

Evangel University Employee Handbook

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A. Introduction

This handbook has been prepared to introduce you to Evangel University. It will acquaint you with the policies, guidelines and benefits that apply to all employees of Evangel University. It is presented as a matter of information and as rules and guidelines regarding your employment. Its contents should not be interpreted as a contract between the University and any of its employees.

Please read the handbook carefully and keep it handy for future reference. One of your first responsibilities is to be familiar with its contents. This handbook is only an overview of our policies, so please review it with your supervisor or the Human Resources Department if you have any questions.

1. Mission Statement

Evangel University is a comprehensive Christian University committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the church and society globally.

2. Changes in Policy

Evangel University reserves the right to change, suspend, or cancel any of the policies, including those covered here, at any time. The University will notify you of any changes by appropriate means. Changes will be effective on the dates determined by the University and any superseded policies will be null after those dates. No supervisor, manager or committee other than the Board of Administration of Evangel University has the authority to alter the foregoing.

If you are uncertain about any policy or procedure, please check with your supervisor and/or the Human Resource Office. This employment handbook supersedes all previous employee handbooks and management memos which may have been issued on subjects covered herein. Latest revision: December 20, 2013.

B. Employment Policies

1. Nondiscrimination Policy

Evangel University does not discriminate on the basis of sex, race, color, national origin, age, veteran status or disability in its education programs, admissions, activities, or employment practices. Inquiries regarding this policy may be directed to the Director of Human Resources.

2. Harassment

It is the intent of Evangel University that no one be subjected to harassment, whether it is sexual, racial, ethnic, or of some other type. Harassment in any form, verbal, physical, or visual, is incompatible with the biblical standards of conduct and academic integrity. Harassment is strictly against University policy and will result in corrective actions up to and including termination. Any person believing they have experienced or observed harassment should immediately report the situation to his/her direct supervisor. If for any reason an employee does not feel comfortable in notifying a supervisor directly, the Human Resources director should be contacted.

3. Classification of Employees

The following terms will be used to describe the classification of staff employees and their employment status:

FULL-TIME EMPLOYEES

This classification is granted to regular staff members who work a minimum of thirty (30) hours per week and a minimum of thirty-six (36) weeks annually.

PART-TIME EMPLOYEES

This classification is granted to non-student staff members who work less than thirty (30) hours per week and less than thirty-six (36) weeks annually. They are not eligible to receive institution-sponsored benefits.

TEMPORARY EMPLOYEES

This classification consists of non-student employees hired with a beginning and ending date, not to exceed 120 days from date of hire. Temporary employees may work either part-time or full-time schedules but will not be eligible to receive institution-sponsored benefits or accrue any form of service credit.

4. Post Offer / Pre-Employment Physical

If the activity of the position warrants, full-time and part-time employees may be required to pass a medical examination prior to employment. The exam will be scheduled by and at the expense of the University. All information will be treated confidentially.

5. Orientation/Probation Period

The orientation period for new employees and transfers is 90 days from date of hire. During this time the employee has the opportunity to evaluate Evangel University as a place to work and management

has the opportunity to evaluate the employee. An unsatisfactory evaluation of the employee's job performance during this period will result in termination of employment with the University.

6. Transfer Policy

Employees may transfer within the University provided they have the qualifications for the open position and the approval of their current and prospective supervisors. Any interest in transferring shown by employees will in no way have an adverse effect on their current position. A two week notice will be required before the employee leaves his/her current position.

7. Employment of Relatives

Immediate family members are not to be employed, nor placed in committee service, in staff positions under the same supervisor; nor is one immediate family member to be supervised by another. This rule extends to full-time, part-time and student employees. An immediate family member refers to any person having any of the following biological or step relationships: spouse, child, parent, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, or grandparent.

8. Employment of Minors

Generally, employees must be 16 years of age or older. For jobs that are declared particularly hazardous, the minimum age is 18 years. (FLSA)

9. Personnel Records

Important events in each employee's history with the University will be recorded and kept in the employee's personnel file. Regular performance reviews, change of pay status records, emergency contact, and payroll deduction changes are examples of the records maintained.

Personnel files are the property of Evangel University and access to the information is restricted. Employees who wish to review their file should contact Human Resources with reasonable advance notice. The employee may review permissible documents of his/her personnel file in the presence of a Human Resources representative.

The employee is responsible for notifying the Human Resources department when there is a change in address, telephone number, emergency contact, and/or family status (births, death, marriage, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes.

10. Work Hours and Time Records

Our normal workweek consists of five, 8-hour days for a total of 40 hours per workweek. The workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday. This may vary depending on prearranged work schedules and job requirements.

Your time card is a legal record of the hours that you are at work, and your paycheck is based on the time recorded on your time card. Hourly employees are responsible for properly recording their hours on the web-based time card. The departments with time clock features will give you specific instructions

on clocking in and out on your web-based time card. The supervisor must approve additions, corrections or changes to a time card.

11. Lunch and Break Periods

All employees working six or more hours in succession are expected to take a 30-minute lunch period in order to maintain health and working efficiency. The department supervisor will assign the time of the lunch period.

All employees are permitted two 15-minute breaks each eight-hour working period; one during the first four hours and one during the second four hours. The 15 minutes is calculated from the time employees leave their work area and until they return to their work area. This time may not be accumulated for time off.

