMPLE:

GEN LEDGER	FUNCTION	DEPARTMENT	AMT TO ALLOCATE
5235	10	9999	

GEN LEDGER	FUNCTION	DEPARTMENT	AMT TO ALLOCATE

SPECIAL INSTRUCTIONS

ADDRESS (IF NEEDED)

Ownership of Intellectual Property

Definitions

Course Content refers to the expression of intellectual content of the course as taught at or through Methodist University.

Creator is used to describe the author(s) of a copyrightable work or the inventor(s) of a patentable invention. The creator may be any faculty, staff, or student at Methodist University.

pattern, design, or mark to indicate origin.

includes works eligible for copyright protection and inventions eligible for patent protection under U.S. and international law.

coupled with exclusive legal right to possession.

intellectual property created as a result of work conducted under an agreement between an external sponsor and the University, or between the University and employee (faculty, staff, and/or student), that specifies the ownership of such intellectual property shall be owned as specified in said agreement.

Work for hire is a work prepared by an employee of Methodist University (faculty, staff, and/or student) within the scope of his/her employment, or a work specially ordered or commissioned by Methodist University.

Imprint is the

Intellectual property

Ownership is legal title

Sponsored Research refers to

Policy

Traditional/Individual/Aesthetic Products. This term refers to work reflecting research and/or creativity, normally considered as evidence of professional advancement and scholarship. It includes scholarly publications, journal articles, reports (contracted or otherwise), research bulletins, monographs, books, plays, software, and works of art. Such products are protected by traditional copyright and solely belong to the author(s). Unless specifically stipulated by the categories below, all intellectual property produced by faculty, staff, or students belongs to its creator.

Sponsored Research. This term refers to products in which faculty or staff has received additional research funding or support. If Methodist University sponsors the research it may assert ownership with the creator, but only with a written agreement authorizing the sponsored research; Methodist University cannot at a later date claim ownership. If a body other than Methodist University is sponsoring research, then Methodist University should ensure that any external sponsorship written agreements are explicit about ownership issues for the creator and for Methodist University. In the absence of any written agreements regarding ownership of results of the sponsored research, the intellectual property will belong to the creator.

- a. ***On-line Courses.*** Ownership of online or digitalized course materials remains with creator. Faculty, staff and students shall not license, sell, or grant third parties a right to use online materials they have created, own, and that is technologically mediated by Methodist University when the material contains the imprint of Methodist University without the prior approval of the Vice President for Academic Affairs or his/her designee.
- b. ***Work for Hire.*** This term refers to intellectual property created by Methodist University faculty, staff or students assigned as part of their normal paid employment or specially commissioned to produce defined works of intellectual property in which the creator knows property will be used by Methodist University to improve its operations or to further its stated mission and objectives. In cases in which the parties have agreed that ownership will not be on a work-for-hire basis, said ownership must be governed by a separate written agreement that is (a) signed by employer and employee at the commencement of employment or when the work is commissioned and (b) explicit about ownership of intellectual property.

[Formulated by the ad hoc Copyright Committee, April 14, 2005.]

Family Educational Rights and Privacy Act (FERPA)

Methodist University Staff Handbook

Access to student records is regulated by the Family Educational Rights and Privacy Act (FERPA). FERPA is designed to protect the privacy of student records. Methodist University complies fully with this act. The following information is categorized as “directory information” and it will be released in the best interest of the student as determined by the University: name, address, telephone number, date and place of birth, parents’ names, major field of study, participation in officially recognized activities and sports, most recent previous educational institution attended, weight and height of members of athletic teams, dates of attendance at Methodist University, and degrees and awards received.

Under the terms of FERPA, students have the right to withhold disclosure of any or all directory information by filing non-disclosure requests annually with the Registrar. Methodist University assumes that the absence of such a request indicates student approval of the disclosure of “directory information”.

Any student who is currently enrolled at Methodist University or who has been enrolled previously has the right to review and request the amendment and/or correction of any and all records pertaining to the student being maintained by the University. The institutional policy statement concerning these and other privacy rights is the “Methodist University Student Educational Records Privacy Policy (MUSERPP)” and it can be found in the Office of the Registrar located in the Horner Administration Building and in the *Student Handbook*. Students have the right to file a complaint with the United States Department of Education alleging a failure of Methodist University to abide by the provisions of FERPA. The University catalog constitutes annual notification to student currently in attendance, as well as to the parents of those students, of their rights under FERPA and MUSERPP.

Grievance Procedure

Methodist University Staff Handbook

It is the policy of the University that an employee should have an opportunity, when appropriate and practical, to present his/her work-complaints to the University Administration. The University will promptly attempt to resolve all grievances.

An employee should present his/her complaints to his/her supervisor. The supervisor and employee should meet with the appropriate vice President or Senior Administrator to resolve the grievance.

Lunch Facilities

It is the policy of the University to provide a cafeteria or eating facility for the benefit and convenience of the University and its students and employees.

Comment:

1. The Cafeteria will provide food service during the times posted at the entrance and is open to all students, employees and University guests.
2. Food and beverage vending machines are located in various buildings on the campus and are available when the buildings are open.
3. Employees must consume all food and beverages, regardless of where purchased, in the cafeteria or in any other specially designated eating areas. It is the responsibility of all employees to keep the eating areas neat and clean.
4. No meals are to be consumed in the employees' work area. With Supervisor approval, employees may consume beverages in their work areas.
5. Employees are reminded that the consumption of food and beverages are intended for break and meal periods.
6. Employees are entitled to receive a discount when purchasing their meals at the cafeteria. Employees must display their identification card when paying for meals.

Parking

It is the policy of the University to provide free parking facilities for the benefit and convenience of its employees and visitors.

Comment:

1. Employees who wish to operate and park a motor vehicle on University property must obtain a parking permit from the Public Safety Office. The permit is designed to be permanently affixed to the outside of the driver's-side front windshield.
2. Employees must obtain a Vehicle/Identification Card authorization from the Personnel Department. This form along with a valid automobile registration and valid driver's license must be presented to the Public Safety Department.

Methodist University Staff Handbook

3. Employees are expected to observe the parking rules established by the Public Safety Department. Violation of parking rules may result in monetary fines and/or loss of parking privileges. Flagrant or repeated violations will subject the employee to the regular disciplinary procedures for violation of University rules.
4. All parking lots are part of the University premises. Therefore, all University policies and rules apply to employees and their vehicles while on the parking lots.
5. Employees who use the University parking lots do so at their own risk and should keep their vehicles locked. The University assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in a vehicle while on a parking lot.

Personnel Record Keeping

It is the policy of the University to maintain personnel records and information for each employee and past employee. The University tries to balance each individual's right to privacy with the University's need to obtain, use, and retain employment information.

