



EMPLOYMENT POLICIES FOR STAFF

(Combined Administrative & Hourly Handbook)

Updated October 2022

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A. UNIVERSITY OF MOUNT UNION

Introduction:

This handbook is designed to give each administrative and hourly staff member a better understanding of the employment policies that apply to the staff of the University of Mount Union. These policies are intended to be fair and are in compliance with federal, state and local regulations. The policies outlined within this handbook are representative of an inclusive campus community that promotes anti-racism. The Director of Human Resources must authorize all policy changes. Administration of employment policies and practices will be based upon this handbook. All staff members are encouraged to read this handbook and discuss any portion with the Director of Human Resources.

It is not the intent of this handbook to be all-inclusive. More detailed information can be obtained from the Office of Human Resources. It is the hope that each member of the administrative and hourly staff will find a satisfying experience at the University of Mount Union.

Institutional Mission Statement:

The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work, and responsible citizenship.

Diversity Statement:

As members of the University of Mount Union community, we pledge to: Acknowledge, respect, honor, and celebrate diversity. Work together to create an environment that is both diverse and inclusive. Take these inclusive attitudes with us as we continue our life journeys.

Statement of Business Conduct & Ethics

The University of Mount Union is proud of its heritage and long-standing adherence to ethical conduct throughout its organization. Like other complex institutions, Mount Union operates by means of a decentralized organizational structure through which responsibility is delegated for a variety of business functions. Management of this delegated process is achieved through policies and procedures for its administration and through the setting of internal control procedures to monitor its effectiveness. All staff charged with the responsibilities of such functions must be familiar with the appropriate policies and procedures covered in this statement, which can be found on iRaider, under institutional policies: [Statement of Business Conduct & Ethics](#)

B. ADMINISTRATION

Responsibility for Administrative & Hourly Staff:

The Director of Human Resources is responsible for administering personnel policies involving the staff of the University. If questions arise about personnel policies, the Office of Human Resources is to be consulted for clarification and interpretation.

The President and/or the Board of Trustees, along with the Vice President for Business Affairs and the Director of Human Resources, manage the salary and wage policies of the University. The maintenance of personnel records for all staff members is the responsibility of the Director of Human Resources.

The University maintains the "open files policy" for all personnel. With an appointment, a member of the staff may review their personnel file during normal business hours. A representative of the Human Resources department shall be present when this is done. Arrangements to view a personnel file shall be made in advance with the Office of Human Resources.

DEFINITIONS:

Staff member- "Staff" or "staff member" will now include all administrative and hourly employees

Administrative staff member -

Full-time - All Mount Union Exempt professional office staff who regularly works at least 36 hours per week on a 10, 11 or 12- month basis.

Part-time - Mount Union Exempt professional office staff that regularly works less than 36 hours per week on a 10, 11 or 12-month basis, or is so defined by their offer letter or annual letter of compensation.

Hourly staff member -

Full-time - All Mount Union employees who regularly work at least 36 hours per week on a 10, 11, or 12- month basis.

Part-time -All Mount Union employees who regularly work less than 36 hours per week on a 10, 11 or 12-month basis, or is so defined by their offer letter or annual letter of compensation.

Dependent -

(a) A staff member's spouse or domestic partner, (as established through University policy),

(b) A staff member's unmarried child (including stepchild or legally adopted child classified as a dependent for IRS purposes) under age 19. (See dependent tuition sections for more details.)

Exempt -

Administrative staff members are excluded from overtime compensation.

Non-Exempt-

Hourly staff members are eligible for overtime compensation.

Immediate Family-

For funeral leave purposes, immediate family is defined as: spouse, domestic partner (as established through University policy), parents, legal guardian or other person who stands in place of a parent, children, grandparents, siblings, grandchildren, current stepparent or stepchild, father in-law, mother in-law.

Near Relative-

For funeral leave purpose near relative includes nieces, nephews, uncles, aunts, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and your spouses' grandparents

Office hours/Workday- During the academic year, all offices must remain open between 8:00 am and 5:00 pm. Full-time staff members are required to work 8 hours per day typically between the hours of 7:30 am and 5:30 pm Monday through Friday. Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your supervisor or department head. You are required to take either a 30-minute or a one (1) hour unpaid lunch period daily. Please understand that you may not “work through lunch” in order to arrive late, leave early or work extra time unless this request is made and approved by your supervisor. This is to be used only on an exception basis and cannot become your normal work schedule.

Retiree- Any former staff member who is so classified by the University of Mount Union. As of July 1, 2020, to be considered an official retiree of the institution, the employee must attain the age of 65 and have 20 consecutive full-time years of service.

Summer Hours- From June 1 through July 31, the institution shall have summer hours; offices will be open from 8:00 am to 4:00 pm. Full-time staff are required to work 8 hours per day between the hours of 7:30 am and 4:30 pm Monday through Friday. During summer hours the lunch period is reduced from 1 hour to ½ hour each day. You are required to take your lunch break during summer hours in the same manner as the traditional academic year.

Workweek- The normal workweek is a minimum of 40 hours, 8 hours per day, 5 days per week, and beginning at 12:01 A.M. Sunday and ending at 12:00 midnight the following Saturday.

Flexible Time- For hourly staff, when occasional weekend or evening work is required, it is intended, when possible, to adjust the work schedules so that staff can take the equivalent number of hours off during the same workweek. This must be done in the same workweek and is subject to all sick, personal and vacation policies.

Year- Academic year - Is the period August 1 through May 31.

Calendar year - Is the period January 1 through December 31.