12. Job Descriptions

We use job descriptions to aid in staffing, wage and salary administration and training. It is also a tool to help employees and supervisors communicate about job responsibilities. However, job descriptions are neither a fixed University policy nor a contract; they are only guidelines and can normally be expected to change over time.

Sometimes employees are expected to perform duties and handle responsibilities that are not a part of their normal job. If, over a period of time, the new duties and responsibilities remain a significant part of the assignment, the job description should be updated to reflect these changes.

13. Performance Appraisals

You will receive a performance appraisal from your supervisor during the month of April each year. This provides an opportunity for you and your supervisor to discuss your job description and job performance, to review your strengths, to identify areas needing improvement, and to establish goals for the next year.

14. Employment Seniority

All new employees begin to accumulate seniority from the first day of their employment. Seniority will not be lost due to authorized leave. Employees laid off because of lack of work will retain seniority for one year.

Employees who transfer from an approved affiliate of the Assemblies of God shall retain their accumulated seniority for the purpose of determining eligibility for benefits as long as there is no break in employment of more than 30 days. Accrual of Vacation and Sick leave will be determined by the service years at the sister organization provided at least six months of service were completed.

15. Separation of Employment

The State of MO is an "Employment at Will" state which allows you to enter into employment voluntarily and you are free to resign at any time for any reason. Similarly, Evangel University is free to conclude its relationship with any employee at any time for any reason.

a. Resignation – voluntary employment termination initiated by an employee.

In order to separate in good standing with the University, employees must give their supervisor a minimum of two weeks written notice of their departure. Supervisors must give a minimum of one month's written notice to the administrator responsible for their area.

Employees who give insufficient notice may not be eligible for reemployment within any department at the University and may forfeit accrued vacation pay. Accrued sick pay is NOT paid out.

b. Involuntary Termination – initiated by the University.

If termination becomes necessary, the employee will receive two weeks of severance pay, unless termination takes place for reasons of insubordination or misconduct. Employees dismissed for cause are not eligible for reemployment in any department of the University.

16. Exit Interviews

If you leave the University, you need to schedule an exit interview with the Human Resources department before your last day. At that time, HR staff will go into detail regarding termination of any benefits and any eligibility for continued coverage. Any employee who terminates employment must return all files, records, keys, and any other materials that are University property. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to the University will also be deducted from the employee's final check.

17. Rehiring

An employee must have met the requirements stated under "Resignation" in order to be eligible for rehiring.

The status of a rehired employee will be the same as a new employee and eligibility for benefits is based on the most recent date of hire (with the exceptions stated under "Employment Seniority").

C. Wage and Salary Policies

1. Wage or Salary Increase Policy

All staff positions are assigned a job group and each job group has a pay range. Our wage and salary policy provides for progression within each group.

Typically, your pay rate will be reviewed once a year during the month of April. Increases within groups are not automatic but are solely based on individual merit as determined from your performance appraisals. An employee's eligibility for a pay adjustment is determined by the ratings given in the six categories listed in Part 1 of the Performance Appraisal document:

- Quality of Work
- Quantity of Work
- Safety/Care of Work Station

- Dependability
- Interpersonal Skills/Team Spirit
- Initiative and Self Reliance

An employee (whose current wage rate is below the maximum for their pay range) who receives ratings in the “Meets Requirements” or above shall receive the general percentage wage increase authorized by the Board of Directors. Pay increases are subject to the financial climate of the organization, and can be frozen at any given time without notice.

2. Overtime Pay

All overtime work by a non-exempt employee must be authorized in advance by the supervisor. Non-exempt employees will be paid time and one-half for authorized hours worked in excess of forty hours within the seven-day workweek period. Overtime is generally earned by non-exempt employees after forty (40) hours per week. Federal law does not permit hourly non-exempt employees to accumulate “comp” time (compensatory) in lieu of being paid overtime. Hourly non-exempt employees may not “make up” time absent by skipping breaks or eating lunch at their desk.

3. Payroll Deductions

Various payroll deductions are made each pay period to comply with federal and state laws pertaining to taxes and insurance for all employees who are not considered self-employed ministers. Deductions will be made for the following:

Federal and State Income Tax Withholding (based on your W-4 forms)

Social Security/Medicare (FICA)

Other Items Designated by the Employee

After the end of each calendar year, you will receive a W-2, Wage and Tax Statement. This statement summarizes your income and tax deductions for the calendar year. If you have any questions regarding these deductions, please contact the Human Resources department.

4. Paydays

Employees are paid bi-weekly, every other Friday except during some holiday periods when payday may be adjusted. Hourly employees’ pay is based on the hours worked for the previous two full weeks prior to the date paychecks are issued and salaried employees’ pay is based on their work one week prior to, and including, the week of the payday.

5. Payroll Direct Deposit

If you would like to take advantage of the convenience of direct deposit for your regular payroll checks, contact the Human Resources Department. Any requests to replace lost or missing paychecks will result in a processing fee determined by the Human Resources department.

D. Employee Benefits and Services

The University provides a comprehensive package of benefits for our employees. Complete and official details of insurance and payroll plans will be discussed during your New Employee Orientation. The

descriptions in this handbook are only brief summaries for your general information. Contact the Human Resources department for more details.