Comment:

1. Personnel records are to contain information that is needed by the University to conduct its business or which is required by federal, state, or local law. This information normally will include, but will not necessarily be limited to, the following:
 - application forms;
 - payroll information;
 - benefit information;
 - disciplinary records; and
 - attendance and tardiness records.
2. The information contained in each personnel record will be obtained directly from the employee whenever practical.
3. Employees have a responsibility to keep their personnel records up to date and are to notify the Personnel Department in writing of any changes in the following:
 - name;
 - address;

Methodist University Staff Handbook

- telephone number;
 - marital status (for benefits and tax withholding purposes only);
 - number of dependents;
 - address and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
 - beneficiary designations for any of the University's insurance, disability, and retirement plans; and
 - persons to be notified in case of emergency.
4. The Personnel Department should review the personnel records periodically to insure that they contain information that is relevant to each individual's employment with the University. When practical, material that is irrelevant, inaccurate, or obsolete may be revised or deleted from the file.
 5. Employees are allowed to inspect their own personnel records. A written request to do so should be directed to the Human Resources Director, who will then schedule a time for inspection.
 6. An employee who, after inspecting his/her personnel file, feel that any material is inaccurate or irrelevant may submit a written request to the Vice President for Business Affairs to have the material revised or removed from the file. If such a request is not granted, the employee will be permitted to place a written statement of disagreement in the file.
 7. Employees are prohibited from inspecting any personnel files except their own, unless they have legitimate managerial need to know the information in the other files. Examples of individuals who may have a legitimate need to inspect personnel records include the President, University Attorney, the Human Resources Director or a designated assistant, and any department head who is considering an employee for promotion, transfer, or other personnel action. Any access to a personnel file should be verified and recorded and kept as a permanent part of the file.
 8. Employees are to refer all requests from outside the University for personnel information concerning applicants, employees, and past employees to the Personnel Department. The Personnel Department may verify and release the following information without first obtaining the consent of the individual:
 - employment dates,
 - position held; and
 - location of job site.

Methodist University Staff Handbook

The Personnel Department and the President's Office are the only two offices authorized to verify and release wage, salary and employment performance information. This information will not be released without the signed consent of the employee or former employee except in those cases where federal, state, or local law mandates the release of this information. In these cases, the employee will be notified of the release and a copy of the documents placed in the employee's personnel record.

The Personnel Department is to make provisions to retain certain personnel records as required by various federal, state, and local laws.

Personal Automobile Use

Whenever a member of the University community acting on University business elects to utilize a personal automobile for such purpose, the University will not provide liability insurance coverage for such use. Each member of the University community using a privately owned vehicle for University business must provide private insurance information and a policy number to the University Security Office. Any person who embarks on any such venture needs to be adequately insured without reliance on University insurance.

Position Transfer

It is the policy of the University that it may at its discretion initiate or approve employee job transfers from one job to another or from one location to another.

Sexual Harassment Statement

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and as stated in the Methodist University Affirmative Action/Equal Opportunity Policy.

Sexual harassment is an abuse of persons: it is a violation of the principle that all members of the Methodist community should be treated fairly and equally, with dignity and respect. Sexual harassment is thus a violation of the freedom of others: it cannot and will not be tolerated at Methodist University. It is the responsibility of all members of the Methodist University community to work toward understanding, preventing, and combating sexual harassment. The purpose of the University's policy regarding sexual harassment is to help the entire community fulfill this obligation.

Any activity perceived as sexual harassment should be reported. Any person found to have violated this policy might be subject to disciplinary measures.

In addition to its policy regarding sexual harassment, Methodist University provides a resource team trained to deal with this issue. These persons have been chosen for their sensitivity and concern. They will listen objectively, provide support, answer questions about the policy on sexual harassment, and help victims pursue options for handling the problem. Contact the Counseling Center at (910) 630-7150 to obtain more information about the resource team.

Methodist University Staff Handbook

Sexual Harassment Defined:

Sexual harassment is a form of sexual discrimination. It is any different treatment of an individual due to gender. Unwelcomed sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is either an implicit or explicit condition of an individual's employment or education
- submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or when such conduct creates an intimidating, hostile or offensive work or educational environment

Sexual harassment may occur in a variety of situations and relationships. It may take place between students: it may take place between students and professors, supervisors and employees, persons of the same sex, or persons of the opposite sex.

Sexual harassment may occur within social, fraternal or professional organizations: it may involve one-time or repeated actions or responses that are not welcomed.

Smoking Policy

In order to promote a comprehensive wellness program for Methodist University students, faculty, and staff, smoking is hereby prohibited in all campus buildings. This no smoking restriction includes all lobbies, hallways, stairwells, laboratories, classrooms, and offices.

Smoking is permitted in private residential rooms in campus residence halls if, and only if, all occupants of the room are smokers.

All faculty, staff, and students are required to go outside while smoking. Recommended outside areas include balconies, inside quadrangle of the Trustees' Building and the balcony of the Student Union.

Staff and Student Social Relations

Methodist University Staff Handbook

Social relationships (romantic, dating, other special relationships, etc.) between staff and currently enrolled students are strongly discouraged by Methodist University. History has shown that such relationships are more often than not painful for all parties, especially for students. They are frequently detrimental to the University's mission. The following practices are strictly prohibited:

1. Any romantic relationship between a supervisor and the person supervised, to include both students and staff members. The supervisory relationship might involve an employee with the employer. It might involve a faculty member and a student in a course taught by that faculty member. It might involve a coach and a member of the team coached.
2. Any staff member, full-time or part-time, who lives in a residence hall at Methodist University, may not be involved romantically with a resident student at Methodist University. Dating or visiting in the residence halls between such persons is prohibited.
3. Staff members should also be careful not to develop inappropriately close relationships with students or other staff members whom they supervise. Inappropriately close relationships are considered those in which the faculty/staff has a special relationship with a particular student or staff member whom he/she supervises that would lead to a perception of favoritism.

Disciplinary action will be taken against faculty/staff members who violate the terms of this policy. Such action may range from a written warning to termination.

Substance Abuse Policy

It is the policy of the University to maintain a work place that is free from the effects of drug and alcohol abuse.

Comments:

1. Employees are prohibited from the use, sale, dispensing, distribution, possession, or manufacturing of illegal drugs and narcotics or alcoholic beverages on University premises or work sites. In addition, employees are prohibited from the off-premises use of alcohol and possession, use, or sale of illegal drugs when such activities adversely affect job performance, job safety, or the University's reputation in the community.
2. The University will not hire, unless state or local law provides otherwise, alcoholics or drug abusers whose current use of such substances prevents them performing their jobs or who would constitute a direct threat to the property or safety of others.
3. Employees will be subject to disciplinary action, up to and including dismissal, for violations of this policy. Such violations include, but are not limited to: possessing illegal or non-prescribed drugs or narcotics or alcoholic beverages at work; being under the influence of such substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on University premises and work sites. Employees, their possessions, and University-issued equipment and containers under their control are subject to

Methodist University Staff Handbook

search and surveillance at all times while on University premises or while conducting University business.

4. The University reserves the right to ask an employee to undergo a drug test when, in the opinion of the supervising Vice President, such a test is in the best interest of the University. Employees not submitting to such tests will be allowed to resign without prejudice or terminated.
5. Supervisors should report immediately to the Director of Counseling and Psychological Services any action by an employee who demonstrates an unusual behavior pattern. The Director of Counseling and Psychological Services will recommend whether the employee should seek medical attention or counseling services. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises. The Security Department should be notified to arrange safe transit.
6. Employees who must use prescribed drugs or narcotics during work should report this fact to the Personnel Department along with acceptable medical documentation. A determination will then be made as to whether the employee should be able to perform his job safely and properly.
7. Employees who are experiencing work-related problems resulting from drug, narcotic, or alcohol abuse or dependence may request, or be required to seek, counseling help. University-sponsored or required counseling is to be kept confidential and is to have no influence on performance appraisals. Job performance alone, not the fact that an employee seeks counseling is to be the basis of all performance appraisals.
8. Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Personnel Department that the employee is capable of performing his job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other University policies.
9. An employee must notify the Personnel Department, in writing, his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.