Fiscal year - Is the period July 1 through June 30.

C. EMPLOYMENT CONDITIONS

Employment Policy:

All staff members of Mount Union are employed at will. As staff members at will, you have the right to resign employment at any time for any or no reason and the University retains the legal right to terminate its employment relationship with you at any time, with or without cause. Neither this Handbook nor any of the policies and practices included within it constitutes, and they should not be construed to form or imply any type of employment contract.

Equal Employment Opportunity:

The University of Mount Union is an equal opportunity employer. The University of Mount Union prohibits discrimination on the basis of race, gender, gender identity or expression, sex, sexual orientation, religion, age, color, creed, national or ethnic origin, veteran status, marital or parental status, pregnancy, disability, or genetic information in student admissions, financial aid, educational or athletic programs, or employment as now or may hereafter be required by university policy and federal or state law. Inquiries regarding compliance may be directed to the Director of Human Resources, Beeghly Hall, (330) 829-6560.

Introductory Training Period:

Purpose: The introductory training period, which may be referred to as a probationary period, is when a new staff member becomes adjusted to the work life at the University of Mount Union. It provides both the new staff member and the University an opportunity to determine fit and adaptability into the campus environment.

Attendance: Given the importance of good attendance, an essential function of your job, on the success of our daily needs and support for our campus community, we will continue to scrutinize the attendance of all new staff members as part of their total performance evaluation. As such, an introductory staff member may be counseled and could be terminated for poor attendance or performance issue(s). If a new staff member receives more than three (3) occurrences in the first 90 days of the introductory training period, per our attendance point system, they will be terminated for any additional occurrences after 3 points.

Conditions: All new hires start in a ninety (90) calendar day introductory training period, starting immediately with the date of hire. The introductory period may end on the 91st day of employment, upon successful completion of this training period. While training and feedback will be provided to new staff members on an ongoing basis, not all staff members will meet the expectations of performance or attendance, and therefore will not be extended an offer to continue employment with the University. The University of Mount Union reserves the right to extend an introductory training period, or to discontinue the employment of these staff members at any time during the introductory training period, with or without the use of corrective action.

Performance Evaluation:

A formal performance evaluation will take place annually each calendar year; however, the performance evaluation is continuous and ongoing through effective supervision in the process of communicating work assignments, and the monitoring of work activity. The formal evaluation form must be completed, signed by both the supervisor and the staff member, and forwarded to the Office of Human Resources. An essential part of the performance appraisal process is the written record that documents goals, decisions, observations, and actions.

Community Involvement/Outside Employment:

It is expected that staff will spend sufficient time in the office/in their position to meet all employment commitments. At no time is a staff member permitted to be engaged in outside employment during their regularly scheduled work hours. If you do have employment outside of your position here at Mount Union, you must submit the [Request for Outside Employment Form](#) to your supervisor for approval, and a copy of the completed form must be sent to Human Resources.

Public or community service is encouraged, provided it does not significantly interfere with the performance of duties at the University.

Work and service which does not fall into one of the above categories or which otherwise impedes the staff member's efforts at the University is not encouraged and must be considered carefully by both the staff member and the University before it is undertaken.

Remote Work Policy:

While the University of Mount Union believes that students and fellow employees can best be served when University employees are physically on campus, it also recognizes that flexible work arrangements such as remote work can be an important part of both meeting University needs and the needs of the employee under special circumstances. This policy applies to situations where an employee, who normally would perform their assigned job duties on campus, in-person, requests to perform some or all of the employee's duties remotely for a temporary or an extended period of time.

Remote work is a work arrangement in which employees perform their regular and essential job responsibilities away from their primary business location on a full- or part-time basis. Remote work may not be appropriate or available for some staff members and some jobs. This is not a formal employee benefit or an entitlement at the University, rather, it is an alternative method of meeting the needs of the University and it also may provide flexibility in meeting the employee's needs. As such, a formal arrangement must be defined and approved by one's supervisor and/or Vice President in writing prior to the start of a remote assignment. The University of Mount Union has the right in its sole discretion to refuse to make working remotely available to an employee and to terminate a remote work arrangement at any time. For additional details on this policy, please review the complete policy which can be found on iRaider, under institutional policies:

[Remote Work Policy](#)

Job Openings:

A notice of a vacancy may be advertised in several higher education publications, as well as through internal, local and regional means. Special attention will be placed on ensuring job postings are listed in venues that will allow for a diverse candidate pool to have access to the listing information. In addition, all open positions may be posted on the Job Opportunities page of the Mount Union website.

Nepotism:

To avoid conflicts of interest and to prevent problems of safety, security, supervision, and morale, the University has established restrictions on the hiring of immediate family members. The University will accept and consider applications for employment from any relative of a current employee. Generally, however, the University will not hire or transfer individuals, including

student workers, into positions if the individual will directly supervise or be supervised by an immediate family member. Also, a relative of an employee generally will not be placed in a position where they will work with or have access to sensitive information about their family member. Generally, faculty or staff members are not permitted to participate in any decision or final recommendation on hiring, promotion, tenure, wage, dismissal, or any other condition of employment of their immediate family members.

Attendance / Absences:

Attendance is an important requirement to the success of every employee at Mount Union. You are expected to report to work on time and on a regular basis. Unnecessary absenteeism and tardiness is expensive, disruptive and place an unfair burden on other staff members, students and visitors. For additional information on the occurrence point system, for all Physical Plant staff members, please see your supervisor.

Layoffs:

A layoff (furlough) is defined as an involuntary separation from the University.

