
Employee Handbook

Bethel University

Established
1842



Effective April 1, 2014

Acknowledgement of Receipt of Employee Handbook

I hereby acknowledge receipt of a copy of the Bethel University Handbook. This handbook is intended to be a guide for non-faculty employees and Bethel University in administering employment practices in a manner fair and equitable to all employees.

I understand that it is my responsibility to read and be familiar with the information contained in the handbook. I understand and hereby agree to comply with all the policies contained in the handbook and any subsequent revisions. I understand that the content of the handbook is presented as a matter of information only. The plans, policies, and procedures described are not conditions of employment. I understand that Bethel University reserves the right to modify, revoke, suspend, terminate or change any or all of the plans, policies and procedures in whole or in part at any time, with or without notice, solely at its discretion. I further understand that the handbook, although it is designed to be useful for general information concerning my employment at Bethel University, does not contain all applicable policies and procedures for which I am responsible. I understand that it is my responsibility to be familiar with and comply with all employment rules, policies, and procedures in this handbook and otherwise.

This employee handbook is not a contract and should not be construed to create any contract of employment or any promises regarding employment, terms or conditions, either expressed or implied; including and without limitation, any contract of employment for a definite duration.

I also acknowledge that I am an employee (at will) and that Bethel University or I may terminate my employment at any time with or without cause and with or without notice.

Further, I do hereby acknowledge and certify that I have received and read Bethel University's harassment policies, substance abuse and testing policies and have had any portions of those policies which I do not understand explained to me. I understand that my compliance with those policies and with the rules and regulations of my employment, including those contained in this handbook, are a prerequisite of my employment and continued employment at Bethel University. I also understand and acknowledge that failure to comply with any of the rules, policies or procedures governing my employment whether contained in the handbook or otherwise, may lead to discipline up to and including termination of my employment.

By signing below, I acknowledge I have received information providing a website location that contains a copy of Bethel University's employee handbook.

Employee Name: _____

(Please print name)

Employee Signature: _____

Date: _____

TO BE PLACED IN EMPLOYEE PERSONNEL FILE

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Welcome to Bethel University

The purpose of this handbook is to provide you with information about employment with Bethel University. This handbook will provide information about the university's policies and rules that affect employment. It will provide general information on topics of concern such as pay, benefits, attendance, employee conduct and responsibility, and employee relations.

This handbook and the policies, practices and benefits described or referred to are applicable to all persons employed by Bethel University, excluding faculty. The policies, procedures and benefits supersede all prior policies and practices, oral or written, associated with Bethel University. Bethel reserves the right to make changes in policies, practices or benefits at any time, with or without notice.

This employee handbook is not a contract and should not be construed to create any contract of employment or any promises regarding employment, terms or conditions, either expressed or implied; including and without limitation, any contract of employment for a definite duration.

You are an employee (at will) and Bethel University or you may terminate your employment at any time with or without cause and with or without notice.

Equal Employment Opportunity Statement

It is the policy of Bethel University to provide equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. Bethel complies with applicable state and local laws governing nondiscrimination in employment in every location where Bethel has facilities. This policy applies to all areas of employment including recruitment, hiring, training and development, transfer, termination, layoff, compensation, and other conditions and privileges of employment in accordance with applicable federal, state and local laws. All complaints regarding violations of this policy should be reported directly to the Human Resource Manager.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against qualified applicants and individuals with disabilities. Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

It is the policy of Bethel University to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job position. It is the employee's responsibility to notify the Human Resource Manager of the need of accommodation. Upon doing so, the Human Resource Manager may ask for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. When appropriate, Bethel University may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

Bethel University will reasonably accommodate qualified individuals with a known disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Bethel University. To request accommodations or report violations contact the Human Resource Director.

Bethel University Anti-harassment Policy

Bethel University is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Bethel University expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the policy of Bethel University to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Bethel University prohibits any such discrimination or harassment.

Bethel University encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Bethel to promptly and thoroughly investigate such reports. Bethel prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Individuals who believe they have been victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Human Resources or any member of management.

BETHEL UNIVERSITY MISSION STATEMENT

Bethel's mission is to create opportunities for members of the learning community to develop to their highest potential as whole persons – intellectually, spiritually, socially, and physically – in a Christian environment.

DEFINITIONS

*By the words, “**create opportunities**,” the university offers the means for persons to have choices and options opened before them and to develop the confidence and maturity to choose appropriately.*

*By the term, “**learning community**,” the university extends its mission to all persons who seek development of the whole person and who would choose to pursue this aspiration through Bethel University. The learning community of Bethel University includes undergraduate students in traditional and non-traditional programs, graduate students, faculty, staff, the local community, and the Cumberland Presbyterian Church.*

*By the term, “**whole persons**,” the university intends that, in the true spirit of the liberal arts education, the undergraduate education encompass all dimensions of the human being, which are in reality inseparable.*

***Intellectual development** focuses on the cognitive aspects of the human; cognitive development incorporates analysis, critical reflection, and synthesis of knowledge of multiple disciplines.*

