

MARTIN UNIVERSITY



PERSONNEL HANDBOOK

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Section 1 - Welcome

1.1 President's Letter, History and Mission Statement

President's Letter

Welcome to the Martin University family. We believe that it is in the best interest of the organization and our employees to have written personnel policies to help the University meet our mission statement, to prevent misunderstandings and problems, and to ensure that all employees know what is expected of them. It is crucial that all members of the organization understand the role of these policies in meeting the organization's objectives and in limiting our legal exposure.

We ask you to familiarize yourself with this Human Resources Policies Manual and invite you to become fully involved in the University community in such a manner that your role and tasks may render services vital to the realization of institutional goals and objectives.

History

Our faculty and staff consist of persons who perform vital services to the community in academics, administration, personnel, technical, administrative, and maintenance positions. For more than 38 years, Martin University has impacted the civic, business, and educational needs of our community. We will demonstrate the principles that undergird our values: Professionalism, Communication, and Support and Respect for All. As our mission has matured and grown to adapt to today's conditions, those underlying values are still the measure by which we assess our growth. Martin University is accredited by the Higher Learning Commission (North Central Association) with the status of Probation.

Mission Statement

Martin University offers baccalaureate and master's degrees specifically designed to assist its students. The philosophy of the University is to establish Martin University as a premiere center of educational excellence by providing a student-centered learning environment that is committed to changing the destinies of ordinary and disenfranchised persons so they can become extraordinary citizen leaders in their communities and the world. The University's mission is to provide excellence in educating and developing traditional and non-traditional students in an inclusive, supportive and healthy collegiate environment.

The University recognizes that students vary in their personal circumstances, work environments, career goals, prior learning experiences, and educational needs. These factors will be taken into consideration so that equal educational opportunity may become a reality for all who wish to pursue a degree. Martin University does not restrict learning to the usual age span, time frame, or learning spaces of traditional higher education. In this way, the University can specialize in accommodating adult learners.

1.2 Purpose of Handbook

The Purpose of this Handbook is to provide general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. Neither this handbook, nor any other University document, confers any contractual right; either expressed or implied, to remain in the University's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the University, or you may resign for any reason at any time. No administrator, supervisor, or other representative of Martin University (except the President), has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except University employees and others affiliated with the University whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in University official policy documents. Refer to these documents for specific information. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

Section 2 - Workplace Commitments

2.1 Equal Opportunity Employment

Martin University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable Federal, State and Local laws. Martin University complies with applicable State and Local laws governing nondiscrimination in employment in every location in which the University has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Martin University expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Martin University employees to perform their expected job duties is absolutely not tolerated.

2.2 Non-Harassment / Non-Discrimination

Americans with Disabilities Policy Statement

Martin University is committed to providing equal employment opportunity to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). In keeping with that commitment, the University will make reasonable accommodations to qualified individuals with disabilities and forbids discrimination against employees due to a disability. It is the responsibility of the employee to make the University aware of the need for accommodation for a disability.

The ADA defines a person with a disability as an individual who:

- Has a physical or mental impairment that limits one or more major life activities (walking, speaking, seeing, hearing, etc.)
- Has a record of such impairment
- Is regarded as having such an impairment

Civil Rights Equity Grievance Policy

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discrimination. Martin University's Anti-Discrimination policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters. The sections below describe the specific forms of discrimination that are prohibited by law and University policy.

Note: For complaints regarding class content, the Title IX Coordinator will confer with the Vice President of Academic and Student Affairs to ensure proper protections on academic freedom.

Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. This policy explicitly prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the community, which creates an objectively hostile environment. A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, or persistent or pervasive so as to interfere with, limit or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Examples of harassment may take the form of name calling, notes, invasion of a reasonable expectation of privacy, obscene messages on voice mail or other electronic communication, (to include social media), signs, slurs, or jokes that demean an individual or group. Merely offensive conduct and/or harassment of a generic nature not on the basis of a protected status may not result in the imposition of discipline under this University policy, but will be addressed through civil confrontation, remedial actions, and education and/or effective conflict resolution mechanisms.