Exit Review Meeting:

The exit review is the staff member's last formal employment contact with the University, and it is held by the Office of Human Resources either on or prior to your last day on the job, whenever possible. This meeting is held for all separations. All University property must be returned before your final paycheck will be released to you. University property includes, but is not limited to: purple plus card, credit card, keys, library materials and computer equipment.

Reemployment Policy

Employees who are laid off due to temporary economic or seasonal curtailment of operations may be called back to their previous position if the position is reinstated within six months of the employee's layoff. If more than one person is laid off from the same position, former employees will be reinstated based on seniority. If an employee is not reinstated within six months of their last day of employment, they may be considered "Eligible for Rehire" and the employee is encouraged to apply for any openings posted on the University of Mount Union Employment Opportunity Webpage.

If an employee is laid off or terminated due to a position elimination, or permanent or indefinite change, the employee may be considered "Eligible for Rehire," and the employee is encouraged to apply for any openings posted on the University of Mount Union Employment Opportunity Webpage.

A former University employee that is reinstated or rehired within three months (or 90 days) of their last date of employment will be credited with their previous length of service for the purposes of benefits, if allowed by the provisions of any such benefit plan. Human Resources will meet on an individual basis with each reinstated or rehired employee to discuss actual benefit accumulations, length of service, etc., upon the employee's return.

If an employee is rehired after a break in service of more than three months (or 90 days) from their last date of work, the employee will be considered a new employee and is not eligible to be credited with their previous length of service.

Code of Behavior Policy Statement:

Faculty & Staff members exercise power over students, whether in evaluating them, writing recommendations for them, supervising their work, or serving on university committees.

Professionalism is diminished when those in positions of authority abuse or appear to abuse their power. Codes of ethics for most professions forbid such professional-client relationships, including sexual relationships. In the view of the University, the faculty/staff-student relationship is one of professional and client. The University will view it as professionally unethical if faculty or staff members engage in sexual relationships with Mount Union students, or personal relationships in which the faculty or staff member misuses his/her power over a student of the University, even when both parties have consented to the relationship.

If any personal or familial relationship exists prior to one of the parties entering the University, the faculty or staff member should discuss the situation with his or her supervisor and arrangements should be made so that, if possible, the faculty or staff member would not be directly involved in an evaluative relationship with the student.

Illegal Acts Disclosure Policy:

This policy addresses the commission of any acts that are considered illegal by federal, state, or local statute, (subcontracted or otherwise), on or off University premises, whether or not on duty or on UMU business, which must be reported, or self-reported if one is charged or arrested and any such act(s) results in legal action. Employees of the University of Mount Union have a responsibility to report illegal acts.

Each employee or volunteer must notify the Office of Human Resources within three (3) business days, or as soon as possible thereafter, if charged or convicted with/arrested for any felony or misdemeanor crime. A reportable offense would include any felony or misdemeanor charge, excluding low level offenses, minor traffic infractions (unless you are authorized to drive University vehicles) or a minor civil action. Thus, speeding tickets, parking tickets, texting while driving, etc. are not reportable. An employee who is unsure whether the violation qualifies as "minor" or whether it should be reported, should direct questions to the Office of Human Resources. This includes pending charges/arrests without conviction and charges with no disposition. This also includes all convictions, guilty pleas, pleas of no contest, prayers for judgment continued, deferred prosecutions, or entry into pre-trial diversion or similar programs in lieu of prosecution for any crime ("Convictions"). Such convictions, charges, pending charges or arrests for DUI / DWI / OVI, public intoxication, disorderly conduct, drug possession are not considered minor traffic infractions and would be reportable.

The University reserves the right to conduct its own investigation (which may include a criminal background check) following a report or when otherwise notified of an alleged conviction, charge or arrest when circumstances are identified that warrant further review. If information discovered regarding: (a) prior or current convictions; or (b) current or pending charges or arrests leads to the conclusion that the integrity and welfare of the University and/or safety of students, visitors and/or co-workers may be compromised, the individual may be temporarily or permanently reassigned, suspended, or his/her employment may be terminated.

Any employee, or volunteer, who fails to disclose convictions, charges, pending charges or arrests as outlined above is considered to be in violation of a condition of continued employment, which

may result in corrective action, up to and including termination. Any employee who is aware of any criminal events as outlined above involving another employee, or volunteer, should notify a Human Resources representative as soon as practicable.

All reported and confirmed convictions, charges, pending charges or arrests as outlined above, will be investigated promptly by the Office of Human Resources. If information discovered regarding: (a) prior or current convictions; or (b) current or pending charges or arrests leads to the conclusion that the integrity and welfare of the University and/or safety of students, visitors and/or co-workers may be compromised, the individual may be temporarily or permanently reassigned, suspended, or his/her employment may be terminated.

Title IX:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The University of Mount Union is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, University of Mount Union has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The University of Mount Union values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The University Chief Diversity Officer & Senior Title IX Administrator, or the Title IX Co- Coordinators, listed below, should be informed of, and oversee, all complaints of discrimination – even those that occur at off-campus locations or out of the country. Questions or concerns regarding the University’s procedures and Title IX may be directed to any one of the following resources:

Chief Diversity Officer & Senior Title IX Administrator

Beeghly Hall, President’s Office

Phone: (330) 829-4904

Associate Dean of Students & Title IX coordinator

Hoover Price Campus Center, Office of Student Affairs

Phone: (330) 823-7288

Director of Human Resources & Title IX coordinator

Beeghly Hall, Human Resources, Office of Human Resources

Phone: (330) 829-6560

Inquiries may be made externally to:

Office of Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-1100
Customer Service Hotline: (800) 421-3481
Fax: (202) 453-6012
TDD: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Ohio Office of Civil Rights: Cleveland Office
U.S. Department of Education
1350 Euclid Avenue
Suite 325
Cleveland, OH 44115
Telephone: (216) 522-4970
Facsimile: (216) 522-2573
Email: OCR.Cleveland@ed.gov

For complaints involving employees: [Equal Employment Opportunity Commission](#) (EEOC)

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX co-ordinator or any other official listed.