The existence of these employee benefits and plans, in and of themselves, does not imply that an employee will be employed for the required time necessary to qualify for these benefits and plans.

1. Benefit Contact Information

[AFLAC](#)

Customer Service: Toll-free 800-992-3522

Contact Person: Kristie Weidmann (417) 861-2589 kirstie_weidmann@us.aflac.com

[View Available Coverage](#)

Catamaran (Pharmacy Benefit Manager for Cox HealthPlans)

Customer Service: 1-888-341-8578

[Cox Healthplans](#)

Member Services local (417) 269-2900 Toll-free 800-205-7665

You may obtain the most [current list of providers by specialty online](#).

Health Insurance Documents

- Notices
 - [Healthcare Reform Model Exchange](#)
 - [Healthcare Reform Model Exchange](#)
 - [Medicare Part D Credible Coverage](#)
 - [Cox HealthPlans Notice of Privacy Practices](#)
- HMO Documents
 - [Summary of Benefits and Coverage](#)
 - [Mandatory Disclosures](#)
 - [Policy](#)
 - [First Steps Rider](#)
 - Amendments
 - [Autism](#)
 - [Compression Garments](#)
 - [Mental Health](#)
 - [Mental Health Coverage](#)
 - [Newborn Coverage](#)
 - [Patient Protection and Affordable Health Care Act](#)
 - [Pharmacy Services](#)
 - [Self-Inflicted Injury](#)
 - [Special Enrollment CHIPRA](#)
 - [Special Enrollment, Loss of Coverage](#)
 - [State Continuation](#)
- PPO Documents

- [Summary of Benefits and Coverage for 500](#)
- [Summary of Benefits and Coverage for 5000](#)
- [Policy](#)
- [Mandatory Disclosures](#)
- [Mandatory Disclosures](#)

[Central United Life Insurance](#)

For existing participants only – formerly Manhattan Life

Customer Service: 1-800-669-9030

Colonial Life

For existing participants only

Service Center: 1-800-325-4368

Guardian (Dental, Vision, Life, Voluntary Life, Short-Term Disability & Long-Term Disability)

Customer Service: 1-800-627-4200

Group # 485223

- Locate a Provider: <http://www.guardiananytime.com/> and select Find a Provider then DentalGuard Preferred Network
- [Dental Summary](#)
- [Dental Max Rollover](#)
- [Life Summary](#) (Group & Voluntary)
- [EAP Summary](#)
- [Disability Summary](#) (Short-Term & Long-Term)

Liberty Mutual Insurance Company (existing participants only)

(417) 882-4222 or 1-800-552-1436

Medicare/Age 65

Contact Person: Cathy Powell at Ollis & Co. 881-8333 or cathypow@ollisco.com

[TASC FlexSystem](#)

Customer Service: 1-800-422-4661

You will need your twelve digit ID# and pin #.

If you have lost your id or pin, please contact your Human Resource Coordinator.

[Flex Spending Information](#)

[Changes to Flex Spending, HRAs and HSAs Effective January 1, 2011](#)

UNUM

Customer Service: (800) 421-0344

- [Voluntary Life](#) – [Booklet](#)

- [Voluntary STD – Booklet](#)
- [Group Life and AD&D – Booklet](#)
- [LTD](#) (University paid)

403(b) Retirement Plans:

- [AG Financial](#) (formerly MBA)
Contact Person: Kyle Dana (417) 849-3188 (c) kdana@agfinancial.org
Toll-free: 800-622-7526
- John Hancock (existing participants only)
Eric Peterson, President: (417) 887-4950 epeterson@sbcglobal.net
Toll-free: 866-887-4950
- [TIAA-CREF](#)
Automated Telephone Service: 800-842-2252
Telephone Counseling Center: 800-842-2776

2. Group Insurance

Insurance benefits become effective on the first day of the month following the date of hire except for disability insurance, which becomes effective after one year of service.

a. Health Insurance. The University makes available and pays a percentage of the cost for comprehensive health insurance for Full-time employees. Employees have the option of purchasing coverage for themselves and their dependents under our group health plan. New employees and their dependents must enroll within 30 days of the date of hire or wait until the next open enrollment period.

b. Life Insurance. The University pays 100% for life and disability insurance for Full-time employees. Employees will receive group term life insurance coverage equal to two times their annual salary plus \$15,000.

c. Accidental Death and Dismemberment Insurance. Employees will receive AD&D coverage in amounts relating to the type of accidental injury or death.

d. Long-Term Disability Insurance. After one year of service, employees will be eligible for LTD insurance, which will provide a percentage of their income if they become disabled for an extended period of time.

3. COBRA and HIPAA

The State of Missouri mandates that all covered persons be offered continuation of coverage upon termination of employment. Anyone eligible for continuation will have the option of a minimum of 18 months coverage. Evangel University complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirement to protect the security and privacy of health information.

It should be noted that when employees work for other employers, they automatically become ineligible to receive sickness and accident benefit payments from the University for Disability resulting from such outside employment.