***Social development** focuses on the affective and behavioral aspects of the human; social development incorporates the ability to interact and communicate with other humans with civility and tolerance.*

***Physical development** focuses on the corporeal aspect of the human; physical development incorporates respect for the body as integral to the cognitive, social, and spiritual dimension of the human experience.*

***Spiritual development** focuses on the metaphysical aspect of the human; spiritual development incorporates the ideas of faith, morality, and practice.*

*By the term, “**Christian environment**,” the university draws upon the thought of St. Ignatius that the collegiate environment should facilitate knowledge and contemplation such that actions are based on unbiased reason and reasonable faith.*

EMPLOYMENT

Employee Classification

FULL-TIME EMPLOYEE: A full-time employee is one who is scheduled to work a minimum of 37.50 hours per week on a regular basis. All full-time employees are eligible to participate in benefit programs.

If a full-time employee's status changes to part-time, benefits will cease at the end of the month in which the employee's status becomes part-time. At the time of the change in status, the employee will be offered a continuation in health insurance through COBRA.

PART-TIME EMPLOYEE: A part-time employee is one who works fewer than 1,352 hours per calendar year or less than 26 hours per week. Part-time employees may occasionally be asked to work more than 26 hours in a given week. There may be some cases when a part-time employee will work in excess of 40 hours in a given week. Part-time employees who work more than 40 hours during a timecard week will be paid according to the Fair Labor Standards Act.

(See "Working Hours and Overtime")

In the event a part-time employee status changes to full-time, the employee will be subject to all of the terms of employment of those employees hired on a full-time basis. The beginning date of full-time status will be used when calculating eligibility for all benefits.

EXEMPT AND NONEXEMPT: Under the Fair Labor Standards Act, Bethel University classifies employees as either exempt or nonexempt. Generally, exempt employees are those employees who are employed in an executive, administrative, or professional capacity, or other legally exempted categories of employees as provided for pursuant to the Fair Labor Standards Act and implementing regulations, and who are not covered by the federal minimum wage and maximum hours law. Generally, nonexempt employees are those employees who are not employed in an executive, administrative, or professional capacity or other legally exempted categories of employees, and who are covered by the federal minimum wage and maximum hour laws.

Attendance Maintenance

The University is required by law to keep an accurate record of the hours nonexempt, hourly employees work, in order to accurately compute regular pay and any overtime the employee may be due.

Nonexempt employees submit completed attendance sheets semi-monthly. Pay periods run from Sunday through Saturday. Each employee's hours should be recorded daily on an attendance sheet. Attendance sheets should be turned in to the department supervisor promptly at the end of each pay period. It is each employee's responsibility to submit attendance sheets timely. Accordingly, attendance sheets not received in time for processing will be paid on the following pay date.

Exempt employees will complete a digital attendance sheet that is completed and turned in at the end of each month worked. They are to be digitally signed by the employee and emailed to their direct supervisor for review. The supervisor will sign the attendance sheets digitally and then forward by email to Human Resources.

The following procedures will assist in maintaining accurate records:

- Record all hours worked daily.
- Record arrival and departure time.
- When absent, note on the attendance sheet the reason for the absence. i.e. sick (S), personal (P), vacation (V)
- In the event of an error, let the supervisor know as soon as possible.
- Lunch breaks are not considered time worked and should not be noted on attendance sheets.

Background and Reference Checks

To ensure that individuals who join Bethel University are well qualified and to ensure that Bethel 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 on receipt of a background check report that is

acceptable to Bethel 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 antidiscrimination 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 Bethel 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.

Bethel 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.

Internal Transfers/Promotions

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the University may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

Bethel University offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the university's best interest.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy. The University has the sole discretion to make decisions on whether or not to make transfers requested by an employee.

Nepotism, Employment of Relatives and Personal Relationships

Bethel University seeks to employ and promote the most highly qualified and competent

candidates. The University will permit employment of qualified relatives of employees as long as neither employee participates in making recommendations or decisions affecting the appointment, retention, promotion, demotion, salary or work assignments of the other; and that one relative does not directly supervise another.

- For the purpose of this policy, relatives include individuals who are related by blood or marriage, or reside in the same household. Each individual has the responsibility for disclosing that such a relationship exists, including a change in circumstances affecting application of this policy.

In exceptional circumstances there may exist a supervisory relationship between relatives, necessitated by unique qualifications or responsibilities. In such cases, job performance and salary determinations shall be handled by the second level supervisor as approved by the appropriate dean or vice president.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Bethel University supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws. However, the University reserves the right to take any disciplinary action warranted up to and including termination in serious situations that deserve immediate action.