The University condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by law. It is important to note that those who engage in harassing behavior may be subject to criminal prosecution under

appropriate Federal or State law. Action taken by the University through the Equity Grievance Resolution Process does not preclude the pursuit of criminal or civil action.

Sexual Harassment

Both the Equal Employment Opportunity Commission and the State of Indiana regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. The University policy against sexual harassment is designed to protect all members of the University community. It applies to relationships among peers, superior/subordinate relationships, and to vendors and third parties, such as visitors participating in University sponsored events. It also applies to all individuals regardless of their gender or sexual orientation.

Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Indiana Civil Rights Act. Martin University does not tolerate sexual harassment, including sexual violence, of its faculty, staff, or students. Individuals who believe they are victims of sexual harassment, and those who believe they have observed sexual harassment, should report such incidents promptly.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Reporting Sexual Harassment

Sexual harassment can be reported to the Title IX Coordinator, Campus Safety or the Human Resources Department.

Any employee who is aware of sexual harassment, including sexual violence, and condones it, by action or inaction, is subject to disciplinary action.

Faculty, staff and students have a right to raise the issue of sexual harassment. Further harassment against or retaliation against complainants or others who participate in the investigation of a complaint will not be tolerated.

Violations of the policy on sexual harassment will be based on the preponderance of the evidence standard and result in corrective action, up to and including discharge or expulsion of the offender and will reflect the severity and persistence of the harassment, as well as the effectiveness of previous remedial action.

Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, for supporting a complainant or for assisting in providing information relevant to a claim of harassment is a serious violation of the University's policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Human Resources Department (faculty/employees) or Vice President for Academic Affairs (student) and will be promptly investigated. The University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. The University is committed to ensuring that its faculty, staff, and students are not subjected to harassment by individuals who are not employed by the University, but who have some association with it. Accordingly, this policy is applicable not only to faculty and staff, but also to visitors, contractors, vendors, and others with whom the University has a relationship.

Whistleblower Policy

Martin University has a responsibility to conduct its affairs ethically and in compliance with the law and University policy. Employees who make a good faith effort to "blow the whistle" on suspected wrongful conduct is protected under Indiana Code 21-39-3 and per the Whistleblower Policy.

2.3 Drug Free / Alcohol Free

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on University premises, or engaged in University business. Prescription drugs or over-the counter medications, taken as prescribed, are an exception to this policy. Anyone violating this policy will be subject to disciplinary action, up to and including termination.

2.4 Open Door Policy

Martin University has an open door policy and takes employee concerns and problems seriously. The University values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or Human Resources Department.

Section 3 - Employment, University Policy and Procedures

3.1 Employee Classification Categories

All employees are designated as either non-exempt or exempt under State and Federal wage and hour laws. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Martin University.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Martin University has established the following categories for both non-exempt and exempt employees:

- **Regular, full time:** Employees who are regularly scheduled to work the University's full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are not eligible for benefits offered by the University.

Adjunct

Adjunct employees are hired on a semester, as needed basis. Adjunct employees are not eligible for benefits offered by Martin University.

Special Employment

Periodically there will be hiring within grants or contracts. An agreement states the source of the funding, term of employment, and continued employment is dependent on continued funding, and any other appropriate exceptions or conditions.

Any change in an employee's status must be approved by the Division/Department Vice President and the President.

3.2 Applications, Background and Reference Checks and Credentials

Applications

New employees at Martin University are required to complete a Martin University Application. Once approved for hire the employee must report to the Human Resources Department for employment eligibility verification. The Immigration reform and Control Act (IRCA) makes it illegal to hire an alien who does not have authorization to work in the U.S. To that end, the institution is required to check the employment eligibility of all prospective employees prior to hiring them. The Form I-9 must be completed by each employee, with appropriate documents to establish his or her identity and work authorization.

Martin University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any representations, falsifications, or material omissions in any of this information or data will result in the exclusion of the individual from further consideration for employment. If the person has been hired the employee may be terminated.