4. Retirement Pension - 403(b)

All employees, excluding Temporary employees, working 20 hours or more per week, are eligible to participate in the retirement pension plan as long as they have attained 21 years of age. To help supplement retirement income, this plan permits the employee to defer a percentage of their gross, pre-tax (optional) earnings into one of several savings options.

After a one year waiting period, all Full-time employees that defer a minimum of 4% of their gross are eligible for the University match. Evangel will contribute 6% of the employee's gross earnings into their chosen pension fund. The employee may contribute more than 4% but the University's contribution is limited to 6% of their earnings. You will be notified prior to your eligibility date and given time to review your options.

5. Cafeteria Compensation Plan

All Full-time employees are eligible to participate in the IRS Section 125 program, which allows an employee to pay for certain medical and dependent care expenses, and eligible health insurance premiums with pre-tax dollars. You will receive complete details during your orientation. If you have any questions about this program, contact the Human Resources department. Once a decision is made to participate or not to participate, changes cannot be made until the next open enrollment or qualifying event.

6. Tuition Discount

Full-time employees and their legal dependents are eligible for a tuition discount on undergraduate classes taken at Evangel University. Children must be under the age of 24 and a dependent as defined by the Internal Revenue Service to be eligible for a tuition discount for that semester. Tuition benefits are limited to 136 "attempted" undergraduate hours or a completed baccalaureate degree per dependent (spouse or child). This discount applies to tuition only; the student must pay any other fees. The amount of the discount is based upon the employee's length of service, which is determined from the seniority date. The employee must remain employed by the University until the end of the current semester to be eligible for the full tuition discount.

If an employee dies while employed at Evangel or as a result of an illness or disability, which began during employment at Evangel, the employee's spouse and children are entitled to receive tuition benefits at the discount rate applicable at the time of the employee's last date of service. The children of a deceased staff member shall not lose the tuition benefits because of the remarriage of a surviving spouse.

An employee who terminates employment and later resumes employment with the university shall be given immediate credit for prior years of service for the purpose of calculating the current tuition discount benefit. When an employee retires from the university, tuition discount is extended to the employee or spouse/child as long as the dependent meets the dependent criteria and was enrolled at the time of retirement.

A student benefiting from the employee tuition discount must be in good standing with the University academically, financially, and socially. A student will become ineligible for the tuition discount for any of the following reasons:

- the student does not qualify for financial aid due to academic probation
- the student's account is more than one semester in arrears; or
- the student is placed on a disciplinary status of personal probation or higher

Employees shall be responsible for the student account at Evangel, if their dependent receives the tuition benefit, regardless of any personal agreement that may exist between the employee and the family member receiving the tuition benefit. If the employee who is receiving the employee, spouse, or children tuition waiver terminates employment before mid-terms, the employee will be responsible for reimbursing the school 50% of the tuition. If the employee terminates after mid-terms, the employee will receive 100% of the tuition waiver and will not be responsible for any reimbursement.

Length of employment	Tuition benefit Employed After 6/13/2014	Tuition benefit Employed Prior to 6/13/2014
During first two years of employment	No tuition benefit	No tuition benefit
During third year of employment	50%	50%
During fourth year of employment	70%	75%
After completion of fourth year	90%	100%

Graduate Tuition Remission:

A task force has been appointed to study the institution’s Graduate tuition remission policies and a report to the Cabinet is due by the end of this calendar year. Until that time no changes to the current graduate tuition remission policies are anticipated. Revised August 2014

7. Guidelines for Taking Classes during Regularly Scheduled Work Hours

An employee may take only one, three-hour class per semester and will not be paid for time away while attending class. Prior to enrollment, the employee is required to discuss plans with his or her supervisor to determine if make-up time is appropriate and available. The employee is expected to make every

effort to create the least amount of difficulty in the department. A signed Class Enrollment Approval Form detailing the arrangements must be completed prior to enrollment.

8. Vacations

Vacation begins to accrue from the employee's date of hire and is prorated according to the number of hours worked. After the completion of the 90-day probationary period, an employee may take earned vacation with the approval of their supervisor. Vacation hours will accrue from the employment anniversary date for each eligible employee as follows:

Length of employment	Vacation time
From date of hire through the completion of 7 years of service	2 weeks
From the beginning of the 8th year through 15 years	3 weeks
16 plus years of service	4 weeks

No staff employee will be eligible to accrue more than 4 weeks of vacation. Eligible part-time employees accrue vacation on the same basis as full-time employees, except it is pro-rated according to the number of hours worked.

Vacation scheduling is to be arranged with the employee's supervisor with enough advance notice to allow the supervisor to make any necessary adjustments in work schedules or to give the employee time to reschedule if the vacation is not approved because of the potential impact on the University.

Employees may carry up to 150% of their earned vacation time at any given time. Employees are not permitted to borrow from unearned vacation time and will not be permitted to receive vacation pay without actually taking the time away from work. Upon termination, you will be paid for any unused and accrued vacation except in the case of discharge for misconduct or failure to give the required two weeks' notice. An employee who terminates during his/her probationary period will not receive accrued vacation time.

The current amount of earned vacation available to each employee will be reported on the employee's bi-weekly pay statement (online found on the ADP Portal). At no time will the payroll system allow the number of vacation hours reported to exceed 150% of the possible vacation hours that can be earned based upon the employee's length of service bracket.