Outlined below are the steps of our progressive discipline policy and procedure. Bethel University reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Bethel University's progressive discipline process:

- Verbal warning: A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- Written warning: Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

Performance Improvement Plan: Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

It is impossible to list every type of misconduct that is considered serious enough to warrant disciplinary action. Each situation is reviewed and addressed by management on an individual basis. The following is a list of examples, although not all inclusive of types of actions, which may be subject to disciplinary action:

- Stealing, embezzlement or attempting to steal property of the University, student, or another employee;
- Assault of another employee or student;
- Possession of drugs on campus;
- Possession of a weapon on campus;
- Falsification of any information provided prior to hiring including prior work history, education, or other information:
- Unauthorized or excessive leaves of absence;
- Conviction of any crime outside of the University;
- Leaving the assigned work area without supervisor's permission;
- Failure to call in or report for work;
- Misuse or unauthorized use of University property, including the willful or negligent destruction of such property;
- Unsatisfactory job performance; failure to perform job duties;

inability to perform assigned duties; failure to follow and comply with the University's policies and procedures;

- Insubordination;
- Harassment in any form;

- Using any device to record conversations with other employees, managers, students, or members of the public while acting as an employee of the university without all parties express, written permission;

Bethel University reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Separation of Employment

Separation of employment within an organization can occur for several different reasons including resignation, retirement, job abandonment and termination.

Bethel University requests that all employees give at least a two week notice prior to leaving the university. This notice should include two weeks of actual work – not unused vacation or personal time. The university reserves the right to waive any portion of the employee's notice, with or without pay, depending on the reason for the resignation and the employee's overall performance and attendance during the period of notice.

An employee desiring to resign should submit to his/her supervisor and Human Resources, a written notice containing the following information:

1. Name;
2. Reason for resigning;
3. Last day to be at work;
4. Forwarding address if moving.

Upon resigning, an employee is expected to return to the Human Resource Manager any and all properties of Bethel University (keys, credit cards, equipment). The university will cease to provide insurance coverage for the employee and his/her dependents. Coverage will terminate on the last day of the month in which the employee resigns. The employee may have the option of converting these policies under the federal COBRA law. The employee will receive information concerning COBRA upon termination. All access to the university's network and e-mail will be terminated on the effective termination date. All e-

mail addresses are university property and can be changed / terminated at any time. All materials on University computers are University property. An exit interview will be conducted by the Human Resource Manager or a representative appointed by the Human Resource Manager. Former employees of Bethel University who resign in good standing may be considered for re-employment. Former employees who left without adequate notice or who were dismissed for cause, including unsatisfactory performance, will not be considered for re-employment except under unusual circumstances.

WORKPLACE SAFETY

Drug-Free Workplace

Bethel University has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Bethel is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment. The Human Resource department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department.

Bethel will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose

underlying medical conditions unless directed to do so by their treating physician.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any university vehicle, are present on university premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia)
 - Being under the influence of alcohol or an illegal drug as defined in this policy.
- Bethel University will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
- Violation of these work rules may result in disciplinary action up to and including discharge.

Required Testing

The university retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing. If an employee refuses to submit to testing he/she will be subject to immediate discharge from employment.

- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a university vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. If an employee refuses to submit to testing he/she will be subject to immediate discharge from employment.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Bethel University may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee does not complete his/her rehabilitation program, tests positive after completing the rehabilitation program, and/or refuses to submit to further testing he/she will be subject to immediate discharge from employment.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive for illicit drugs will not be hired.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended without pay pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

Bethel University reserves the right to inspect all portions of its premises for drugs, alcohol

or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property, including automobiles that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

Bethel University prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on university premises or while conducting university business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Workplace Bullying

Bethel University defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the mission of the university.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the university will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Bethel University considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.

- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Bethel resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Bethel treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported immediately to a supervisor, security personnel, Human Resources, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Bethel will not retaliate against employees making good-faith reports. The University is committed to supporting victims of intimate partner violence by providing referrals to Bethel's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

Bethel University will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Bethel will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Bethel University may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Bethel encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. Bethel will not discipline employees for

raising such concerns. However, anyone, found to be responsible for an intentionally fraudulent report of a threat of violence, incident(s) of violence and/or suspicious individuals will be subject to prompt disciplinary action up to and including termination of employment.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, Bethel requires that every person assumes the responsibility of individual and organizational safety. Failure to follow university safety and health guidelines or engaging in conduct that places the employee, client or university property at risk can lead to employee disciplinary action and/or termination.

The Health and Safety Committee and the safety coordinator shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

WORKPLACE EXPECTATIONS

Confidentiality

It is our policy 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.

All inquiries from the media must be referred to Jennifer Glass.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even 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 actions taken on behalf of Bethel University may conflict with the employee's own personal interests. University property, information or other opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by another institute of higher learning while employed with Bethel.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for another institution of higher learning or organization.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all university employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource department.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the university's interests or adversely affect job performance and the ability to fulfill all job responsibilities. This prohibition also extends to the unauthorized use of any university equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that 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. If Bethel determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

Attendance and Punctuality

Vacation must be scheduled with one's supervisor in advance. Sick leave and personal leave may be used in the case of emergency or sudden illness without prior scheduling. It is the responsibility of the employee to notify their supervisor when it is known that an extended absence may be necessary due to an injury or illness.

Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

Work from Home

From time to time, exempt employees may be assigned to work from home. Non-exempt may not be assigned to work at home. It is not a right for an employee to work from home and the University reserves the right to revoke approval at any time. If approval is revoked, the employee shall be present at the assigned work site at the beginning of the next scheduled work shift. Work from home arrangements must be documented and approved by the supervisor and the Human Resources Department must be notified prior to initiation of the arrangement. Prior to approving work from home arrangements, supervisors should document (1) the hours that the employee will work; (2) how such hours will be tracked; (3) the specific tasks that the employee will perform while not at the

worksite; (4) how communication will be maintained; and (5) whether the employee will use University equipment and how that equipment will be monitored.

Inclement Weather

Occasionally, adverse weather conditions may make reporting to work difficult. The university's colleges determine whether employees should report to work. Administrative closings are posted on the university's website. If an employee is unable to report for work and an administrative closing is not declared, the employee must report the day as a personal or vacation day. In the event the University closes for the day, all full-time employees will be compensated. In the event the University must close earlier than normal, employees who were able to report to work will be compensated; employees who were not able to report must use a vacation or personal day in order to receive compensation.

For University closings, employees may also listen to local radio broadcasts or call the campus hotline at (731) 352-6450

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. Bethel University employees are expected to be neat, clean and well groomed while on the job. Clothing must be consistent with the standards for an educational environment and must be appropriate to the type of work being performed.

All employees must be covered from shoulders to knees at all times (no see-through or sleeveless clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy

Bethel University is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, university-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, university-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Bethel University or be contrary to Bethel's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and university-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved or transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact Information Technology with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the university.
- Employees shall not download any software to university-provided equipment (e.g., cell phone, laptops, computers) without the express permission of the University's IT department.

Right to Monitor

All university-supplied technology and university-related work records belong to the university and not to the employee. Bethel University routinely monitors use of university-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Social Media—Acceptable Use

Below are guidelines for social media use.

Employees may not post financial, confidential, sensitive or proprietary information about the university, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the university, employees or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, "The opinions expressed on this site are my own and do not necessarily represent the views of Bethel University."

Bethel University may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Solicitations, Distributions and Posting of Materials

Bethel University prohibits the solicitation, distribution and posting of materials on or at university property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Bethel University management and university-sponsored programs.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on university premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a university-sponsored program. These visits should not disrupt workflow.
- Employees may not solicit other employees during work times, except in connection with a university-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a university-sponsored event
- The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violations of this policy should be reported to Human Resources.

Use of Copyrighted Materials by Employees

Bethel requires that any employee who makes copies of protected works for use at the university comply with copyright law by being able to show that the proposed use is "fair

use" or by showing evidence of having secured permission for the use. The university will not assume liability for any employee who acts contrary to this policy statement. Where duplication of printed materials for use in the classroom is concerned, this policy applies to all copying of protected work regardless of whether the copying occurs on campus or off campus, on privately-owned copy machines or at commercial copy shops. In addition, this policy applies regardless of whether the copied material is sold directly to the student by the employee or through the University Bookstore. Demonstrating fair use and/or showing that permission has been secured is a prerequisite to duplication of protected works by the University Copy Center and to the sale of the material through the University Bookstore. Questions concerning copyright compliance should be directed to the Chief Academic Officer.

Unauthorized duplication of copyrighted works, such as books, movies, photographs, video games, music and software, is a violation of federal copyright law. Bethel supports strict compliance with federal laws regarding copyright infringement. Anyone who engages in illegal copying shall be subject to disciplinary action under Bethel's policies and may be sued in federal court by the copyright owner.

Intellectual Property – Copyrights and Patents

Bethel University values an active intellectual environment where creative thought is encouraged and can develop into creative products. The University recognizes that such creative products are protected by intellectual property rights. Because University employees and students may create original works of a printed or other nature or produce inventions or discoveries, and because employees may make use of the original works of others, the University has established the following policy to clarify intellectual property rights for all parties involved.

DEFINITIONS

Intellectual Property: Certain intellectual and creative works qualify for protection under the laws of the United States of America. Title 17 of the United States Code defines federal copyright protection, details original works of authorship protected, and outlines the process for protecting such works. Title 35 of the United States Code defines patent protection, details inventions and discoveries protected, establishes conditions for patentability, and spells out the process for the granting of patents.

Independent Works: Works in which the University has no intellectual property rights and includes works covered by copyright or patent protection produced by a University employee while NOT in the course or scope of his/her employment and by the employee or any person (including students of the University) without University support. An independent work is characterized by, for example, the applicability of the following criteria:

- The work is the result of individual initiative. It is not the product of a specific contract or assignment made as a result of employment with the University.
- The work is not a product of the employee's job duties.
- The work is produced by an employee outside his/her work schedule.
- The work is produced by an employee or by any person (including students of the University) without funds, resources, or facilities owned or controlled by the University.

University-Supported Works: Works covered by copyright or patent protection produced by a University employee in the course or scope of his/her employment or by any person (including University students) with University support. A University-supported work is characterized by, for example, the applicability of one or more of the following criteria:

- The work is the product of a specific contract or assignment made as a result of employment with the University.
- The work is a product of the employee's job duties.
- The work is produced by an employee during his/her work schedule.
- The work is produced by an employee or by any person (including students of the University) with funds, resources, or facilities owned or controlled by the University. University funds include, but are not limited to, release time, grant funds, salary supplements, leave with pay, and other material or financial assistance.