Vehicle/Equipment Usage

Methodist University Staff Handbook

The University has approved, at the recommendation of our insurance provider, a new vehicle and equipment operating policy as attached.

All faculty, staff, and students who wish to apply for authorization to operate a vehicle owned, leased, or controlled by Methodist University **must have at least 5 years of driving experience and be a least 21 years of age.** The application process includes filling out the below forms and submitting them to the Campus Safety Office:

1. Driver obligation form;
2. Driver history form; and
3. A copy of your Drivers License

Community members who have met all qualifications to drive a van (University owned or leased) will be issued a Van Drivers Certification Card. This card must be presented to the University Dispatcher of the Leasing Company, along with your driver's license at the time you sign for your vehicle.

Please Note: Individuals with license from Florida, Pennsylvania, Washington, Maryland, New Jersey, and license issued in other countries must request a driver's history from their state or country. The Public Safety Department cannot obtain a driver's history from these areas.

Your eligibility to operate a campus vehicle is incumbent upon your completing and returning the requested documents. In addition, certain community members will be required to attend a driver's certification course that will be taught on the campus of Methodist University. Public Safety will publish a list of course dates and times.

Procedures for requesting University-owned vehicles:

All requests for use of University vehicles must be approved by the appropriate Administrative Committee Member and sent to the Maintenance Department, ATTN: Vehicle Operations. You should contact the Maintenance Department to sign for the vehicle and receive your keys. If your pick-up time is after 3:00 p.m., (Monday through Friday) or on weekends/holidays, you should contact Public Safety at 630-7098/7149. The vehicles will be returned in the same manner.

Vehicle/Equipment Operators Policy

Note: All faculty, staff or students who desire to be on the University vehicle operators list must complete a driver's packet in its entirety and return it to the Public Safety office for processing prior to attending the required Driver's Certification course or being placed on the list.

Driver: a community member or a non-community member: either a volunteer or an employee who is authorized to operate a Methodist University Vehicle.

Methodist University Staff Handbook

Vehicle: Any vehicle that is owned, rented, leased or borrowed by Methodist University or used for any Methodist University business or function, including but not limited to cars, vans, trucks, buses and construction/landscaping vehicles.

Qualification for Drivers

Section A: Drivers of University-owned private passenger vehicles:

1. Must have a valid driver's license, be at least **21 years of age**, and have a **minimum of 5 years driving experience**;
2. Must complete a driver history questionnaire form;
3. Must complete a Driver Obligations form.
4. Must agree to a yearly review of your driving history from the Department of Motor Vehicles.
5. Must not have any at-fault accident/violations, no excessive violations, or accidents or a combination thereof within the last 24 months.
6. Must not have any violations of driving while under the influence of drugs or alcohol; reckless driving; excessive speed violations, or have a reinstated license in effect less than one (1) year after the revocation.
7. Must sign a statement agreeing not to drink and drive;
8. Must agree to report any motor vehicle violations or citations to the Campus Safety Officer within 72 hours of its occurrence; regardless of whether you are operating a University owned or leased vehicle or **your privately owned vehicle**.

NOTE: Methodist University reserves the right to deny any request to drive a University owned or controlled vehicle.

Section B: Vans (10 passengers or fewer persons only)

1. Must satisfy all qualifications under Section A.
2. Must attend the Methodist University Van Driver Certification Course if under 25 years of age.
3. Student drivers must have a Methodist University Faculty or Staff member in the van when operating the van. (Only exception is that a faculty/staff member must be in the **lead** vehicle when in a caravan arrangement)

Methodist University Staff Handbook

4. Persons 25 or older and have experience driving vans are required to attend the driving portion of the Van Driver Certification Course. **NOTE; Persons without van driving experience who desire to qualify for such are required to attend the entire course regardless of age.**

Section C: Activity Buses (capable of carrying 16 or more passengers)

1. Must satisfy all operator conditions listed in Section A.
2. Have a valid Class C-Commercial Driver's License with a P-endorsement for vehicles carrying passengers.
3. Submit to pre-employment Alcohol/Drug testing and random re-testing.

Section D: Construction/Landscaping Vehicles

1. Must satisfy all conditions in Section A.
2. Must satisfy conditions of Section B, if applicable.
3. Must use the vehicle only for assigned tasks.

Transportation of Pollutants and Hazardous Wastes

It must be understood that whether the University chooses to transport hazardous waste in its own vehicles or through an outside contractor, as the owner/generator of the hazardous material the University would be liable for any such waste released during an accident.

No faculty or staff member, student or volunteer is authorized to transport hazardous waste to or from Methodist University under any circumstance.

Should the University choose to hire an outside contractor to deliver and/or remove hazardous materials from Methodist University, a University representative or department head should request that Methodist University be added as an additional insured to the transportation company's liability policy.

It should also be realized that the transportation company is licensed and insured to provide said services and their personnel should be properly trained in all of their responsibilities.

A copy of the company's liability insurance policy must be on file at the Office of the Vice President for Business Affairs.

Verification of Employment

All inquiries pertaining to staff and student employment verification at Methodist University should be directed to the Human Resources Office at extension 7023. Methodist University policy is to verify dates of employment and position held only.

In regard to reference requests, Methodist University policy prohibits discussion of employees (both current and previous) or students of the University. It is especially noted that current staff should not make negative and uncomplimentary comments about former or current employees or students.

Pay Policies

Pay Procedures

It is the policy of the University to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations.

Comments:

1. Contract employees are normally to be paid on the twenty-fifth day of each month. If the regular payday occurs on Saturday, employees will be paid on Friday. If the regular payday occurs on Sunday, employees will be paid on Monday. Hourly employees are paid on a bi-weekly schedule which normally occurs every other Wednesday. Hourly pay schedules are available in the payroll office.
2. Employees on each payday will receive, in addition to their check or deposit voucher, a statement showing gross pay, deductions, and net pay. State, federal, Medicare and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee's obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deduction in writing. **It is the responsibility of all employees to verify that the information on this statement is accurate.**
3. For policies and procedures governing pay upon termination, see Termination of Employment.
4. Non-exempt employees (i.e., those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of forty hours during their normal work week.

Methodist University Staff Handbook

5. In addition, employees in the Maintenance and Police and Public Safety Departments who must work on a scheduled holiday will also receive premium pay, in addition to the regular pay for the holiday. (See Holidays.)
6. For policies and procedures regarding call-back pay, see Hours of Work

Overtime Policy

From time to time it may be necessary for hourly employees to work in excess of their normal work week. When this happens, and the total hours worked exceeds forty (40) hours, the University must pay the employee one and one-half (1½) times the regular rate of pay for the hours in excess of 40. This overtime rate results in the University spending more for salaries than has been budgeted.

When an extreme case arises for a special task, which requires a department supervisor to work an employee(s) overtime, the supervisor must request and receive approval prior to the hours being worked from the appropriate Vice President. (Certain Plant and Custodial personnel may be designated to respond to physical emergencies without approval of the appropriate Vice President.)