9. Sick Leave

Sick leave is absence with pay for bona fide illness, pregnancy, dental or medical appointments for full-time and part-time employees working 20 or more hours per week.

Sick leave accrues from the employee’s date of hire and becomes available following the completion of the 90-day probationary period. Full-time employees earn sick leave at the rate of one day per month. Part-time employees earn sick leave on a pro-rated basis according to the number of hours worked.

Employees may use up to three days of their earned sick leave per year to care for an immediate household family member who is ill with the exception of an FMLA-qualifying event.

Employees are not allowed to borrow from unearned sick leave and it cannot be used for sickness or accidents resulting from employment outside the University. If an employee uses all of their accrued sick leave and is still unable to return to work, they must then take the remainder of the time off as vacation or time off without pay.

Unused sick leave may accumulate according to the following schedule.

Length of employment	Sick hours
From date of hire to the completion of 7 years	240
Year 8 through 15 years	280
Year 16 through 25 years	320
26 or more years	360

10. Paid Holidays

Full-time and part-time employees are eligible for up to seven paid* holidays and the week of office closing during Christmas in each calendar year. The holiday must fall on the employees' regularly scheduled work day in order for the employee to receive holiday pay. *Essential employees (Public Safety & Boiler Room staff) are allotted floating holiday accrual program in lieu of holiday pay when they are scheduled to work on a holiday.

Holiday	Date usually observed
Martin Luther King Day	Third Monday in January
Good Friday	Friday before Easter

Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in Nov
Day after Thanksgiving	Fourth Friday in Nov
Christmas Week*	December 24 – January 1

When the holiday falls on a Saturday or Sunday, the holiday observance will be determined by the Vice President of Business and Finance.

*Christmas week break may vary from year to year depending on which day of the week the Christmas day and the New Year’s Day fall. The specific dates of the University closing will be announced each year once determined by the President’s Cabinet. Revised August 2014

11. Paid Personal Time Off

a. Funeral Leave. In the event of death in the immediate family or step-family, the employee may have up to three (3) working days, with pay, to handle family affairs and attend the funeral. "Immediate family" is defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. In the event of the death of an immediate household family member, spouse or a child, an employee may be absent, without loss of pay, for five (5) days.

b. Jury Duty. In order that the employee may serve on a jury without loss of earnings, the University will pay scheduled earnings for the period of jury service. The employee must, however, sign over to the Human Resources department all court payments received for jury service. Please contact your supervisor promptly after receiving notification to serve.

c. Blood Donations. When special opportunities are provided on campus, employees will be granted time away from work to give blood.

12. Severe Weather

When University classes are officially closed due to severe weather, the offices may also be closed. Do not rely on media announcements regarding the closing of offices. For your convenience, a Weather Information Line will be accessible by dialing 865-2815; to access the SNOW Line, simply dial ext.7669(SNOW). Employees can also log onto <http://www.evangel.edu/weather>. Your supervisor will

communicate exceptions with you in the event the University is closed. Employees who are determined to be essential to the operations of the University may still be required to work. If so, Hourly Employees will be paid straight time in addition to their regular pay for any hours worked while the University is officially closed. All other employees will receive regular compensation.

13. Leave of Absence Without Pay

A leave of absence without pay may be granted to an employee at the University's discretion to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence. Leaves of absence without pay are of the following types:

a. Disability. The specific period must be supported by a physician's statement showing the medical necessity for time off.

b. Military Leave. For the duration of required service, there will be no break in the employee's record of service with the University for the time served away on duty. For Military Reserve Training, up to two weeks per year will be allowed for members of an active Armed Forces Reserve or National Guard training unit.

c. Family Medical Leave. Employees may be granted leave without pay due to their own or a family member's illness in accordance with the federal Family Medical Leave Act. The employee must contact the Human Resources department to initiate the process of granting FMLA.

The job protection provided to employees under FMLA requires reinstatement into the same job upon return, or a job with substantially similar pay, duties, status, hours, and working conditions.

Employees who have been employed for at least twelve months and worked at least 1,250 hours in that year are entitled to twelve weeks of unpaid leave under the Family and Medical Leave Act. FMLA may be requested due to the birth or placement of a child with you for adoption or foster care, during your own serious health condition that makes you unable to perform the essential duties of your job, or during the serious health condition of an immediate family member that requires your care. The immediate family members who qualify are your spouse, child, or parent.

You have a right under the FMLA for up to twelve weeks of leave with job protection in a twelve-month period during a qualifying event. The University recognizes a rolling twelve-month period. This means that the University takes the last date of FMLA leave used and counts forward twelve months to determine if unused leave is available.

Employees are to notify the Human Resources department verbally or in writing that they are requesting a leave of absence. If the leave is believed to be one that qualifies for FMLA, the appropriate packet of paperwork will be forwarded to the employee within two days.

The employee is responsible for completing the FMLA paperwork and submitting completed paperwork to HR. Once it is determined that it's an FMLA-qualifying Event, the employee's supervisor is responsible for tracking all hours absent during the FMLA Leave as "FMLA."

Employees are required to use their accrued Sick hours while on FMLA first and then Vacation hours may be used. These benefits may be used intermittently; however, when these benefits run out, so does Holiday pay. The employee will retain his or her health coverage but is still responsible for paying all premiums and deductions during this time.