Fair Use: Title 17, Chapter 1, Section 107 (Fair Use) of the United States Code allows for the use of materials copyrighted by others and states as follows:

- U.S. Code, Title 17, Chapter 1
- Section 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include-

- a. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b. the nature of the copyrighted work;
- c. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

- d. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Any person wishing to use copyrighted materials under conditions not permitted by these Fair Use provisions must first gain permission from the author or appropriate owner prior to using such material. The University employee who intends to use copyrighted materials for University-related activities must file all correspondence and documentation securing permission with his/her dean or unit manager. The documentation will consist of not less than the letter requesting the approval to copy, the letter of response from the author or owner, and the article or materials to be copied.

RIGHTS IN INTELLECTUAL PROPERTY

PURPOSE

This policy is stated to define and protect ownership rights to intellectual property, whether independent works or University-supported works, created by University employees, students, and others having formal relationships with the University.

OWNERSHIP RIGHTS

Independent Works: The creator of an independent work qualifying for copyright or patent protection under the appropriate U.S. Code owns all intellectual property rights to that work. This includes the right to voluntarily transfer intellectual property ownership, in whole or in part, through a formal written agreement signed by the creator of the independent work.

University-Supported Works: Unless otherwise provided for in a written agreement, the University owns all intellectual property rights to a work produced with University support and qualifying for copyright or patent protection. This includes the right to voluntarily transfer intellectual property ownership, in whole or in part, through a formal written agreement approved by the Board of Trustees and signed by its chair.

DISTRIBUTION OF REVENUES AND OTHER BENEFITS

The creator of an independent work qualifying for copyright or patent protection controls any revenues or other benefits generated by those works.

Unless otherwise provided for in a written agreement, the University controls any revenues or other benefits generated by its intellectual property rights to University-supported works qualifying for copyright or patent protection.

WRITTEN AGREEMENT

Notwithstanding the University's ownership rights in a University-supported work, the President, normally with the approval of the employee's supervising administrators and the dean or manager of the employee's division, may enter into a written agreement with an employee for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the University for its costs and support. In all such cases, the agreement shall provide that the University will have a perpetual license to use the work without compensation to the employee for such use.

The University recognizes that the research and development of an idea frequently requires the expenditure of time and money as well as the use of lab space, equipment, or other campus facilities. In order to assist worthy projects, Bethel University may enter into a written agreement with a University employee or student whose research or other work has demonstrable merit in order to assist that individual. Examples of assistance are: financial assistance for the purchase of supplies, payment of patent fees, and other costs deemed necessary to the successful development of the individual's idea, concept, design, or invention. In all such cases, the agreement shall provide for the University a basis of ownership, or an agreement to reimburse the University for its costs and support as agreed upon by the employee or student and the University Board of Trustees. In no circumstances, however, shall the University agreement deprive, diminish, or abrogate the rights of the University as specified in section 4a above.

GRANT-SUPPORTED WORKS

Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the University, the ownership provisions of the grant shall prevail.

CONSULTING

Subject to prior approval by the University and to the provisions of University policies, University employees may consult for outside organizations. Any consulting agreement should include a statement that the employee has obligations to the University as described in this Intellectual Property Policy, and this policy should be attached to the consulting agreement. In the event that there is any conflict between the consultant's obligations to this Intellectual Property Policy and that consultant's obligations to the entity for which he/she consults, the obligations to this Intellectual Property Policy shall control.

Phone Calls

To keep the University's phones free for business, employees should avoid making or receiving personal calls during working hours, except in the case of an emergency. Long distance codes are provided for employees to perform their job functions and should not be used to make personal calls.

Employment Records

Bethel University maintains records on each employee that directly relate to the employee's job with the university. Employee files are maintained by the Human Resource Department and are considered confidential. Managers or supervisors may only have access to personnel file information on a need to know basis. Managers or supervisors considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws. Personnel file access by current or former employees upon request, will be permitted. Personnel files are to be reviewed in the Human Resource department and may not be taken outside the department.

To properly maintain personnel records, the Human Resources Department must be notified of any changes in name, address, telephone number, family status, etc. This is very important not only in the event of an emergency, but also in connection with items such as W-2's, insurance benefits, mail delivery, etc. Employees should notify the Human Resources Department whenever changes occur in the following areas:

1. Change of home address and/or telephone number;
2. Marriage, divorce or legal separation;
3. Birth or death in immediate family;
4. Legal changes of name;
5. Changes affecting insurance programs with beneficiaries;
6. Health or disabilities requiring accommodations for the job.