During the summer months the Custodial Department will be required to work over and above the forty hour workweek. Please see the Custodial Department Policy for information.

In no instance may the employee(s) take it upon his/her self to work overtime hours. Such work is not authorized and will not be compensated.

Holiday Worked -- Pay Policy

The University will pay any employee who works a University approved holiday time and one-half for time worked. Full time permanent employees will also be paid the 8 hours holiday pay they are entitled to.

Inclement Weather Reporting and Pay Policy

Maintenance and Custodial Department Employees:

In the event of emergencies such as hurricanes, snow storms, etc., it may be necessary to ask all members of the maintenance staff (including the golf course maintenance staff) and housekeeping staff to participate in the clean-up. Staff members whose duties do not normally involve clean-up will be expected to participate in clean-up duties when requested to do so by the Superintendent of Buildings and Grounds. All maintenance personnel are required to report in. If any maintenance personnel are not able to come in due to road conditions, they should call and the University will try to provide the means necessary to get them to the University. If the employee does not call in to report, or refuses help to come in, the employee is not entitled to Administrative pay, and could be in violation of University policy. If the situation requires weekend work, you will be expected to work full days. If you work during the time the University is officially closed, you will receive time and a half and also receive administrative pay for the hours that the University is closed. If you work overtime during this emergency (more than 8

hours in a day or more than 40 hours in a week), you will receive double time for the overtime hours.

Additional Comments for all Campus Employees:

- Should the employee not report to work when the University is open and operating, he/she will be charged with Annual Leave for all hours missed and will receive administrative pay only for the hours that the University is closed during their normal working schedule.
- If an employee is on a scheduled annual leave day during an emergency that causes the University to close, that employee will be eligible for Administrative pay for any hours that the University was closed during their normal working schedule.
- Part-time employees are not entitled to Administrative pay during emergencies.

Travel Reimbursements

It is the policy of the University that employee travel performed in the course of conducting University business must be approved in advance and that such travel should be engaged in and reimbursed according to the guidelines below.

Comment:

1. All travel must be approved in advance by the employee's supervisor.
2. Employees holding jobs that are designated as requiring extensive travel will be expected to travel as a condition of employment. For all other jobs, travel is considered only an incidental function of the position but may be required.
3. The University may issue periodic bulletins specifying or restricting travel booking requirements. Under normal circumstances, employees are to use the most expedient mode of transportation available, to book the least expensive fares, and to stay in and eat at moderately priced establishments.
4. Employees should provide their supervisor with a copy of their itinerary before leaving on business travel.
5. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise discretion in incurring expenses while traveling on business. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.
6. Employees may obtain a cash advance for approved travel by submitting a written request to the Business Office. Employees whose jobs are designated as

Methodist University Staff Handbook

requiring extensive travel will be issued University credit cards for payment of business expenses. Cash advances and University credit cards are University property, and their use is not to be abused and must be properly documented and approved as outlined in Comment (5), above.

7. Employees will only be reimbursed for travel expenses of their spouse if the presence of the spouse is deemed by management to have a bona fide business purpose.
8. Employees who know they will have a special request for travel expense reimbursement should seek approval for the expense from their supervisor before the expense is incurred.
9. Time spent by nonexempt employees (those subject to the wage hour provisions of the FLSA) in travel from home on University business during normal working hours is considered hours worked for pay purposes.
10. Any employee using their privately owned vehicle for University business must provide liability insurance information and policy number to the Department of Public Safety.

Reimbursements

All Methodist University Staff Travelers

(Rates subject to change)

- A. Room rate - \$50.00 per day (more in major cities).
- B. Meal allowance - \$30.00 per day (if exceeded, justification and receipts must be submitted). Breakfast \$6.00/Lunch \$10.00/Dinner \$14.00.
- C. Currently private vehicle allowance is \$.40 per mile. Effective July 1, 2008 the amount will be \$.45 per mile.
- D. When visitors are entertained on Campus, meals will be eaten in the cafeteria. If the cafeteria is closed, the meal allowance above should be followed as closely as appropriate.
- E. When traveling, the University credit card should be used for motel payment to preclude any necessity for carrying large amounts of cash.

Employee Safety

Safety Policy

It is the policy of the University to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free from recognized hazards as is feasible. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state, or local law.

Comments:

1. The University has appointed a Safety Officer to assist the administration with:
 - monitoring compliance with University safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act of 1970 and any other applicable federal, state, or local employee safety laws or regulations;
 - investigating, correcting, and eliminating recognized unsafe working conditions or potential hazards;
 - conducting periodic informal safety inspections of all work areas, machinery, equipment, warehouses, grounds, and any other recognized potentially hazardous University facility;
 - organizing the training and retraining of employees as required by law;
 - monitoring compliance with the various requirements established by any law or the institution's insurance carrier relating to record keeping and the retention of records;
 - posting notices and keeping records as may be required by law or the institution's insurance carrier;
 - establishing fire prevention and fire fighting programs, conducting fire drills, testing fire fighting equipment, and enforcing no smoking policies where appropriate;
 - developing contingency disaster preparedness plans; and

Methodist University Staff Handbook

- investigating all accidents, hazardous incidents, and fires involving University employees, or which occur on University premises, and preparing required reports.
2. Supervisor's safety responsibilities include:
 - familiarizing his/her self with all safety and health procedures relevant to the operations under their supervision;
 - inspecting his/her work areas periodically;
 - training his/her employees in safety matters or arranging for such training where appropriate; and
 - reporting accidents and injuries to the Safety Officer immediately.
 3. Employees should report to the Safety Officer or their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees or students.
 4. Employees are encouraged to submit suggestions to the Safety Officer concerning safety and health matters.
 5. The University will provide special clothing or equipment, or reimburse for it, when such clothing or equipment is required by regulation or by University policy. Employees are responsible for the proper use of such clothing and equipment and will be subject to discipline for failure to exercise this obligation.
 6. Supervisors should not discharge or discriminate in any manner against an employee because the employee has instituted a safety-related proceeding, has testified in such a proceeding, or has otherwise exercised any right afforded by law. Employees accompanying government safety compliance officers during so-called "walk around inspections" will not be compensated for such time unless the employee is assigned the task by management.

Security

It is the policy of the University to make reasonable efforts to provide security for its property, its employees, students, and authorized visitors to its premises.

Comment:

1. Employees are expected to know and comply with the University's security procedures and are expected to report any violations or potential problems to the

Methodist University Staff Handbook

Public Safety Department. Employees violating security procedures will be subject to discipline, and, in addition, illegal acts committed by employees may be reported to campus police.

2. The University has appointed a Director of Public Safety whose responsibilities include:
 - recommendation, implementation, and enforcement of all Public Safety procedures, plus periodic audits of existing procedures;
 - evaluation, specification, installation, maintenance, and operations of all security devices and systems;
 - employing and overseeing Public Safety Officers as appropriate;
 - communications and relationships with law enforcement agencies;
 - developing systems to issue and control employee identification devices and keys;
 - investigations of theft and vandalism, including employee theft;
 - monitoring and control of all non-employees and visitors on University premises; and
 - communicating security procedures to employees and training and retraining of employees with respect to their security responsibilities.
3. Employees will be issued identification cards which should be in their possession at all times while on the premises.
4. Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on the University premises and while away from the premises on business. The University assumes no responsibility for employee losses resulting from robbery or theft while away from the premises on business.