Background and Reference Checks

To ensure that individuals who join Martin University are well qualified and to ensure that Martin University maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned upon receipt of a background check report that is acceptable to Martin University. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and State and Federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Martin University to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Martin University also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Credentials

New employees and candidates for hire are required to have on file in the Human Resources Department transcripts of all degrees earned from the accredited college or University in which they graduated. Transcripts will only be accepted through the U.S. Mail or secured email from

the college or University's Registrar's Office. Human Resources will not accept transcripts by any other method than through the Registrar's Office. Employees will not be placed on Martin University's payroll without acceptance of all academic transcripts. All transcripts will be reviewed for authenticity prior to final approval of employment. Offers of employment will be rescinded or immediately terminated upon discovery of falsification of the transcript document. Professional faculty appointments will not be approved until verified transcripts are on file. Employees who willfully and knowingly attempt to circumvent this process will be subject to termination upon investigation of facts.

3.3 Nepotism, Employment of Relatives and Personal Relationships

An employee cannot be employed in or transferred to a position within the scope of the immediate supervision of an individual who is related by blood, marriage or adoption, unless written approval by the President is obtained. Family members related by blood who fall under this policy include:

- Parent, child, grandparent, brother, sister, uncle, nephew, niece and first cousin.
- Family members related by marriage that fall under this policy include:
- Spouse as defined by Indiana law, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-sister, half-brother, uncle, aunt, nephew and niece.

3.4 Separation of Employment and Rehire

Separation of employment within the organization can occur for several different reasons.

- **Resignation:** Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor will notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of Martin University are employed on an at-will basis, and the University retains the right to terminate an employee at any time.
- **Rehire:** Some former employees may be re-hired for the same or different position but may not necessarily be paid the same salary received prior to termination at the sole discretion of the University. However, in the case of resignations caused by personal or

family illness, spouse's job transfer, or similar situations, the University may consider rehiring the person. All requests for rehire must be in writing and approved by the President.

Employees who are separated or who resign for one or more of the following reasons are not eligible for re-employment:

- *Violation of the policy against workplace harassment and violence
- *Violation of the policy on sexual harassment
- *Falsification of institutional documents
- *Misuse of University property
- *Filing any complaint or grievance against the University or its representatives that is found to be without merit or legal standing
- *Violation of any major rule infractions of the University

3.5 University Property

The separating employee must return all University property at the time of separation, including uniforms, cell phones, keys, laptops and identification cards. Failure to return some items will result in deductions from the employee's final paycheck.

3.6 Outside employment

The primary work-related responsibility of the employee is to the University. If an employee accepts outside employment, it must be done at times that will not conflict with the operation of the University, nor create a conflict of interest between the outside activity and the University.

Employees are cautioned to carefully consider the demands that an additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

Employees who have accepted outside employment may not use paid sick or vacation leave to work on the outside job.

3.7 Confidentiality

It is our policy, when dealing with student information the Department of Education requires in respects to FERPA, that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

3.8 Conflicts of Interest

Employees must avoid any relationship or activity that may impair, or appear to impair their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Martin University may conflict with the employee's own personal interests. Martin University's property, information or business opportunities may not be used for personal gain.

Section 4 - Leave Policies

4.1 Vacation Leave

Full-time employees are eligible for paid vacation leave.

Vacation leave is accrued at the rate of –

1. 8.0 hours per month (4.0 hours per pay period), for a total of 12 days per year, up to 10 years of full-time employment. The maximum vacation leave accrual for personnel with up to ten 10 years of employment is 136 hours or 17 days.
2. 10.0 hours per month (5.0 hours per pay period), for a total of 15 days per year, for 10 or more years of full-time employment. The maximum vacation leave accrual for personnel with 10 or more years of employment is 160 hours or 20 days.

Administrators and staff on unpaid leave of absence do not accrue vacation leave. Forty hours of unused vacation leave may be rolled over into the following fiscal year.

Accrued and unused vacation leave is not payable –

1. Upon voluntary separation (resignation) with less than two weeks' notice.
2. Upon involuntary separation of employment.
3. Upon resignation or termination within a probationary period.
4. Upon loss due to limit of 40 hours rollover to following fiscal year.