Privacy Rights of Students

Bethel University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students' rights of access to education records, imposes regulations on the university in the release and disclosure of education records to third parties. In order to comply with this law, Bethel has formulated and adopted institutional policies and procedures to be followed by the university and by those interested in gaining access to education records. These policies and procedures allow students the right to inspect substantially all of his or her education records, the right to prevent disclosures of education records to third parties, and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are available for inspection and review in the Financial Aid Office. Students will be asked to provide identification prior to inspecting their records. Under no circumstances shall an employee disclose an education record which is in his/her possession or control to any person other than the student to whom they pertain or another office or employee of the university who has a legitimate educational interest in reviewing the records in question.

All requests to inspect and review records not within the employee's possession or control and all requests by third parties (including the student's parents) to inspect and review records shall be referred to the dean of students. It is the policy of the university to allow students to inspect and review their education records unless those records contain any of the following:

1. Information on more than one student;
2. Financial information on his/her parents; or
3. Confidential letters and statements of recommendation if the student has waived his/her right to inspect the letters and the letters are related to the

student's admission to the University, application for employment or receipt of honorary recognition.

COMPENSATION

Performance and Salary Review

Performance appraisals are conducted on an annual cycle. Exempt employees will receive an evaluation in June and Non-exempt employees will receive a performance review in December of each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Merit increases are based on employee performance and university financials and are not guaranteed. A positive performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Budget allocations for merit increases are planned for and allocated before the start of each fiscal year. The salary increase program is designed to assist management in planning and allocating merit and promotional increases that reward individual performance and that are internally equitable.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the department manager, HR and the university president. Human Resources will review all salary increase/adjustment requests to ensure internal equity and compliance with company policies and guidelines.

Payment of Salaries

All employees are paid on the 15th and 30th of each month. Supplemental pay such as overload, and summer school, will be paid on the 30th of the month. Facilitators will be paid on the 1st of each month or the second business day and banking day after the 1st if the 1st falls on a holiday or bank closing day. If a payday falls on a holiday in which the university is closed, employees will be paid on the business day preceding the holiday. Administrative closings are not considered holidays and do not necessarily affect payroll dates.

Direct Deposit is required by the Human Resource Department. Payroll checks will be

deposited to the employee's bank of choice.

Each payday employees will receive a pay voucher showing the following:

- Regular and overtime wages
- Gross Salary
- Taxes withheld-Federal, FICA
- Deductions – Insurance, retirement, etc.
- Year-to-Date totals

An employee's salary information is a confidential matter between that employee and university management. It is based upon a number of considerations such as the person's skill and experience, level of the job to which the employee is assigned, and job performance. Because of these various considerations unique to each employee, individual salaries should not be discussed.

Working Hours & Overtime

Working hours are established by departments of the University based on the function of the department. All employees are expected to be present at the work site during the hours established by the department. Other than meal breaks and morning/afternoon breaks, employees must have permission from the immediate supervisor to be absent from the work site.

This policy applies to all non-exempt staff members whose status is regular full-time, regular part time, or temporary. All non-exempt staff members are subject to overtime pay regulations of the Fair Labor Standards Act (FLSA) and must be compensated for all hours worked, including all hours worked off premises. Non-exempt employees are covered by the FLSA for overtime pay and are not eligible for compensatory time. Non-exempt employees are not permitted to work in excess of their regularly scheduled work hours without prior supervisory approval.

Overtime must be approved by the immediate supervisor and for extended periods of overtime, by the President. Under the Fair Labor Standards Act, all nonexempt employees are eligible for overtime pay of 1 ½ times their hourly rate for any hours over 40, physically worked in any given work week. Holidays, sick days, vacations, and personal days are not considered as time physically worked.

On-Call Pay (nonexempt employees)

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work, he or she will be paid for travel time. If an on-call employee is not called back, no pay will be earned. Overtime compensation is applicable only when total hours worked exceed 40 hours in a workweek.

Time Off & Leave of Absence

Holiday Pay

Bethel University recognizes paid holidays each year:

- New Year's Day
- Martin Luther King Day (this may be a floating holiday in some units)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve and Christmas Day

The Holiday schedule is authorized by the President of Bethel University and is subject to change. Any changes will be announced by the Human Resource Department. Most offices are closed during the scheduled holidays. Certain positions require a different work schedule in order to service the operational requirements of the University and the University Students. Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

Vacation

All full-time employees are entitled to vacation after the completion of six months of continuous employment. If the hire date is on the 1st day of the month, vacation accrual will begin on the 1st day of the month after six months of service. If the hire date is after the first day of the month, vacation accrual will be pro-rated.

Vacation accrual schedule:

- Employees with six months - 5 years accrue .83 days per month
- Employees with 6 years – 10 years accrue 1.25 days per month
- Employees with 11 plus years accrue 1.66 days per month.

Employees are encouraged to take the vacation to which he/she is entitled. Vacation leave

must be requested in advance and approved by the employee's supervisor. No more than two weeks (10 days) of vacation may be carried over to the next year. At the employee anniversary date, any vacation time, in excess of two weeks will be forfeited.

When a scheduled holiday falls within an employee's vacation, that day will not be counted as a vacation day but as a holiday.

Upon termination, accrued vacation time will be paid.