Key Control

Key control is an important part of our overall Community Security Plan. A log will be maintained at the Public Safety Office for all issued and returned keys. In order for a key to be made for a particular building, office or room, the request has to be approved by the person designated to handle key control in that area. The following steps outline procedures for issuing and returning of faculty/staff keys.

Methodist University Staff Handbook

1. The designee will fill out and sign the appropriate form requesting the Public Safety Department to issue the listed key(s).
2. The Public Safety Department will coordinate the making of the key(s) with the Maintenance Department.
3. The Public Safety Department will then record the transaction and issue the keys to the persons indicated on the key request.
4. Before termination of employment or during a leave of absence all keys are to be turned in to the Public Safety Department.

Note: Supervisors are reminded not to receive or re-issue keys. Keys are issued only at the Public Safety Office.

5. No employee will have completed his/her out-processing from the University until Step 4 has been completed.

The designee for each area is as follows:

Trustees' Building/Library	Vice President for Academic Affairs
Registrar's Office	Vice President for Academic Affairs
Auditorium/News Bureau	Vice President for Academic Affairs
PAC/Football Locker Room	Athletic Director
Mallet Rogers House	Assistant to the President
Development Office	Vice President for Development
Math/Science Building	Division Director
Player Building	PGM Director
Admissions/Financial Aid Offices	Vice President for Enrollment
Boiler Plant/Print Shop	Vice President for Business Affairs
Bookstore/Cafeteria	Vice President for Business Affairs
Chapel	Vice President for Church & Community
Computer Center	Vice President for Business Affairs
Horner Administration Building	Vice President for Business Affairs
Residential Apartment	Vice President for Student Life
Science Building	Division Director

Methodist University Staff Handbook

Soccer House

Athletic Director

Student Union/Residence Halls

Vice President for Student Life

Workers Compensation

The Employment Security Commission regulations mandate that a Workers Compensation Claim Form 19 be filed no later than five (5) days after an employee is injured while working at his/her place of employment. This is true without regard to whether the employee sought medical attention at the time of his/her accident or injury.

Employees should be aware that they are covered by Workers Compensation Insurance at all times they are working for the University. This includes periods when they might be using their personal vehicle for University business.

The University's insurance carrier requires that any employee involved in an accident or injury while working take a Post Accident Drug Test. This should be done immediately following the accident or injury.

The University has the right to direct an employee's medical treatment when an employee has an accident or injury. The University currently uses the services of US Healthworks, 1702 Owen Drive, Fayetteville, North Carolina, 910/323-3184, for accidents/injuries sustained within the Cumberland County area.

How and When to File a Workers Compensation Claim...

1. Notify your Supervisor or Department Head of the accident/injury immediately. If emergency medical attention is needed immediately, call 911. Then, have someone contact the University's Public Safety Department at 7149. They will direct the appropriate emergency vehicles.
2. Notify the Human Resource/Payroll Office Staff (910/630-7023) immediately for instructions on where and when to get medical treatment. Follow instructions exactly as given. Not doing so could jeopardize your claim.
3. Seek emergency medical attention at Cape Fear Valley Medical Center if you are unable to contact your Supervisor, Department Head, or the Personnel/Payroll Office staff after working hours. If you are out of the Cumberland County area, seek medical treatment as available and appropriate.
4. All medical treatment information should be sent to:

Director of Human Resources - Methodist University

Methodist University Staff Handbook

5400 Ramsey Street, Fayetteville, North Carolina 28311

Contact: (910) 630-7023 or (910) 630-7385

5. Contact Police & Public safety at 7149 and they will investigate and prepare a written statement of the accident/injury for the Personnel/Payroll Office Staff regardless of whether medical attention was provided at the time of injury or not. Do this as quickly as possible to aid in the filing of your claim. Not giving a written statement could jeopardize your claim.
6. If during the course of your work duties, you are involved in a minor or major mishap, you should immediately report it to the Public Safety Office at Ext. 7149. If you do not get a written report of your accident/injury and at a later date you become disabled or need medical attention, your claim could be difficult to validate.

Please Note:

Failure to follow these guidelines could result in a denial of a Workers Compensation Claim by the University's insurance carrier.

Employee Benefits Policy

It is the policy of the University to provide its employees with various welfare and pension benefits. Any information and summary communications intended to explain these benefit plans are furnished to all plan participants and beneficiaries on a timely and continuing basis. The University reserves the right to modify, amend, or terminate its welfare and pension benefits as they apply to all current, former, and retired employees. The Administrator of each pension and welfare benefit plan has the discretionary authority to determine eligibility for benefits and to construe the plans terms.

Comment:

1. All benefits provided by the University are described in official documents that are kept on file in the Personnel Office. These documents are available for examination by any plan participant or beneficiary. In addition, they are the only official and binding documents concerning the University's welfare and pension benefits. All summaries and communications, both written and verbal, must refer to them as binding in cases of question or disputes.
2. The Vice President for Business Affairs serves as "Administrator" of the University's welfare and pension plans with the assistance of the Human Resource Director in day to day concerns. The Human Resource Director is responsible for all communications and disclosures concerning University benefits and for compliance with all applicable laws and regulations. In addition, the Human Resource Director is available to answer employee questions concerning benefits and to counsel new employees, employees as they achieve eligibility, retiring employees, and non-employee beneficiaries as to specific benefit coverage and required forms and designations.
3. Under certain of the University's insurance and retirement plans, each employee must designate a beneficiary for the employee's death benefits. Such designation must be made in writing and in a form acceptable to the Human Resource Director. Under certain retirement plans of the University, a married employee's spouse may be automatically designated the employee's beneficiary and may be entitled to survivor benefits. Employees may elect to waive such survivor benefits and change a beneficiary designation by giving the Administrator appropriate written notice. However, it will generally be

Methodist University Staff Handbook

necessary for a married employee to obtain his spouse's consent to such waiver or change in beneficiary designation. It is the employee's responsibility to maintain the proper beneficiary designation.

4. Employees, spouses, and dependents covered by the University's health benefits plan are to be notified, when appropriate, that they have the opportunity to acquire continuing health protection in certain specified situations including lay off, termination or reduction in hours of employment, and separation or divorce.
5. Methodist University retirees may retain health insurance. The requirements to retain health insurance through the Methodist University plan are as follows:
 - a. Early Retirement: Age 60 up to age 65
 - b. Must be employed with Methodist University no less than 15 consecutive years immediately preceding early retirement
 - c. Retiree must pay entire premium for retired employee class
 - d. Coverage ends at age 65.

Leave Policy

Annual Leave Policy

1. Purpose of Annual Leave: The purpose of annual leave is to provide eligible employees with paid time off from work which can be used at the employee's option for rest and relaxation, personal business, or, when necessary, to extend paid sick leave.
2. Twelve-month employees of all categories are subject to the following policy. Staff with less than twelve-month contracts are subject to the special contractual agreements.
3. Eligibility for Annual Leave: Only full time employees are eligible for paid annual leave. Students, temporary, and part-time employees are ineligible for paid annual leave.
4. Schedule of Annual Leave Allowance: The length of an employee's annual leave is determined by two factors:

Rank

1. The President, Vice Presidents, and the Director of Athletics will receive four weeks (20 working days) of annual leave annually.
2. Other full-time contract staff will receive three weeks (15 working days) of annual leave annually.
3. All other full-time employees will receive two weeks (10 working days) of annual leave annually.