Vacation leave may be taken in no less than four hour increments. Leave forms for planned vacations should be prepared by the employee and submitted for approval to his/her supervisor as early as possible, but not later than two weeks before the planned vacation. After being signed by the supervisor and the head of the respective Division the leave form should be forwarded promptly to the Office for Fiscal Affairs by the respective supervisors. Vacation leave is at the discretion of the University. Vacation leave requests may be denied if business conditions warrant.

4.2 Sick Leave

Full-time employees, if absent due to illness or non-work related injury, will be paid for such absences up to the amount of sick time accrued provided a Leave Form has been completed and approved within twenty-four hours of the employee's return to work. This time can be applied only to periods when an employee would normally be at work. Sick time may be used for employee/family illness and for employee/family's doctor appointments.

In the event of illness or injury, it is the employee's responsibility to notify his or her supervisor of the inability to report for work at least one hour before the start of the workday. Absence without notice will be considered for disciplinary action up to and including termination of employment.

Absences due to medical/dental appointments, illness or non-work related injury of three or more consecutive work days may require written medical documentation from a physician to support the absence on or before return to work, upon the discretion of their immediate supervisor. A statement by a physician, documenting an employee's illness or injury and their ability to return to work at his or her full duties may be required by a supervisor or Human Resources. Employees will be required to present medical documentation from a physician to support any absences requested as sick leave for any absence immediately before and/or following a holiday.

Sick leave is accrued at the rate of 8.0 hours per month (4.0 hours per pay period), for a total of twelve days per year. The maximum sick leave accrual is 136.0 hours or 17 days. Sick leave does roll forward to the next fiscal year.

Administrators and staff on unpaid leave of absence, including leave due to FMLA, do not accrue sick leave. Accrued and unused sick leave is not payable upon separation of employment. Sick leave with pay is not available during the initial 90 day Probationary period but will be accrued.

If an employee used paid sick leave for a purpose that is also covered under the Family Medical Leave Act (FMLA) the employee will receive FMLA leave benefits concurrent with paid sick leave and may use vacation leave at their discretion. If the employee is absent due to personal illness not related to FMLA, and depletes his or her accrued sick leave, further absences due to illness may be charged against accrued vacation leave.

4.3 Holidays

Full-time, exempt employees are eligible for the following holidays:

Martin Luther King Jr. Day
Spring Break (5 days)
Good Friday
Memorial Day
Independence Day
Labor Day

Thanksgiving Week (5 days)
Winter Break (10 days)

Full-time, non-exempt employees are eligible for the following holidays:

New Year's Day
Martin Luther King Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

If a scheduled holiday falls on a weekend the paid holiday day will either be the Friday before or the following Monday. A holiday schedule will be distributed to all employees annually.

Full-time employees are eligible immediately for holiday pay. In the event the employee is scheduled to work on a holiday, they may elect to receive a substitute day off with pay within the same pay period. The supervisor must approve in advance in order to receive holiday pay. Non-exempt employees will receive holiday pay in addition to their regular pay in the event they are scheduled to work.

4.4 Bereavement

Martin University will grant a leave of absence from day of death of an employee's parent, step-parent, husband, wife, child, sibling, step-sibling, grandparent, grandchild, step-child, father-in-law, or mother-in-law, until and including the day of the funeral, not to exceed five working days.

In the case of death of a brother-in-law, sister-in-law, aunt, uncle, niece, or nephew the employee shall be granted two days off to attend the funeral.

4.5 Jury Duty

If, after the completion of the Introductory Period, a full-time or part-time employee is called for jury duty, the employee will be expected to complete a Leave Form, which will be approved by the employee's supervisor. The employee will be paid the difference between their regular wage and the compensation received while serving as a juror when subpoenaed and serving as a court witness or juror. Documentation of service will be required and must be presented to the Office for Fiscal Affairs the day the employee returns to work.

4.6 Voting

Employees are encouraged to exercise their right to vote. If the employee's work schedule prevents them from voting before or after work, they may be allowed up to three hours of time off with pay to vote.

4.7 Family and Medical Leave Act

Martin University offers leave consistent with the requirements of the Federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five mile radius of fifty or more University employees.