If no paperwork is submitted to HR, but the Leave has been approved by the supervisor and determined by HR as an FMLA-qualifying Event, the hours will still be tracked as FMLA Leave. Employees will be asked to provide a Medical Release from his or her doctor before returning to work when the Leave is due to employee's own serious health condition. Reasonable accommodations will be made for restrictions.

14. Make-up Time

Employees may be permitted to make up time within the same pay period with the approval of their supervisor, if there is constructive work to be done. However, time may not be made up by skipping breaks.

15. Vehicle Registration

In order to be able to park on campus, your vehicle must display a window decal-parking permit. This permit is obtained in the Public Safety office at no cost to full-time and part-time employees. Failure to register your vehicles and display the decal in the appropriate window may result in a fine. Please refer to the Vehicle Safety Manual /Handout from the Department of Public Safety.

16. Identification Card

All employees are required to obtain an identification card from the Department of Public Safety. This card will be required for entrance to various University functions and athletic events and for checking out material at the library. This card is to be used exclusively by the employee and not to be loaned or given to another. Upon termination of employment, the ID card must be turned in to the Department of Public Safety.

17. University Facilities and Services

a. Chapel Services. All employees are extended the privilege of attending chapel once a week at the discretion of their supervisor.

b. Health Center. First aid treatment from our campus nurse is available to all employees during the fall and spring semesters in the Health Center. The Health Center does not provide routine medical services to employees. Employees should make arrangements with their Primary Care Physician for those services.

c. University Bookstore. All items in the Bookstore may be purchased by employees and their dependents. Discounts may be applied to certain articles by presenting your employee ID card before making a purchase.

d. **Mail & Print Center.** Postal information, postage stamps, Federal Express, and U.P.S. service may be obtained through the campus Post Office.

e. **Library.** By presenting your employee ID card, you are able to check out library material in accordance with their regulations.

f. **Check Cashing.** Employees may cash a personal check in amounts up to \$250.00 (per day) at the cashier's window, which is located in the Administration Building.

g. **Athletic Events.** Employees and their dependents are permitted free admission to most University-sponsored athletic events by presenting their employee ID card.

h. **Recreational Facilities.** Employees and their dependents may use the University recreational facilities. Contact the Mabee Center for hours of operation and regulations.

i. **Food Service.** Cafeteria and Student Union snack bar facilities are available to all employees and their dependents on a cash basis.

j. **Artist Series Lectures and Special Performances.** Watch for information on the outstanding cultural programs, which are presented on campus throughout the year. Many of these events are free to employees and their dependents.

k. **Lost and Found.** Employees should turn in all found articles and report lost articles to the Public Safety office.

l. **Assemblies of God Credit Union.** Membership at the AGCU is available to all employees and their dependents. Information concerning the services available can be obtained at the AGCU. For your convenience an ATM is located in the Student Union.

18. Personal Property

Evangel University is not responsible for any loss or damage that occurs to employees' personal property which is brought onto University premises. Employees should take reasonable and prudent precautions at all times to protect their personal effects from theft, loss, or damage while on campus or traveling on Evangel University business.

E. Employee Safety and Health

Safety is every employee's responsibility and all employees are expected to do everything reasonable and necessary to keep the University a safe place to work. If an unsafe condition or activity is observed, contact a member of the Safety Committee or the Human Resources department as soon as possible.

1. Fires and Emergencies

In case of emergency, dial 911 (not 9-911) for a priority line into Public Safety.

If a fire truck, ambulance or other emergency vehicle is required on campus, employees should contact the Public Safety office at the above priority extension instead of calling the fire department or

emergency ambulance services directly. Public Safety will contact the appropriate agency and then escort the emergency vehicle to the location on campus.

2. Emergency Information

Employees should instruct family members to contact their supervisor in case of an emergency. Emergency contact information should be kept up to date with the Human Resources department.

3. Workers Compensation for Accidents or Injuries

Occurring in the Course of the Job

Notify the Human Resources department immediately when a work-related injury occurs. All employees of the University are covered by Workers' Compensation. This coverage provides for the payment of medical expenses and compensation to an employee who has an accident or injury generally defined as one "which has arisen out of and in the course of employment". Compensation under the Workers' Compensation provision is mandated by State statutes and not by the University.

The injured employee must first obtain authorization to receive medical attention from the Human Resources department. Evangel University reserves the right to choose the health care provider for work-related injuries. The Human Resources department (ext 7407) will make an appointment on your behalf. First aid only injuries can be treated by our campus nurse at the Wellness Center.

An injury report must be filed with the Human Resources department within 24 hours of the incident. Reports are located on the Employee Portal. Failure to report the incident within 24 hours may result in the loss of certain rights granted by the law.

Worker's Compensation does not cover self-inflicted injuries and may be denied if injury occurs under the influence of drugs or alcohol or in the course of "horse play" and may be reduced if employee fails to use safety devices or follow safety rules required by the employer. Workers' compensation also does not cover injuries that occur in the course of employee's voluntary participation in any off-duty recreational, social or athletic activity arranged by the employer.