Sick Leave

All full-time, regular employees accrue sick leave after a period of three months worked. Sick days may accumulate at the rate of one (1) day per month of continuous employment, up to a maximum of thirty (30) days.

Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family. Immediate is defined as spouse, dependent children or parents.

An absence due to illness for a period longer than five (5) consecutive days must be supported by a statement from an attending physician.

Pay will not be granted in lieu of accumulated sick days.

Sick leave does not apply to injury or illness covered by the Workers' Compensation Act.

In the event of an extended illness, other types of leave may be coordinated with sick leave. (Refer to the FMLA and Short Term Disability policies)

Personal Leave of Absence

All full time employees are granted five (5) personal days at the beginning of the fiscal year. Personal days are not cumulative and must be taken with prior approval of the employee's supervisor. Any unused personal days will be forfeited at the end of the fiscal year.

New employees are eligible for personal days on their hire date. The personal days are pro-rated from the date of hire to the end of the fiscal year. Terminated employees will not be paid for any unused personal days

Family and Medical Leave Act

Upon hire, Bethel University provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act .

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact the Human Resource Manager in writing.

General Provisions

Under this policy, Bethel will grant up to 12 workweeks (or up to 26 workweeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the university for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not

be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

- The employee must work in a work site where 50 or more employees are employed by the university within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (described below).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Human Resource manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the university may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the military member is on covered active duty or called to covered active duty as defined in The Family and Medical Leave Act; Final Rule, 78 Fed. Reg. 25 (Feb. 6, 2013) (to be codified at 29 C.F.R. Part 825).

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and related activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave, and i) parental care.

Leave taken for rest and recuperation can be used for a period of 15 calendar days beginning on the date the military member commences each instance of rest and recuperation leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for covered service member or veteran with a serious illness or injury.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 workweeks of leave in a single 12-month period to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term covered service member means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged under conditions other than dishonorable at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran..

The term serious injury or illness means:

- In the case of a current member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the covered service member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a covered veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed

Forces) and manifested itself before or after the member became a veteran, and is:

- (i) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
- (ii) A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Amount of Leave

An eligible employee may take up to 12 workweeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The university will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 workweeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the university will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 workweeks available.

If a husband and wife both work for the university and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 workweeks of leave. If a husband and wife both work for the university and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 workweeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the university will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The university will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a

reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The university will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The university will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The university will require certification from an authorized health care provider of the service member for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The university may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the university may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide Human Resource with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the FMLA administrator will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the university's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the FMLA administrator will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave

The university may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

The Tennessee Maternity Leave Act is administered under FMLA when applicable.

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees shall, on the next day the employee is engaged in the employee's employment, notify their supervisor and provide him/her with a copy of the jury summons. The employer shall excuse the employee from employment for each day the employee's service as a juror in any Tennessee state court or court of the United States exceeds three (3) hours. Summons for jury duty must be presented to the Human Resource Department for verification. Employees who are called for jury duty will receive full pay for that period of absence in addition to jury pay.

Bethel University is not required to compensate an employee for more time than was actually spent serving and traveling to and from jury duty. An employee on jury duty will be expected to work as much of their regularly scheduled hours as the jury duty schedule permits. Time not required by jury duty must be spent on the job or the employee will be

charged personal time off. Bethel University reserves the right to request a statement showing the number of hours the juror spent serving each day prior to the juror's service.

Jury duty hours will not be considered hours worked when computing overtime.

Voting Leave

Voting Time

All employees should be able to vote either before or after regularly assigned work hours. However, if employees begin their work day less than three (3) hours after polls open and finish less than three (3) hours before polls close, they are entitled to up to three(3) hours paid leave to vote. The employee must request leave by noon on the day before the election. The employer can set the time for leave to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

Election Leave`

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records. Hours spent by an employee engaged as an election official will not be considered hours worked when computing overtime.

Military Leave of Absence

Bethel University is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the university's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or university policy. If any employee believes that he or she has been subjected to discrimination in violation of university policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave.

Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Bethel University will make reasonable efforts to provide an area for this purpose on an as needed basis. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Nursing mothers wishing to use this room must request/reserve the room by contacting Human Resources. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

BENEFITS

For more information regarding benefit programs, please refer to the Employee Benefit Guide and/or the benefit summaries provided to employees upon hire, or contact the Human Resource department.

Medical, Dental and Vision Insurance

The university currently offers regular full-time employees medical, dental and vision insurance. Bethel pays a portion of the premiums and the employee makes monthly premiums through payroll deductions. These benefits are effective the first of the month following the date of hire or the 1st day of the month if hired on the 1st.

Employees have up to 30 days from their date of hire to make medical, dental and vision plan elections. Once made, elections are fixed for the remainder of the plan year. Bethel University's plan year is from May 1st until April 30th. Changes in family status, as defined

in the Plan document, allow employees to make changes in coverage consistent with the family status change. Please contact the Human Resource department to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each plan year during open enrollment, employees may change medical and dental elections for the following plan year.

The Human Resource department is available to answer benefits plan questions and assist in enrollment as needed.