Report online, using the reporting form posted at <https://www.mountunion.edu/campus-life/safety-and-parking/student-conduct> (for students) or https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=17662 (for faculty and staff).

Anonymous reports are accepted but can give rise to a need to investigate. The University of Mount Union tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University of Mount Union respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University of Mount Union to discuss and/or provide supportive measures.

A Formal Complaint means a document submitted or signed by the Complainant or signed by a Title IX co-coordinator alleging a policy violation by a Respondent and requesting that the University of Mount Union investigate the allegation(s). A complaint may be filed with a Title IX co-coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by

electronic mail or through an online portal provided for this purpose by the University of Mount Union) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that the University of Mount Union investigate the allegations.

The complete Policy for Equal Opportunity, Harassment, and Nondiscrimination for all Faculty, Students, Employees and Third-Parties (the [Policy](#)) can be retrieved at mountunion.edu/campus-life/safety-and-parking/sexual-misconduct/title-ix. If/when updates are made to the Policy they are posted and will be updated annually in the handbook. You may also refer to the Student Handbook, which can be found on iRaider under Student Life. If/when updates are made to the Policy they are posted and will be updated annually in the handbook. You may also refer to the Student Handbook, which can be found on iRaider under Student Life.

Statement Regarding Harassment:

As an educational community, the University of Mount Union is committed to promoting responsible behavior. The University will not tolerate behavior that in any way undermines the emotional, physical or ethical integrity of any member of its community. Mount Union seeks to protect and enhance the personal safety, dignity, and self-respect of each member of the University community. Moreover, the University will use its influence to encourage the entire community to treat its students, faculty, staff and affiliated visitors in a manner consistent with the principles of this statement. Academic freedom can only exist when all are free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Harassment is thus harmful not only to persons involved, but also to the community.

Nothing in this document shall be construed to limit an individual's rights to freedom of political or artistic expression, or other expressions of an academic nature. In particular, the expression of political opinions about issues both on campus and in the wider national and international community explicitly does not constitute harassment. Works of art created or presented by students, faculty, and other members of the community similarly are protected.

Definition of Harassment:

Harassment includes, but is not limited to, any verbal or non-verbal conduct directed at an individual or group of individuals due to their race, religion, ethnic origin, gender, sexual orientation, or disability, when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Such harassment may occur between any members of the University community. It is a violation of University policies to engage in harassment, or to retaliate against anyone bringing forth a complaint of harassment. False accusations of harassment will not be tolerated and may constitute intimidation and harassment and will be responded to as any other case of harassment. Repeated incidents, even where each would not on its own constitute harassment, may collectively constitute harassment under this definition.

Specific Types of Harassment:

Certain forms of harassment tend to occur more frequently in society and are therefore described below in more detail.

Sexual Harassment:

Sexual harassment in all of its manifestations runs counter to the mission of The University of Mount Union and will not be tolerated in the University community. Sexual harassment violates not only the dignity of the individual, but also the integrity of the University. All reports of sexual harassment will be promptly investigated and addressed.

Definition:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

1. Submission to such conduct is either explicitly or implicitly made a condition of employment or academic standing, or where there is an implied or expressed promise of reward or threat of negative consequence for refusal;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

Examples:

Examples of sexual harassment include, but are not limited to:

- Coerced sexual activity
- Some incidents of physical assault;
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment;
- A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of a course) including:
 - Sexual innuendoes, inappropriate comments or remarks about an individual's clothing, body, or sexual activities;
 - Suggestive or insulting sounds, inappropriate humor and jokes about sex or gender in general; sexual propositions, invitations, or other pressure for sexual intimacy;
 - Inquiries and commentaries regarding a person's sexual activity, experience or orientation;
 - Unwanted patting, pinching, brushing against a person's body, attempted or actual kissing or fondling, or any other inappropriate touching or feeling, or staring

Racial Harassment:

Racial harassment is antithetical to the values of the University of Mount Union, and the University will not tolerate acts based on racial bigotry. It is the goal of the University to eliminate all manifestations of racism from the campus and any incidents of racial harassment will be promptly investigated and addressed.

Definition:

Racial harassment includes behavior which threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin in a manner that unreasonably

interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working, learning or living on campus.

Examples:

Examples of racial harassment include, but are not limited to:

- Racial/ethnic slurs of any kind
- Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin, or calls attention to the race, ethnicity, or national origin of another person in a manner that prevents or limits their academic and/or personal freedoms;
- Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of their race, ethnicity, or national origin.

Disability Harassment:

Harassment directed at individuals or groups because of an actual or perceived disability is antithetical to the values of the University of Mount Union. Such acts will not be tolerated by the University of Mount Union and will result in prompt investigation and response.

Definition:

Disability harassment includes behavior that threatens, intimidates, coerces, or degrades an individual or group based on an actual or perceived disability in a manner that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working learning or living on campus.