Length of Service

Methodist University Staff Handbook

1. During the first years of service, the employee's annual leave accrual rate will be calculated as follows:

- A. *The President, Vice Presidents, Director of Athletics (and other directors as designated by the President)* ----- 20 days per year, or 1.66 days per month
- B. *Other contract staff*----- 15 days per year, or 1.25 days per month
- C. *All other* ----- 10 days per year, or 0.83 days per month

2. At the tenth anniversary of employment, the employees in group "C" above begin to accrue an additional annual leave week. These employees will then accrue 15 days per year, or 1.25 days per month.

5. Maximum Annual Leave Accruals

All full-time employees may accrue no more than 1½ times their allowed annual leave allowance. It is the employee's responsibility to know when they are nearing their maximum annual leave balance allowed. The annual leave balance is printed on the employee's pay statement. Hourly employees annual leave balances print on the second pay statement of every month.

- A. *The President, Vice Presidents, and the Athletic Director* accrues 1.66 days per month with a maximum accrual of 30.00 days.
- B. *Other contract staff* accrues 1.25 days per month with a maximum accrual of 22.50 days. Also hourly employees with more than ten years of service accrue 1.25 days per month with a maximum accrual of 22.50 days.
- C. *All other full time staff members* accrue 0.83 per month with a maximum accrual of 15.00 days.

6. Annual Leave, Sick Leave and Holidays: Because there may be some overlapping, the following clarifications are University policy:

- a. An employee on scheduled annual leave who becomes ill may charge that time to sick leave.
- b. Persons with illnesses exceeding their sick leave accruals may use any annual leave accrued.
- c. University holidays falling during scheduled annual leave are not charged to annual leave time.

7. Definition of Annual Leave week: An annual leave week is five work days. If employee is an hourly employee, an annual leave day is an 8.0 hour work day; therefore an annual leave week for an hourly employee is a 40 hour week.

8. Reporting Annual Leave time used: Each University employee subject to this policy shall have an official annual leave record kept in the Payroll/Personnel office, showing annual

Methodist University Staff Handbook

leave time accrued and used. Monthly reports from each area will provide the Payroll/Personnel office the basis for keeping these records for contract staff. The weekly timesheets for hourly employees must be used to record annual leave for all eligible hourly employees. Each employee is expected to report time used accurately. Deliberate falsification or misrepresentation of annual leave reports to avoid compliance with University policy shall be considered cause for dismissal of all personnel who knowingly contributed to the falsification.

Comments:

- The Supervisor for each area is responsible for scheduling annual leave time for the employees in that area, consistent with the University program needs and employee wishes.
- It is the University policy that the final determination of annual leave timing is the prerogative of the Department Head.
- It is the responsibility of the Department Head to keep abreast of annual leave accruals and observe all clauses of this policy.
- At termination of employment, the payroll office makes payment for accrued annual leave on the employee's final paycheck.
- Because all employees need rest and relaxation, no employee will be allowed to work and receive annual leave pay in lieu of taking annual leave.
- In order to accomplish the purpose of annual leave, everyone is encouraged to take earned time in increments of at least one week each year.

All full-time employees are accountable for 40 hours per week. Annual leave must be used before an employee can voluntarily take leave without pay.

Sick Leave Policy

Purpose of Sick Leave:

Methodist University provides Sick Leave pay to its employee's absence from work due to illness or injury as outlined below.

Faculty:

The University has no policy that authorizes a specific number of days to accrue as sick leave. The teaching duties of full-time faculty members who are unable to perform their contractual duties due to sickness or injury will be covered, normally by their colleagues, without any reduction in pay of the absent faculty members, or remuneration to the colleagues, for the first two weeks of such absence. For the third, fourth, fifth, and sixth weeks, the duties may be covered by colleagues, and/or adjuncts at the adjunct rate of pay, and the cost will be borne by the University, with no reduction in the pay of the absent faculty member. After a period of six weeks, but not exceeding six months, the duties will

be covered by an adjunct or faculty colleague and the salary of such will be deducted from the salary of the absent faculty member at an adjunct rate of pay. (For full-time faculty members, having served seven years or longer, the initial period will be extended to three months with no reduction in the pay of the absent faculty member.) After a six months absence due to illness or injury, if the faculty member is still unable to perform his duties, salary payments are terminated, and if eligible, benefits under the Long-Term Disability Insurance Plan (when approved) and Social Security Disability Plan begin.

Staff:

All other employees are subject to the following policy:

A. Eligibility for Sick Leave:

Only fulltime employees are eligible for paid sick leave.

1. All employees regardless of rank earn the same amount of sick leave per year.
2. Persons who work less than a full-time twelve-month schedule will accrue a pro-rata portion of a full-time employee's accrual.
3. Student, part time and temporary employees are ineligible for sick leave with pay.
4. Employees become eligible for use of sick leave 30 days after employment, although accrual begins on date of employment.

B. Sick Leave Allowance:

Employees accrue one day of sick leave for each month of service, or a total of twelve days a year.

1. An ill employee must report to the supervisor as early as possible in order to explain the absence from work and provide an opportunity to arrange for a replacement, when necessary. Failure to call in may result in a refusal by the University to pay for time missed.
2. Generally an employee who claims more than three consecutive days of illness may be required to produce a physician's statement. However, we depend upon the integrity and willingness to cooperate on the part of those concerned to make this benefit a valid contribution to the general welfare of our employees. Where circumstances dictate, the University may request a physician's statement at any time.
3. There is no limit on the number of sick leave hours you may accumulate.
4. Sick leave has no cash benefit at termination and will not be paid out to the employee.
5. An employee who exhausts all available Sick Leave may request supervisory approval to charge additional sick days to accrued annual leave.

Methodist University Staff Handbook

6. If an employee becomes ill while on annual leave or other time off, sick leave benefits will be granted in accordance with the provisions of this policy from the scheduled return to duty date.
7. If a holiday occurs while an employee is on paid sick leave, the day will be considered a holiday, and not charged to the person's sick leave bank.

Intended Use of Sick Leave:

There are several legitimate uses of Sick Leave by University employees, as follows:

- a. Illness or injury to employee.
- b. Medical, optical and dental examinations and treatments.
- c. Illness or injury to spouse and dependent children.
- d. When a member of the employee's immediate household contracts a contagious disease, exposure to which might jeopardize the health of other employees were the worker allowed to remain on duty, sick leave may be used.

In case of occupational injury:

Any employee who sustains a disabling injury in the line of duty shall be granted sick leave with pay subject to the following limitations:

- a. During the disability, the injured worker will be paid as though regularly working until accrued sick leave has been exhausted or,
- b. Until the workers' compensation insurance company begins payments per the rate schedule determined by the North Carolina Industrial Commission.

Reporting Sick Leave Used: Each University employee subject to this policy shall have an official sick leave record kept in the Personnel Office, showing sick leave accrued and used. Monthly reports from each Division Head will provide the basis for these records. Each employee is expected to report time used accurately. Deliberate falsification or misrepresentation of sick leave reports to avoid compliance with University policy shall be considered cause for dismissal of all personnel knowingly contributing to it.