Flexible Spending Account

As part of the company's Flexible Benefits Plan, we currently offer an employee-funded flexible spending account (FSA) to regular full-time employees. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that year, the balance will be forfeited.

Basic Life Insurance

Bethel University offers regular full-time employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy generally pays a death benefit equal to the lesser of their "Life Salary" (as defined in the Plan document) or \$50,000.

Benefit Reductions Due to Age

The original benefit amount will be reduced by 35% at age 65

The original benefit amount will be reduced by 60% at age 70

The original benefit amount will be reduced by 75% at age 75

The original benefit amount will be reduced by 85% at age 80

*Basic Life policy Terminates at Retirement

In the event of the death of an employee, the amount for which the employee is insured will be paid to his/her beneficiary. At the time of hire, the employee names his/her beneficiary. The beneficiary may be changed at any time by completing a new beneficiary form.

Individuals may purchase additional employee life benefits in increments of \$10,000 up to \$150,000. Coverage for spouses and children may also be purchased. See plan summary for more detailed information.

Benefit Reductions Due to Age

The original benefit amount will be reduced by 35% at age 65

The original benefit amount will be reduced by 60% at age 70

The original benefit amount will be reduced by 75% at age 75

The original benefit amount will be reduced by 85% at age 80

*Spouse policy terminates at age 70

Short-Term Disability Benefits

The university's short-term disability plan is a benefit that provides partial pay for full time employees who are unable to work due to illness, injury or disability not related to work. This benefit is available after the completion of 6 consecutive months of employment. All available paid time off will be exhausted prior to short term disability benefit payments beginning. There is a 14 day elimination period. Benefits continue for related absences up to a maximum of 180 days. Employees will not be able to return to work without submitting to Human Resources a note from a physician or licensed health care professional authorizing the employee's return. Any time spent on short-term disability counts as part of the employee's FMLA leave.

Long-Term Disability Benefits

Bethel University offers eligible employees (i.e., regular full-time employees) a noncontributory long-term disability (LTD) base plan. This noncontributory base plan provides for monthly LTD benefits of 60% of basic monthly earnings to a maximum benefit of \$10,000 per month, less any other offsets. Eligible employee benefits begin with approval after 180 consecutive days of total disability.

Please contact Human Resources for more information.

401(K) Retirement Plan

The university offers a voluntary pretax salary reduction plan in which regular full-time employees may elect to participate beginning with the first payroll period administratively feasible after employment or anytime thereafter. An employee may change the dollar

amounts or the percentages of his/her contributions at any time during the year. Please visit www.irs.gov/retirement for limits on 401 (K) plan contributions

Further details about the Plan may be obtained from the Human Resource department and the Plan document.

Workers' Compensation Benefits

The university is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor and Human Resources.

Tuition Scholarship

Bethel University believes that the employee is the resource that makes us successful. Our objective is to attract and retain employees who contribute to the success of Bethel University and, to the extent possible, provide employees with the opportunity to reach their full potential. We promote higher learning for our employees and encourage our employees and families to attain these educational opportunities.

The University shall provide tuition scholarships at Bethel University to all full time employees, their spouses and dependent children under the age of 25 for only one bachelor's degree. A dependent child must meet FAFSA requirements for being considered a dependent. The tuition scholarship will be discontinued upon the termination, resignation or retirement of an employee. An employee and/or their eligible spouse or dependent children will be allowed to finish the current semester or term providing the semester or term has already started. Upon the change of status of a dependent child, the tuition scholarship benefit may be discontinued at the end of the current academic year.

Eligibility for the tuition scholarships begin after six months of service and the following scholarships are available to employees, spouses, and dependents if eligibility requirements are met; 100% tuition waiver for College of Arts & Sciences, College of Professional Studies, College of Public Service, and School of University Studies. Additionally employees are eligible for 50% tuition waiver in Business, Conflict Resolution, Criminal Justice, and Education graduate courses provided that they meet all the requirements for the program and are admitted through the regular admission process.

Employees are limited to 6 hours per semester or no more than one Professional Studies, Public Service, or University Studies module at a time. Persons receiving the scholarship must submit a signed Faculty-Staff Scholarship Application and obtain approval from the Human Resources Manager. These must be on file before any student begins class. Failure to do so will result in the employee paying for the course. Applications are available in the Human Resources Department and at http://www.bethelu.edu/about/human_resources/.

A full-time employee may not neglect their normal working hours (8:00 a.m. to 4:30 p.m.) to attend classes and expect to receive the tuition scholarship.

Continuation of this benefit requires the student maintain a “C” average and demonstrate satisfactory progress toward graduation. Students are required to apply for all Federal and State grants available; any balance remaining will then be covered by Bethel under the Tuition Scholarship benefit.

Any fees outside the standard curriculum cost of tuition/fee charges will be the responsibility of the student. Fees not covered include private lessons, cost of books, challenge exam and portfolio review evaluation fees, and technology fees (including learning management system fees). Current fees will be applied for each semester or course and students are advised to inquire about the fees each time they register for classes.

College of Health Sciences programs are not included in the tuition scholarship.