Under the Federal FMLA, a person who has worked as an employee of this University for a minimum of 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, son, daughter or parent who has a serious health condition; or care for the employee's own serious health condition.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the University as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the University may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the University may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

Martin University will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums

while on leave. Martin University may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

4.8 Military Leave

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to their immediate supervisor.

Section 5 – Employee Benefits

5.1 Health Insurance

Full-time employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Martin University and the insurance carrier. For an employee, the University pays a percentage of the premium cost determined annually through the budget approval process and the employee pays the remaining balance.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Reconciliation Act (COBRA).

Details of the health insurance plan are described in the Summary Plan Description (SPD). A SPD and information on the cost of coverage will be provided in advance of enrollment to eligible employees.

5.2 Life Insurance

Martin University provides life insurance benefits for eligible employees. Full-time employees may apply for Group Life Insurance currently in effect and described in the SPD.

5.3 Short Term Disability

Martin University provides a Short Term Disability (STD) benefits plan at no cost to eligible employees who are unable to work due to a qualifying disability due to an injury or illness. This benefit is included with the health insurance coverage.

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between Martin University and the insurance carrier.

Disabilities covered by workers' compensation are excluded from STD coverage.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the SPD provided to eligible employees.

5.4 Long Term Disability

The Long Term Disability (LTD) plan provides protection for the employee's income and retirement if they become disabled due to an accident or illness. LTD is an optional benefit available to full-time employees.

Highlights of the long-term disability plan:

- A monthly income benefit up to 60% of base salary (maximum \$10,000 per month) less any Social Security or similar benefits
- Optional retirement protection equal to 10% of the employee's salary to a retirement annuity fund
- A 90-day or 180-day waiting period prior to benefits beginning
- Annual benefit increase equal to 3% after 36 months of disability payments
- Partial disability benefits
- Survivor income benefits
- Conversion privileges to an individual policy without proof of good health

5.5 Employee Assistance Program

The Employee Assistance Program (EAP) is confidential information, support, and referral service tool and resource designed to help maximize productivity and meet the challenges of modern life. EAP services are available to employees and their household members at no additional cost to them. Areas frequently addressed by the EAP include:

- Child care and parenting
- Assisting aging parents
- Financial issues
- Legal concerns
- Work and career
- Emotional well-being
- Addiction and recovery
- Wellness and prevention
- Concierge and convenience services
- Life events

5.6 Consolidated Omnibus Reconciliation Act

The Federal Consolidated Omnibus Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance (including medical, dental and vision) under Martin University's health insurance plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment (except when termination is due to employee gross misconduct),

death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Martin University provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Martin University's health insurance plan. The notice contains important information about the employee's rights and obligations, as well as cost of benefits, under COBRA.

5.7 Workman's Compensation

Martin University provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a seven day waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Failure to notify your supervisor and the Human Resources Department about work related injury or illness immediately may result in forfeiting workers' compensation benefits with regards to that particular injury or illness.

Neither Martin University nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Martin University or not sponsored by Martin University.

5.8 Flexible Spending Account

The employee benefits package has been expanded to allow the employee to open a Flexible Spending Account (FSA). An FSA is a pretax benefit allowable under Internal Revenue Code section 125. The plan allows eligible employees to set aside a specific pretax dollar amount for unreimbursed medical, dental, vision, over-the-counter items, and dependent care expenses.

5.9 Retirement 403B

Full-time employees may enroll immediately in the voluntary retirement plan, which is a Tax Deferred Annuity (403b). The employee determines the amount of his or her contribution up to the legal limit.

5.10 Employee Tuition Discount

Full-time employees that have been employed at Martin University for a minimum of six months are eligible for the employee tuition discount. The employee tuition discount is available to the employee, spouse, children and grandchildren. The discount covers 50% of tuition only.

Contact the Human Resources Department for additional information regarding Employee Benefits.

Section 6 - Work Performance

6.1 Expectations

Martin University expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

6.2 Evaluations

Performance Evaluations are a function of rating employees on the basis of their performance and length of time in the position in relation to the performance requirements. It is intended to assist supervisors in recording their assessments of employee performance and in communicating their evaluation with employees.