Maternity Leave Policy

Full Time Contract and Hourly employees may take up to 12 weeks maternity leave (paid or unpaid). The employee may use his/her sick leave first, and then annual leave, if he/she prefers to be paid for the leave. Once all sick and annual leave are exhausted, the employee will use time without pay for the duration of the 12 weeks. Maternity leave must be requested in writing from your supervisor at least 30 days prior to the expected date that the leave is to begin.

Jury Duty

It is the policy of the University to pay any full-time employee who is performing Jury Duty. A copy of the request from the court for the employee to appear should be submitted to the Human Resources Department to verify the employee's obligation.

Family and Medical Leave Act

In accordance with the Family and Medical Leave Act of 1993, eligible employees may take up to 12 weeks of unpaid leave per year (see "year" defined below) for qualifying reasons.

An "eligible employee" as defined by the Act is one who:

1. has been employed by Methodist University for at least 12 months *and*
2. has worked a minimum of 1250 hours during the 12 month period preceding the commencement of Family and Medical Leave.

"Qualifying reasons" as defined by the Act are:

1. Birth of a child; care of a newborn;
2. Placement of child with employee for adoption or foster care;
3. To care for employee's spouse, son, daughter, or parent with a serious health condition;
4. Serious health condition of employee that renders the employee unable to perform job.
5. Because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

In accordance with the Family and Medical Leave Act of 1993, January 28, 2008 Amendment, eligible employees may take up to 26 weeks of unpaid leave per year (see "year" defined below) for the below qualifying reasons:

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious injury or injury sustained in the line of duty on active duty is entitled to up to 26 weeks in a single 12-month period to care for the servicemember. This provision became effective immediately

Methodist University Staff Handbook

upon enactment. The military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

For purposes of determining FMLA leave, Methodist University uses a 12 month period beginning with the employee’s date of hire anniversary as the FMLA designated “year”. The University does not require use of accrued sick leave and/or accrued annual leave in conjunction with FMLA leave. Employees seeking to use FMLA are required to provide a 30-day advance notice of the need to take FMLA leave when the need is foreseeable and practicable. However, the University understands that not all leave situations will be foreseeable.

Methodist University may require:

1. Medical certification supporting the need for leave due to a serious health condition affecting the employee or family member;
2. Second or third medical opinions (at Methodist University expense) and periodic re-certification;
3. Periodic reports during FMLA leave regarding employee’s status and intent to return to work.

Please contact the Personnel Office for further information on FMLA leave. Copies of the Family Medical Leave Act of 1993 are available in the Personnel Office.

Holidays

It is the policy of the University to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed.

Comments:

- (1) A schedule of holidays to be observed during each calendar year will be published by the Personnel Administrator prior to the beginning of each year and at holiday times throughout the year.
- (2) Part-time employees and employees on leave of absence or on lay-off are not eligible to receive holiday pay. Full-time employees are eligible to receive their regular rate of pay for each observed holiday.
- (3) To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on

Methodist University Staff Handbook

one or both of these days because of an illness or injury, the University reserves the right to verify the reason for the absence before approving holiday pay.

- (4) A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday.
- (5) The University campus is either OPEN or CLOSED for scheduled holidays
 - (a) When the University is CLOSED on a holiday, with the exception of essential employees, all other employees are required to take the holiday as scheduled.
 - (b) When the University is OPEN for holiday, all University offices and departments remain open and operational with a half staff. Employees will take their holiday on one of the two days designated as holidays. However, under extreme circumstances the supervisor may arrange for an employee to take leave on another day, but in **all** cases the holiday leave will be taken in the month of the holiday.
- (6) If a holiday occurs during an employee's annual leave period, the employee will not be charged with an annual leave day for the holiday.
- (7) The University recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the University's holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so if the employee's absence from work will not result in an undue hardship on the conduct of the University's business and if prior approval has been obtained from the employee's supervisor. Employees may use accumulated days of annual leave on such occasions, or they may take time off as an unpaid excused absence.
- (8) The University reserves the right to schedule work on an observed holiday. Full-time or part-time employees, who work a University-approved holiday, will be paid time and one-half for any time worked. Full time employees would also be paid the 8 hours holiday pay they are entitled to.

Funeral Leave

A two-day absence (three days if more than 200 miles away) with pay will be granted to those who desire to attend the funeral of a relative.

Relatives are defined as members of the immediate family; spouse, children, parents, grandparents, aunts, uncles, sisters and brothers. This includes the same relatives of an employee's spouse.

Non-teaching personnel may be excused for a funeral other than that of a relative, as defined herein, but only with the permission of the immediate supervisor of the employee. Annual leave should be used for this absence.

If more time is required, in excess of the two days authorized (three days if applicable), the extra days taken will be chargeable to the accrued annual leave of the employee. In the case of an employee having no accrued annual leave, the employee will be in a non-pay status for the duration of his/her absence.

Leave of Absence

It is the policy of the University to grant employees extended leaves of absence from the University under certain circumstances. Except as stated below, employees will not receive compensation during a leave of absence.

Comments:

- (1) Employees are eligible for leaves of absence if they have completed at least one year of service (or a lesser amount if specified by law). The University shall determine the duration of each leave of absence and the compensation received by the employee during the leave of absence. The following types of leave will be considered:
 - (a) Family and Medical Leave -- Under the Family and Medical Leave Act of 1993 (FMLA) qualified employees are entitled to up to 12 weeks of unpaid leave per year for the birth or adoption of a child, to care for spouse or an immediate family member with a serious health condition, or when unable to work because of a serious health condition. The University may require certification, on a periodic basis, of continuing illness or disability by the attending physician selected by the University. The University will continue group health plan benefits for employees on FMLA Leave on the same terms and conditions applicable to active employees.
 - (b) Personal Leave of Absence -- Employees may be granted a personal leave of absence to attend to personal matters in cases in which the University determines that an extended period of time away from the job will be in the best interest of the employee and the University.
 - (c) Military Leave of Absence -- A military leave of absence will be granted if an employee enlists, is inducted, or is recalled to active duty in the armed Forces of the United States. The duration of this leave will be for a period of not more than four years (plus any involuntary extension for not more than one year). Employees who perform and return from military service in the Armed Forces, the Military Reserves, or the National Guard shall have and retain such rights with respect to reinstatement, seniority, annual leave, lay-off, and compensation as may be from time to time provided by applicable federal or state law. Employees with one year or more of service will be protected against loss of income as a result of participation in annual encampment or training duty in the U.S. Military Reserves or the National Guard. In these circumstances, the University will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal

Methodist University Staff Handbook

straight-time earnings on the job. This difference will be paid for up to two weeks in a calendar year.