Examples:

Examples of disability harassment include, but are not limited to:

- Verbal acts and name-calling;
- Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of an actual or perceived disability that prevents or limits their academic and/or personal freedoms;
- Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of an actual or perceived disability;
- Behavior that creates a hostile environment by unreasonably interfering with or denying a person's participation in or receipt of benefits, services, or opportunities from the University because of an actual or perceived disability.

Drug-Free Workplace Policy:

The Omnibus Drug Initiative Act better known as the Federal Drug-Free Workplace Act (Act), which became effective on March 18, 1989, requires that all grantees receiving grants from any federal agency certify to that agency that they will maintain a drug-free workplace, or, in the case of a grantee who is an individual, to certify to the agency that the staff member will not engage in certain unlawful actions involving controlled substances while conducting grant activities.

The statute provides that if an individual is convicted of certain drug-related federal, state or local offenses, the court may suspend eligibility for federal benefits. Since the University of Mount Union is a recipient of funding from the federal government, all staff members (including students) are required by federal law to abide by this prohibition as a condition of their employment with the University. Further, all staff members are required to report to the Director of Human Resources and Staff Development any conviction under a criminal drug statute for conduct in the workplace within five days of the conviction.

The University of Mount Union prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the property of Mount Union or as any part of the institution's activities.

Keeping our work force free of drugs requires a commitment on the part of the University and you, our staff members.

Staff members who are convicted under a criminal drug statute for conduct in the workplace will be subject to any one of the following remedies:

1. Participation in a drug rehabilitation program approved by the University.
2. Suspension, without pay, from employment until satisfactory progress has been made in a drug rehabilitation program;
3. Immediate dismissal from employment with the University.
4. Referral for prosecution for violations of the standards of conduct.

In addition, any unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, drug abuse instruments, or paraphernalia may constitute a criminal violation under The Ohio Revised Code, and the Alliance Municipal Ordinances. Conviction of any such offense will subject the offender to various penalties.

The University of Mount Union offers a comprehensive alcohol and drug counseling and education program for its students; any member of the community can contact the Office of Alcohol, Drug and Wellness Education for a referral. This office can be reached at:

Office of Alcohol, Drug and Wellness Education
Hoover-Price Campus Center
(330) 829-6660

The following locations offer programs for Stark County residents suffering from alcohol and/or drug abuse/dependency issues. These agencies can provide counseling, treatment, rehabilitation, reentry and referral.

Alcohol and Other Drug Treatment Options:

Alcoholics Anonymous Intergroup Office
4125 Hills & Dales Rd. N.W., Suite 400B Canton, OH 44708, (330) 491-1989 (24/7)
<http://www.aaincantonohio.org/>

Coleman Behavioral Health

Alliance Office: 1410 W. State St., Alliance, OH 44601, (330) 823-6932

Canton Office: 400 W. Tuscarawas St, Suite 200, Canton, OH, 44702, (330) 438-2400

<http://www.colemanservices.org/>

CommQuest

Main Office: 625 Cleveland Ave NW, Canton, OH 44702, (330) 455-0374

Alliance Office: 1207 West State St., Suite M, Alliance, OH 44601, (330) 821-8407

Massillon Office (Driver Intervention Program): 1660 Nave Road SE, Massillon, OH 44646, (330) 834-1934 <http://www.commquest.org>

Crisis Intervention and Recovery Center of Stark County

2421 13th Street N.W., Canton, OH 44708, (330) 452-6000 (hotline) toll free 1-(800) 956-6630

<http://www.cirestark.org/>

Narcotics Anonymous for Northeast Ohio

Call for meeting times and locations, (888) 438-4673

<http://www.naohio.org/> or <http://nabuckeye.org/>

Tobacco-Free Policy:

The University of Mount Union prides itself on its dedication to the health and well-being of its community. As an institution of higher learning, the University recognizes that it has a unique opportunity to educate both its campus members and the Alliance community about the serious health consequences associated with the use of tobacco products for both users and non-users alike. In accordance with the campus mission statement: “The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work, and responsible citizenship,” effective January 1, 2018, the University is 100% tobacco-free.

The Tobacco-Free Policy applies to all University of Mount Union facilities, properties, sponsored events and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within University of Mount Union housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all University of Mount Union campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Concealed Weapons Policy:

Ohio law and University of Mount Union policy prohibits the possession, use, or storage of weapons or dangerous materials of any type or description anywhere on the University of Mount Union property. This includes, but is not limited to: firearms, compressed-air guns, pellet guns, BB guns, illegal knives, swords, explosive devices, fireworks, ammunition, tasers, stun guns, brass (or any other metal) knuckles, replica weapons, toy (including nerf and water guns) weapons, or any other dangerous “ordnance” as defined by Ohio law. While state legislation (H.B. 12, effective April 8th, 2004) authorizes county sheriffs to issue licenses to carry concealed handguns, these firearms are **still** prohibited on University property. Exceptions to this policy for educational

purposes (e.g. theater productions) must be granted by the Vice President for Student Affairs/Dean of Students.

D. WORK SCHEDULE

Staff can begin work between 7:30 a.m. and 8:30 a. m. with either a 30-minute or 1-hour allotted lunchtime for each person. Physical Plant and Security may maintain different work schedules based on departmental needs. Normal quitting time for the work day is between 4:30 p.m. and 5:30 p.m. All administrative offices are required to be open to the public from 8:00 a.m. to 5:00 p.m. daily, Monday through Friday, except as specifically announced in writing by the Office of Human Resources.

Each staff member's exact hours of starting and leaving work and lunch periods are to be established with approval of the department supervisor. All hourly staff are required to enter work hours and lunch breaks in self-service, preferably on a daily basis.