F. Standards of Conduct and Corrective Action

1. Employee Conduct

By accepting employment at Evangel University, an employee becomes a representative of the fellowship of the Assemblies of God and is expected to conduct him or herself in a manner that will reflect that through both the employee's professional life in the work place and personal life in public and social media.

Some of our standards include abstaining from:

- Possession or use of tobacco, alcoholic beverages, or illegal drugs
- Profanity or swearing
- Stealing
- Sexual immorality (heterosexual or homosexual)

- Pornographic literature or posters
- Gambling
- Attending bars
- Dancing

Although there is no way to identify every possible violation, the following is a partial list of other general infractions, which will result in corrective action:

- Falsifying employment application, time card, personnel or other University documents or records.
- Engaging in acts of dishonesty, fraud or sabotage.
- Performance at work below a level acceptable to Evangel University or the failure to perform assigned duties.
- Insubordination or refusals to comply with instructions or failure to perform reasonable duties, which are assigned. Deliberate disregard for University policies and procedures.
- Unauthorized use of University material, time, equipment or property, including for personal gain.
- Any disorderly conduct, which may endanger the well-being of any employee on University premises.
- Damaging or destroying University or another's personal property due to careless or willful acts.
- Harassment of any kind toward subordinates, fellow employees, students, and all others.
- Carrying or possessing unauthorized firearms or weapons on University Property.

2. Dress and Personal Appearance

Employees should strive to always present a professional appearance on our campus. Good taste, good grooming and personal hygiene are acceptable standards. Professional attire for the Evangel University administrative staff is as follows:

- Men should wear dress shirts, sport shirts, and slacks. They should maintain their hair neatly groomed.
- Women should wear suits, skirts or slacks and blouses.

Inappropriate attire includes jeans, mini-skirts, shorts and any clothing that is either low-cut, tight-fitting, or that exposes the midriff. Any visible piercings should be conservative and non-offensive.

Employees are allowed to wear jeans and Evangel apparel on Fridays. Jeans must be dark in color. Jeans must not be faded or worn and must fit appropriately (not too baggy or too tight). Employees are encouraged to wear EU Crusader or EU Departmental shirts.

It is understood that personnel working in the Physical Plant and other non-office departments may dress appropriately for the kind of work they perform.

When a supervisor finds an employee to be outside acceptable grooming and attire standards, the employee may be sent home on his or her own time. A subsequent deviation may result in disciplinary action.

3. Attendance Standards

Every effort should be made to report for work every day on time. There may be justifiable causes for a limited amount of tardiness, but each instance should be discussed with the employee's supervisor. Since employment assumes the employee is available to work on a consistent basis, frequent tardiness and/or unexcused or unexplained absences may subject the employee to disciplinary action or dismissal.

If you need to be absent from work for personal reasons, arrangements should be made in advance with your supervisor when possible. When illness or other emergency arise, you, or someone assisting you, should telephone your supervisor immediately. Notifying a co-worker is not acceptable.

We reserve the right to require a physician's release when an employee returns to work following an illness or injury.

4. Children and Pets in the Work Area

During working hours, children are only allowed in the work areas of the University for a brief visit. Violation of this rule may result in disciplinary action, including termination. Pets are not appropriate in the workplace (with the exception of service animals).

5. Internet Use

Use of the Internet must not disrupt operation of the University computer network. Use of the Internet must not interfere with an employee's productivity and job performance. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Evangel University reserves the right to access and monitor all files and messages on its systems.

6. Equipment/Facilities

Workers are requested to keep their desks and offices neat and orderly. In the event a computer or printer fails to work properly, it should be reported to the IT department via an online Help Desk request through the Employee Portal.

All purchasing of equipment and/or supplies must be done only by employees approved by the Business and Finance department. The Business and Finance Policy Manual details federal regulations, University policy and procedure for purchase orders, check requests for reimbursements, independent contractors, journal entries and business reports.

Office Remodeling: No office remodeling may be undertaken without approval from your supervisor. Requests should be submitted online through the Employee Portal to the Physical Plant Office.

7. Company Time

All e-mails and files kept on office computers are the property of the University. All original work designed and developed with University resources or equipment is property of Evangel University.

8. Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Evangel University. All employees will be evaluated by the same performance standards. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs.

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, collection of money or for any other unauthorized purpose anywhere on University property during work time. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks.

9. Confidentiality

During the course of your employment you may work with information that is considered confidential. Maintain confidentiality by protecting this information when in use, filing it properly when not in use, and discussing it only with those who have a legitimate business need to know.

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action up to dismissal.

10. Employee Relationships with Students

Staff employees are not permitted to date nor have amorous relationships with students under the staff members' respective realm of authority.

11. Employee Discipline

Violations of our standards will result in one of the following forms of corrective action: verbal reprimand, written reprimand, demotion, compensation reduction, suspension, or discharge. In arriving at a decision for proper action, the following will be considered: The seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter.

12. Procedure For Resolving Conflicts

Most conflicts can be resolved in conversation between staff members and their immediate supervisor. All staff members have the right to utilize the following steps to resolve conflicts. Furthermore, a staff member shall not be discriminated against in their employment for following this policy.

Step 1: Conversation With Immediate Supervisor

Every effort should be made to satisfactorily resolve the conflict at this level. If this initial conversation between employee and the employee's supervisor does not result in a resolution, then the conversation

should be documented by the supervisor and signed by both. However, if the issue is not resolved to the employee's satisfaction within five working days, the employee may move to the next step.