- (d) Educational Leave of Absence -- Employees who desire to continue their education in preparation for added responsibilities with the University may be granted an educational leave of absence.
- (2) When possible, requests for a leave of absence or any extension of a leave of absence should be submitted in writing to the employee's department head thirty days prior to commencement of the leave period or extension. The department head will forward the request to the Personnel Administrator recommending approval or disapproval. The President will make the final decision concerning the request.
- (3) Employees returning from a leave of absence will be reinstated to their same job or one of similar status and pay provided the University's circumstances have not changed to the extent that it would be impossible or unreasonable to provide reinstatement. If the same job or one of similar status and pay is not available, reinstatement may be deferred until a position is available.
- (4) Employees who are unable to report to work because of arrest and incarceration will be placed on a special personal leave of absence. If the employee is unable to secure bail, the leave of absence will continue until final disposition of the charges. If the employee is freed on bail, a decision whether to allow the resumption of active employment pending disposition of the charges will be made by the employee's department head and the President. They shall determine whether reinstatement would be consistent with the University's needs and requirements.
- (5) If an employee fails to return to work at the conclusion of an approved leave of absence, the employee will be terminated from employment.

MUP Policy

The University waives tuition for faculty, staff, spouses, and dependent children (as defined by the Internal Revenue Code or biological). The following is a breakdown of what tuition costs are covered by the MUP:

- Full-time employees: 100 % remission after all applicable Financial Aid has been applied
- Full-time employees may take one day class per semester, with supervisor approval. Time away from work must be made up that day.
- Part-time employees: 1 class per semester after all applicable Financial Aid has been applied
- Spouses and Eligible dependents of full-time employees: 100% of tuition after all applicable Financial Aid has been applied
- Spouses and Eligible dependents of part-time employees: 50% of tuition for all courses after all applicable Financial Aid has been applied
- For Faculty and Staff MUP Scholarship recipients and their spouses who have already obtained a Baccalaureate degree – the Scholarship will cover one (1) course per semester with the Vice-President of Business Affairs approval. ***The Scholarship does not provide benefits for dependents that have already obtained a Baccalaureate degree.***
- ***There is no tuition remission for graduate level programs.***
- Temporary employees and their spouses/ dependents are not eligible for the MUP Scholarship.

Classifications of employees:

Methodist University Staff Handbook

- An employee eligible for the University benefit program is considered full-time for the MUP Scholarship.
- An employee who regularly works 20 hours or less per week is considered a part-time employee.
- Spouses/Eligible dependents of adjunct faculty members are eligible for 50% MUP Scholarship award for the semester/term in which the faculty member is teaching. In the case that an adjunct faculty member teaches a full-time load, then the MUP Scholarship would be applied at 100% for spouse/dependent for each semester/term that the full-time load is taught.

Guidelines for application:

If the MUP applicant does NOT already have a 4 year Bachelor's Degree, the Free Application for Federal Student Aid (FAFSA) and the NCLTG (if applicable) must be completed and on file with the Financial Aid Office. The FAFSA and NCLTG (if applicable) must be completed each academic year. The NCLTG and any need based financial aid must be determined before the MUP Scholarship will be applied. If the MUP recipient is eligible for a Federal Pell Grant and is selected for verification, verification MUST be completed before MUP will be applied. If the verification information is not received within the semester the MUP is used, MUP WILL be reduced by the amount of the Pell Grant whether or not the Pell Grant has been awarded.

- The MUP Application must be completed in its entirety and returned (all 3 copies) to the Personnel Office. This must be done during the 2 weeks prior to registration to be permitted to register.
- A separate MUP Application must be completed for Fall, Spring, and Summer Terms.

How the MUP is Processed and Awarded:

- During the first week of class for the semester/term, the Personnel office will complete the Personnel section of the applications and forward them to the Vice President for Business Affairs for approval. The approved applications will then be sent to Financial Aid.
- After the semester/term has ended and the final grades have been turned in, Financial Aid will begin to process awards for the MUP Scholarship. (see Grades Policy, below)

Methodist University Staff Handbook

- Financial Aid will then send the award information to the Business Office so that the student account may be credited. If the student has applied for student loans, and as a result, the MUP award creates a credit balance on the student's account, the Business Office will process refund checks accordingly.

Grades / Withdrawal Policy:

- All individuals who have applied for the MUP must complete the course with a grade "D-" or better in order to receive the MUP Scholarship for the course(s).
- To avoid incurring tuition charges, any student attempting to withdraw from an MUP covered course, must receive permission from his or her supervisor (if applicable) **and** the Academic Dean (applies to all MUP recipients.) This permission must be granted **prior** to the withdrawal of the course. The *"Permission to Withdraw from an MUP-Covered Course"* form must be used to document permission to withdraw and is available in the Registrar's Office and the Personnel Office. The employee/dependent is responsible for any tuition charges that are assessed due to the withdrawal of a course unless permission to withdraw from the course has been granted by the supervisor and the Academic Dean prior to withdrawal.
- If a course is completed with a failing grade, a grade WF, or an incomplete, the employee/dependent will be responsible for the tuition charge for the course. The employee/dependent is responsible for any tuition charges that are assessed due to the withdrawal of a course unless permission to withdraw from the course has been granted by the supervisor and the Academic Dean.
- Failure to reimburse the University could result in the individual not being permitted to further enroll in courses until the amount owed has been collected. The University will take action to collect any unpaid accounts per current Business Office policies.

Generally, MUP covers normal tuition costs. MUP does not cover fees or additional tuition (ex: independent study, directed study, additional tuition for PA Program, etc.). For questions please contact the Human Resource Office in the Horner Administration Building.

Clep Fees for Students on MUP

If the student paid to take the CLEP examination, that student should pay the transcription fee. If Methodist University gave the CLEP examination at no charge, that student should pay no transcription fee.

INSERT MUP APPLICATION

Departure from University Employment

It is the policy of the University to terminate employment because of an employee's resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the work force. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and the University reserves the right to terminate employment for any reason or no reason.

Comment:

1. Employees are expected to give written notice of their intent to resign. The following guidelines are suggested:
 - Supervisory and managerial employees are requested to give at least four weeks' notice;
 - Clerical and administrative employees are requested to give at least three weeks' notice; and
 - All other employees are requested to give at least two weeks' notice.
2. Supervisors should send notices of resignation or recommendations for termination to the Vice President for Business Affairs for review. These notices or recommendations should be accompanied by any needed supporting documents such as performance appraisals or disciplinary reports. All terminations must be approved in advance by the Vice President for Business Affairs or the President.
3. The Human Resources Director will conduct an exit interview not later than the employee's last working day. The individual conducting the interview should:

Methodist University Staff Handbook

- attempt, if the termination is voluntary, to determine the actual reason or reasons why the employee is leaving so that, where appropriate, action can be taken to correct any problems that come to light;
- explain any conversion or continuation of benefits under the University's group insurance plans and any other vested benefits available to the employee under the University's benefit plans;
- obtain the employee's correct address for mailing Internal Revenue Service Form W-2;
- remind the employee to take away any personal belongings, leaving University property; and
- discuss the employee's continuing duty not to discuss confidential information.

The immediate supervisor or department head will complete a Supervisor's Termination checklist to be submitted to Personnel at the employee's exit interview. The supervisor will be responsible for securing the return (by a terminating employee) of all University property in his/her possession, such as University identification card, credit cards, keys, tools, cars, and uniforms. If any University property in the employee's possession has been lost or damaged, the cost of replacing such property may be deducted from the employee's final paycheck, if not prohibited by law.

Termination and discharge procedures are only guidelines and do not constitute a legal contract between the University and its employees. In addition, specified grounds for termination are not all-inclusive since the University maintains the right to terminate employment for any reason or no reason.