Unexcused Absences and Tardiness:

An employee will be considered to have voluntarily resigned their position if absent from work for three or more days without proper notification (no call/no show). Employees reporting to work more than 8 minutes after the approved starting time are considered tardy and may be subject to disciplinary action.

E. COMPENSATION

Pay Periods:

Hourly staff are paid bi-weekly on Fridays for work completed from the immediate prior two weeks before the pay day. If the normal pay date falls on a legal holiday, the pay date will be on the last regular business day preceding the holiday or weekend.

Administrative Staff are paid monthly on the last business day of the month. If the normal pay date falls on a legal holiday, Saturday, or Sunday, the pay date will be the last regular business day preceding the holiday or weekend.

Payroll Deductions:

The University, like any other employer, is required by law to make certain deductions from employee pay checks. These deductions are federal, state, and local income withholding taxes and FICA (Social Security & Medicare). If there is any change in dependency status, it is the staff member's responsibility to advise the Payroll Office and to sign a new deduction authorization.

Deductions may be made for University-sponsored programs.

In the event the staff member terminates employment with the University and has an unpaid accounts receivable balance, that balance will be deducted from the final paycheck.

Overtime Pay:

Hourly staff are entitled to overtime pay for hours worked in excess of 40 hours during the seven-day period beginning 12:01 a.m. Sunday. Overtime pay is calculated at one and one-half the

regular hourly rate. Overtime must be approved in advance by the department head. If a paid holiday falls within the regular work week, those hours shall be considered as hours worked when computing overtime hours. If you use sick-time, vacation, personal time, jury leave, volunteerism, or funeral leave during the regular work week, those hours shall **not** be considered when computing overtime hours.

Administrative Staff are exempt from overtime pay.

Payroll Direct Deposit:

The University of Mount Union requires payroll direct deposit. You may deposit your payroll check into any financial institution, which has a valid American Bankers Association (ABA) number under the Federal Reserve System of Banking in the United States. Contact the Payroll Office for more details.

Pay Advances:

Pay advances are not authorized for any member of faculty or staff.

Moving Expenses: Moving expenses are taxable by the IRS and, if offered in the employment offer letter, will be paid in your first pay after hire.

F. SEPARATION

Voluntary Resignation:

A staff member that leaves their employment at the University is requested to give their immediate supervisor two weeks advance notice in writing. Hours of unused/earned/accrued vacation is allowed for up to a maximum of 200 hours only after 1) a minimum of one year of service, 2) all vacation has been submitted timely each month and approved by the supervisor in self-service, and 3) the full two (2) weeks advance notice in writing is given. You must also work at least the full and complete ten days (consecutively) stipulated in your resignation notice in order to receive payment for any unused or earned vacation time you may have accrued. You may not use vacation, sick (unless you provide medical documentation), personal, holiday, volunteer hours, or any other type of paid time to cover this 10-day requirement.

Involuntary Resignation:

For Staff who are separated involuntarily, hours of unused/earned/accrued vacation may be allowed for up to a maximum of 200 hours only after 1) a minimum of one year of service, and 2) all vacation has been submitted timely each month and approved by the supervisor in self-service.

Death of a staff member:

In the case of the death of an active University faculty or staff member, the spouse or the estate is paid through the day on which the death occurs, plus pay for all accrued and earned vacation.

Retirement:

A staff member may retire from the University and be considered an official Mount Union Retiree if they work until age 65 and have 20 years of consecutive full-time service. The staff member is then eligible for benefits afforded to Retirees, including retiree medical insurance supplement,

fringe benefits that accompany the purple plus card, and ability to keep their Mount Union email address.

G. FRINGE BENEFITS

Please contact the Office of Human Resources for clarification of benefits.

General:

The University of Mount Union reserves the right to amend, at any time with or without notice, its insured and non-insured fringe benefit plans, including those for retirees, with the exception of Social Security, and to discontinue either in whole or in part its contributions to plans other than Social Security. Participation in most benefit programs is optional and enrollment can only become effective after the completion of a formal application process and after the appropriate waiting periods.

Employment Status Change: Full Time to Part Time

If your employment status changes from full-time to part-time during the duration of your employment at the University, benefits will be adjusted accordingly. While you will be allowed to use your current earned vacation hours, you will start accruing vacation at a part-time rate. This reduction in vacation accrual will begin immediately, as well as changes with participation in medical/dental/vision plans, elimination of holiday pay, and any other applicable benefit program changes that affect part-time staff members.

Vacations:

In an effort to promote and ensure the well-being of our staff, University of Mount Union offers a reasonable, flexible, and beneficial vacation policy, which is explained in detail below. Vacation time begins to accrue on the date of hire; however, vacation only accrues if at least one half of the month has been worked. Any vacation time accrued from the hire date is awarded on July 1, the beginning of the University's fiscal year.

Vacation time can be carried over from one fiscal year to the next year under the following conditions:

- A maximum of 40 hours of earned vacation can be carried over only with a written request approved by the supervisor.
- You are encouraged to use any vacation carry over hours before December 31st of that same year.

Vacation time may be taken in a minimum of 1/4-hour increments and can be used during periods of illness. However, if illness occurs while on vacation, additional vacation time is not granted. Every effort will be made to give staff members the vacation period requested; however, the University reserves the right to make schedules that best meet the needs of the institution. It is the supervisor's responsibility to ensure that vacation time is accounted for properly and entered timely in self-service.

Anyone leaving the University after a minimum of 1 year of service will be given pay for any accrued vacation earned as noted under Section F. SEPARATION.