Section 7 - Discipline Policy

7.1 Grounds for Disciplinary Action

The University reserves the right to discipline and/or terminate any employee who violates University policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this University does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on University premises, or while engaged in University business;
- Unauthorized use of University property, equipment, devices or assets;
- Damage, destruction or theft of University property, equipment, devices or assets;
- Removing University property without prior authorization or disseminating University information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;

- Disclosing confidential or proprietary University information without permission;
- Illegal or violent activity;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with University policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The University reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

7.2 Procedures

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal, etc. in no particular order. The course of action will be determined by the University at its sole discretion as it deems appropriate.

7.3 Termination

Employment with the University is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- to continue to work until the last scheduled day of employment;
- turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- return all files, documents, equipment, keys, access cards, software or other property belonging to the University that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor.

Section 8 - Work and Safety

8.1 Emergency Closing and Inclement Weather Policy

It is the policy of the University to be open during regularly scheduled business hours. If however, weather conditions are widespread and extremely severe, the President may choose to close the University. Employees will be notified not to report for work and their pay will be continued.

Sometimes, adverse road conditions are present but the campus is not closed. In these cases, the employee may use accrued vacation or sick time to cover an absence or take the time off without pay if they wish.

8.2 Crisis Plan

Martin University “Crisis Plan” is a campus-wide guide designed to give an orderly and efficient process to handle emergencies and crises. The University’s Crisis Plan can be found on the University’s Website under the Clery Reporting Act. In accordance with the “Crisis Plan” dial 911 to report an accident, fire, serious injury, or crime in progress that requires immediate response. For non-emergencies contact Campus Safety.

8.3 Parking Regulations

Martin University currently provides free parking to all of its employees. A parking pass will be provided and must be displayed on the employee’s vehicle. All parking passes are issued and controlled by Campus Safety. Parking in an unauthorized area is prohibited and subject to ticketing and/or towing. All parking passes must be returned upon termination of employment to Campus Safety on the employee’s last day of work.

8.4 Employee Identification Cards

Every employee will be given an identification card after the completion and verification of all documents during the hiring process. Upon termination of employment the identification card must be returned to Campus Safety.

8.5 Firearms and Dangerous Weapons

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Martin University without proper authorization. Only law enforcement officers and others in exceptional circumstances who have prior approval by the President are authorized to carry a firearm on University premises. If you know of a violation of this policy, immediately notify Campus Safety.

8.6 Clery Act Notice

Annual security and fire safety reports containing policy statements and crime and fire statistics for the Martin University campus are available on the Martin University Website.

Section 9 - Financial Management

9.1 Pay Periods

Payday for all employees is on the 15th and 30th of every month unless those dates fall on a weekend or Federal holiday. In that instance, payday will be the last workday before the weekend or holiday.

9.2 Direct Deposit

Employees must have pay directly deposited into their bank accounts or a bank card.

9.3 Payroll Taxes

The law requires Martin University to make certain deductions from every employee's compensation. Among these are applicable Federal, State, and Local income taxes. Martin University must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". Martin University matches the amount of Social Security taxes paid by each employee.

9.4 Overtime

Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour restrictions. Overtime pay is based on actual hours worked.

Federal and State wage and hour laws do not require time off for holidays, sick leave, vacation leave, or any leave of absence to be considered hours worked for purposes of performing overtime calculations.

Overtime work must always be approved before it is performed.

9.5 Time Keeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and State laws require Martin University to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time spent on the job performing assigned duties.

Non-exempt employees punch in the time they begin and end their work, as well as the beginning and ending time of each meal period. They also punch in the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action up to and including termination of employment.

The supervisor will review and then sign the time record before submitting it for payroll processing.

9.6 Pay Deductions

Martin University offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

9.7 Fraud Policy

Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include:

- _ Falsification of expenses and invoices
- _ Theft of cash or other assets
- _ Alteration or falsification of records
- _ Failure to account for monies collected
- _ Knowingly providing false information on job applications

If you suspect an employee of fraudulent practices contact your immediate supervisor or the Human Resources Department. All reports will be taken seriously and will be investigated. If deemed necessary, Martin University will notify and fully cooperate with the appropriate law enforcement agency. Any investigation resulting in the finding of fraud will be referred to the President and President's Cabinet. Appropriate governance and/or regulatory agencies will be notified.