Step 2: Filing a Conflict Resolution Form

A written statement containing the date of Step 1, the issue in conflict, the dissatisfaction with the action or lack of action by the supervisor shall be made on a Conflict Resolution Form. Copies of this document shall be filed with 1) the Human Resources department, 2) the employee's supervisor, 3) the employee's own personal records. If the employee's direct supervisor is also the director of the employee's department, a copy shall be filed with the administrator responsible for that department. The HR department shall 1) respond within five working days, and 2) reach a satisfactory resolution within ten working days. If the issue is still not resolved to the employee's satisfaction, the employee may move to the next step.

Step 3: Meeting with the President of the University

A written request to meet with the President shall be accompanied with all previous documentation. The President will respond to the employee after receiving the written request and all documentation. The President's decision is the final word on the issue.

Employment Arbitration Clause

Should any dispute between Employee and Employer arise at any time out of any aspect of the employment relationship, including, but not limited to, the hiring, performance or termination of employment and/or cessation of employment with the Employer and/or against any employee, officer, alleged agent, director, affiliate, subsidiary or sister company relationship, or relating to an application or candidacy for employment, Employee and Employer will confer in good faith to resolve promptly such dispute. In the event that Employer and Employee are unable to resolve their dispute, and should either desire to pursue a claim against the other party, both Employer and Employee agree to have the dispute resolved by final and binding Arbitration. The Employee and Employer agree that the Arbitration shall be held in the county and state where Employee currently works for Employer or most recently worked for Employer.

G. Guidelines for Staff Affairs Committee

1. Purpose and Duties

This committee shall serve as a channel and filter to receive suggestions from the staff regarding staff related issues and determine if a proposal to the Board of Administration is appropriate. The committee shall then present to the Board of Administration those proposals, which will promote the welfare of the staff. They will be responsible to relay the Board of Administration's reason for decisions and policies relating to the staff.

2. Committee Personnel

To be eligible for election to the Staff Affairs Committee, a staff member must have been employed by Evangel at least one (1) year by Fiscal year end and be a voting staff member.

The committee shall be composed of six (6) members. These members shall be elected from the following areas:

Two (2) from the Physical Plant area

Two (2) from the Departmental Administrative Assistants

Two (2) from the remaining staff areas

The committee shall be composed of the above listed personnel with no more than two (2) Directors serving on the committee at any one time. If the election process selects more than two (2) Directors, only the two (2) Directors with the most votes will serve.

3. Officers

Committee Chairperson. The Staff Affairs Representative to the Board of Administration may also serve as the chairperson of the Staff Affairs Committee. If the appointed person vacates this office, the Board of Directors will appoint a new person to fill the position with preference being given to the member that received the next highest number of votes on the election ballot.

Staff Affairs Representative to the Board of Administration. The Staff Affairs Committee may choose to nominate a committee member to serve as the Committee's Representative to the Board of Administration and may choose to nominate a different member of the Committee to serve as Committee Chair.

Secretary. This officer shall be elected annually by the committee members. The duties of the secretary shall be to record and distribute all minutes of committee meetings. Distribution shall be to all committee members, administration and non-academic departments campus-wide. The secretary shall also prepare and distribute all nomination, election and absentee ballots.

4. Nominations

Nomination will be made by ballot beginning the last payday of March. Each voting staff member will receive a ballot and a list of all eligible names from their area via email. Members will vote for two (2) nominees. Ballots must be emailed back by the following Tuesday before 4:30 P.M.

5. Election of Committee Members

The two nominees with the highest number of votes from each area will become the official candidates on the election ballot. If a nominee declines, the nominee from that area who received the next highest number of votes will become the candidate for the election ballot. In the event of a tie, both nominees will be placed on the voting ballot. Each voting member will receive an official ballot and will vote for one (1) candidate.

6. Selection of the Staff Representative to the Board of Administration

One (1) of the six (6) elected members will be appointed by the Board of Directors to serve as staff representative on the Board of Administration, with preference given to the candidate who received the highest number of votes on the election ballot. The Staff Affairs Representative to the Board of Administration may also serve as the chairperson for the Staff Affairs Committee, unless the committee

chooses to nominate another committee member to serve as committee chair. If this appointed position is vacated, the Board of Directors will appoint a new person, with preference being given to the member who received the next highest number of votes on the election ballot.

7. Vacancies

Any vacancy on the committee will be filled by the alternate from that area.

8. Length of Service

Terms of office for Staff Affairs Committee members shall be two (2) years. No member may serve more than two (2) consecutive terms. After serving two consecutive terms, a person must sit out one term before being eligible for re-election.

9. Meeting and Reports

The committee shall determine a convenient time for meeting. The frequency of meetings shall be no less than once a month. Minutes/Reports of each meeting will be distributed to all staff areas after they have been approved at the next meeting.

10. Definitions

Voting Staff Members. Voting Staff members include all non-academic employees of Evangel University who receive full benefits. The Administrator for each Division shall determine if contracted personnel in their area are to be considered as voting staff members.

Alternate. The alternates include any nominee or candidate who receives the second highest number of votes from their area.