Full-Time Hourly Staff:

Hourly staff hired on or before June 30, 2021 will accrue vacation according to the chart below, and accrued vacation will be awarded on July 1 of each fiscal year.

Months Of Employment	Vacation Hours Accrued Annually	Vacation Days Accrued Annually
0-60 months	3.08 hours per pay	Up to 80 hours
61-120 months	4.62 hours per pay	Up to 120 hours
121+ months	6.15 hours per pay	Up to 160 hours

Effective July 1, 2021 all newly hired hourly staff will accrue vacation based upon months of service as indicated in the chart above. New hourly staff may begin using accrued vacation after 90 days of employment.

10/11 Month Hourly Positions:

Eligible full-time hourly staff members that work a 10/11 month position hired after July 1, 2006, will accrue vacation as follows:

3.08 hours per pay per fiscal year (maximum 66 or 72 hours per vacation year)

Part-Time Hourly Staff:

Regular part-time hourly staff that work 20 or more hours per week begin accruing vacation following 9 months of consecutive work at

1.54 hours per pay per fiscal year

* Part-time hourly staff that work less than 20 hours per week or less than 9 consecutive months do not earn or accrue vacation.

Administrative Full-Time Staff & Faculty with Administrative (12-Month Only) Duties:

Eligible full-time 12-month exempt (administrative) staff members will accrue vacation as follows:

Vacation accrues and is awarded as of July 1 of each year.

Full-time Administrative staff:

1st year	(5) days	If hired in the first half of the fiscal year, 40 unaccrued hours to be used after 6 months of employment. This unaccrued vacation is to be used between January and June 30, and cannot be rolled over. If you are hired between January 1 and June 30, you can use actual accrued vacation beginning July 1 of the new fiscal year.
1 + years	(20) days	160 hours; prorated utilizing start date. This is equivalent to 13.3 hours per each full month worked.

Part-time Administrative staff: (those staff members working between 30 and 36 hours per week.):

1st year (5) days If hired in the first half of the fiscal year, 40 unaccrued hours to be used after 6 months of employment.

1 + years (15) days 120 hours; prorated utilizing start date

Part-time Administrative staff working less than 30 hours per week does not accrue vacation.

Eligible **full-time 10/11-month exempt (administrative) staff members** will accrue vacation as follows: (Those full-time 10/11 month exempt administrative staff members hired prior to July 1, 2003 will continue to accrue vacation at the pre July 1, 2003 vacation accrual rate.)

1st year (5) days 40 unaccrued hours to be used after 6 months of employment.

1 + years (10) days 80 hours; prorated utilizing start date

Sick Time:

The sole purpose of paid sick leave is to provide continued income during periods of illness.

Full-Time Hourly Staff

The University grants 8 hours of sick leave per month for each month worked up to a maximum of 960 working hours for full-time staff. This amount of 960 hours equates to approximately 6 months of sick time, which allows for paid time off if a period of short-term disability or illness is needed for a serious incident. Part-time staff do not earn sick leave. No pay is given for unused sick time upon termination of employment at the University.

Full-Time Administrative Staff

Effective July 1, 2021, newly hired full-time administrative staff will begin earning and using **Sick Time**, in place of **Short-Term Disability**. Full-time administrative staff who are employed as of June 30, 2021 will receive sick time hours in accordance to the amount of short-term disability coverage previously provided, as indicated below.

Service	One-Time Sick Time Hours Awarded
0 through 60 months	320 hours
61 months through 120 months	480 hours
above 120 months	960 hours

Moving forward, the University will grant 8 hours of sick leave per month for each month worked up to a maximum of 960 working hours for regular full-time administrative employees. Part-time administrative employees do not earn sick time. No pay is given for unused sick time upon termination of employment at the University.

Sick Time must be entered into your weekly time in self-service (or submitted on the monthly leave tracking form, as needed for administrative staff) and may be used in 15-minute increments. Sick leave may be used for personal illness, doctor appointments, and absence due to illness for a spouse, partner, or child(ren)/stepchild(ren). A doctor's excuse may be required.

No sick time is earned during a month in which the employee has not worked or received paid time off at least half of the month. An employee does not accrue vacation or sick time while on sick leave without pay and does not receive holiday pay while on sick leave.

Absence because of sickness must be reported to the department head no later than one half hour after normal starting time. Failure to report off as required will result in loss of sick time for that day and may result in disciplinary action.

If you are sick the day before or after a paid holiday, you must have a physician's statement indicating dates, nature and length of illness in order to receive your holiday pay. All employees are urged to accumulate sick time as rapidly as possible to offset a major illness, should one occur.

The University reserves the right to require a physician's statement for any absences.

If you are absent due to illness for three or more consecutive workdays, you will be asked to present a medical release to your supervisor. You may also be eligible for FMLA leave (See "[FMLA](#)" or contact the Human Resources Office for details and application forms).

Personal Day:

Full-time hourly staff members earn one personal day per fiscal year. This personal day cannot be rolled over; and no pay is given for unused personal time upon termination of employment at the University. Personal time can be taken in one quarter (¼) hour increments. New hires will earn eight (8) hours of personal time after six months of full-time employment.

Long-term Disability:

The University of Mount Union provides all eligible staff members with long-term disability insurance coverage. While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Office of Human Resources for details.)

Group Long-term disability insurance coverage is a fringe benefit given to each full-time staff member by the University effective on the first day of the month following 30 days of continuous active employment. Should a disability exceed 180 days, you may be eligible for long-term Disability coverage. Long-term disability provides continuing income at sixty percent (60%) of your base salary, less a Social Security offset. (Your annual salary determines the amount of long-term disability insurance coverage).