Final determination regarding action against an employee, vendor, recipient or other person found to have committed fraud will be made by the Director of Compliance and the President and the President's Cabinet.

Depending upon the seriousness of the offense and the facts of each individual case, action against an employee can range from written reprimand and a probationary period to legal action – either civil or criminal. In all cases involving monetary losses to Martin, the University will pursue recovery of these losses.

9.8 Petty Cash

A small petty cash fund is maintained in the Office for Fiscal Affairs. Inexpensive or emergency purchases may be made upon authorization of Division supervisor and the Vice President for Fiscal Affairs. A receipt must be secured for all expenditures. Whenever possible, the vendor's receipt should be secured. Otherwise, a standard cash receipt will be accepted. All receipts must be signed by the individual making the purchase and the nature of the item being purchased must be indicated on the receipt.

9.9 Purchasing Requests

The purchasing function consists of business processes related to the acquisition of goods and services for the University. Purchases of equipment, materials, commodities, supplies, and services for the University are made competitively where practicable. Performance, quality, suitability, delivery, and service are factors considered in buying. The Office for Fiscal Affairs, under the guidance of the Vice President for Fiscal Affairs, is responsible for the purchasing function.

1. Heads of departments with approved budgets, and their appointed delegates are authorized to requisition goods and services against such budgets.
2. All requisitions must have the signature of the Vice President for Fiscal Affairs before a purchase order may be processed.
3. Any purchases of \$10,000 must have the signature of the President and capital purchases must have two bids, (grant threshold is \$3,000 for two bids).
4. It is the responsibility of the requesting department to verify and acknowledge the receipt of all goods and services requisitioned and that they are in acceptable condition. The invoice must be signed by the requesting department before the invoice may be processed.

9.10 Travel

It is the policy of the institution that all reasonable expenses for official travel shall be reimbursed in accordance with the guidelines set forth below. All expense records must be submitted to the Office for Fiscal Affairs within seven working days upon return for reimbursement.

Airplane – Air coach (or other intermediate class) should be used whenever available in the interest of economy.

Automobile – Travel by private vehicle is reimbursable at current IRS rate, provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation. Payment for gas will not be reimbursed when the mileage rate is paid. If an institutional vehicle is available, the person will not be reimbursed if he/she uses his/her private vehicle.

Rental Automobiles – Rental vehicles may be used when such travel is more advantageous to the institution than the use of taxis or other means of transportation. Advance reservations for automobiles should be requested.

Taxi – Fares including reasonable tips are allowable if no other reasonable public transportation is available.

Meals – Meals are reimbursed up to \$50 per day. Meal expense should be claimed only when there is an actual meal expense (e.g. not when the meal is on an airplane or at a meeting where the registration fee includes a meal or meals, etc.). In addition, if the traveler returns before 6:00 p.m. dinner is not included for that day.

Hotel – Reasonable hotel expense, when supported by receipts, is reimbursable. (No maximum is established since it is recognized that reasonable expense differs according to location). Single room rates should be used when available and the traveler should ask for corporate rates.

Personnel Responsibilities

PERSONNEL POLICIES
PROPERTY OF MARTIN UNIVERSITY

I, _____ (employee), acknowledge receipt of this Manual and that I am responsible for reading and understanding its contents and keeping it updated. I also understand that this Manual is Martin University's property that must be returned to the Human Resources Department when I leave this organization.

I further understand that my employment is at will and that this Manual does not create a contract with the Institution for any purpose and that the provisions of this Manual may be modified or eliminated at any time.

I understand that the contents of this manual are not intended as, and do not, create a contract between the University and any employee. This manual does not bind the University or any employee or for any definite period of employment. As an employee, I am free to leave the University at any time I choose, and the University has the same right to end the employment relationship as it deems necessary and appropriate at any time.

No supervisor or member of management, except the President, has the authority to bind the University to any employment contract. The only valid letter of appointment for employment between the University and any employee must be in writing and signed by the President.

I understand that falsification of any employment or interview matters is grounds for immediate termination.

Issued To: _____

Signed: _____

Date Received: _____