I. Enrollment

All staff members **MUST** complete an enrollment form.

II. Medical Insurance Under Long-Term Disability

A staff member with 20 or more years of continuous benefit eligible service will continue on the Mount Union medical insurance plan until 24 months of total disability is accumulated under Social Security Disability. Medicare will then become the primary medical insurance. The University medical insurance then becomes secondary. A covered spouse and legally dependent children will continue to be covered and will be required to contribute the same monthly contribution as other staff members on the active dependent

coverage. This payment will be due by the first day of the covered month. Failure to make this payment by the tenth (10th) day of the month will result in the cancellation of you and your dependent's Mount Union medical coverage.

A staff member with two (2) but less than twenty (20) years of continuous benefit eligible service will continue on Mount Union's medical insurance plan until twenty-four (24) months of total disability is accumulated under Social Security Disability. Medicare will then become the primary medical insurance. The University medical insurance then terminates. A covered spouse and legally dependent children will continue to be covered during the twenty-four (24) month period and will be required to contribute the same monthly contribution as other hourly staff members on the active dependent coverage. This payment will be due by the first day of the covered month. Failure to make this payment by the tenth (10th) day of the month will result in the cancellation of your and your dependent's Mount Union medical coverage.

A staff member with less than two (2) years of benefit eligible service will continue on the Mount Union medical insurance plan as long as that person is receiving sick pay from the University or is on Family and Medical Leave.

Any eligible staff member electing to waive the medical insurance will only be permitted to reenroll due to changes in family status or during a period of open enrollment.

III. Life Insurance Under Long-Term Disability

Your University provided Life insurance will be continued:

1. While the staff member remains a "staff member on Total Disability Absence;"
2. The date the covered staff member attains age 70;
3. Or, the date the staff member returns to "active employment" whichever comes first.

While this section is a summary of the provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your Group Total Disability policy document for details or contact the Office of Human Resources)

IV. Tuition Benefit Under Long-Term Disability

In the event of the disability, as defined by the terms of the policy, of a full-time staff member, the spouse and legally dependent children of that staff member are eligible to receive tuition benefits under the same rules and regulations that would apply if the staff member were still actively working at the University.

Supplemental Income Protection Plan:

The University of Mount Union provides all eligible staff members with Group supplemental income protection insurance coverage. This Supplemental Income Protection Plan allows you to insure an additional percentage of your income up to an additional maximum monthly benefit of (\$1,250). In the event you are disabled, you can use the benefits for daily living expenses or invest for the long term.

Supplemental Income Protection is available only to full-time staff members. The cost of the Supplemental Income Protection is paid entirely by the staff member. Payroll deduction is made available for this coverage.

While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Office of Human Resources for details.)

Group Life Insurance:

The University of Mount Union currently provides all eligible staff members with term life insurance and Accidental Death & Dismemberment insurance (AD&D) coverage. While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Office of Human Resources for details.)

Group term life insurance coverage is a fringe benefit given to each full-time staff members by the University effective on the first day of the month following active employment. Your annual salary determines the amount of life insurance coverage. You are eligible for one (1) times your annual base salary (a minimum of \$25,000 up to a maximum of \$50,000) Your annual salary determines your amount of AD&D.

Optional Life Insurance:

The University of Mount Union currently makes available to all eligible staff members optional term life insurance coverage. While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Office of Human Resources for details.)

Optional Term Life insurance is available in increments of \$10,000. The combined total for basic and Optional life coverage is limited to \$500,000 and subject to proof of insurability for amounts greater than \$350,000.

Optional Term Life insurance is available only to full-time staff members. The cost of the Optional Term Life insurance is paid entirely by the staff member and payroll deduction is required for this coverage.

Spouse/Dependent Life Insurance:

The University of Mount Union currently makes term spouse and dependent life insurance coverage available to all eligible staff members. Group Spouse and Dependent life insurance coverage is available on a voluntary basis to all full-time staff members of the University effective on the first day of the month following active employment.

This program provides life insurance for spouses and dependents at a minimal cost and the amount of coverage is based on the age of the dependent. The cost of this program is paid entirely by the staff member and payroll deduction is made for this coverage. An eligible dependent child in this instance is your child from live birth through age 25 A child also includes your adopted child or your stepchild and the child of your spouse, if living in your home.

While this section is a summary of the provisions of that policy, the current terms of the actual policy govern in the event of a conflict. (See your official document or the Office of Human Resources for details.)

HIPAA Policy Statement:

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that protects the privacy of protected health information. Health care providers and health plans are required to comply with HIPAA's Privacy Rule. A staff member's medical information, as maintained in their employment record, is not covered by HIPAA's Privacy Rule, but may be covered by applicable provisions of the Americans with Disability Act or other laws. HIPAA's Privacy Rule covers Mount Union's self-funded group health plan.

Group health plan participants will receive a Notice of Privacy Practices from the Group Health Plan directly or from its third-party administrators (known as Business Associates who perform services on behalf of the Group Health Plan). The Notice describes the duties and responsibilities of the group health plan, and its business associates, to protect the privacy of medical or health information used or disclosed to process and pay your claims for medical treatment.

Mount Union's Group Health Plan will not use or disclose a plan participant's medical or claims information other than as permitted by the Plan Documents, or as required by law. Additionally, the University of Mount Union, as Plan Sponsor, will restrict access to plan participants' medical and claims information to a limited number of persons expressly authorized to receive it for the limited purpose of performing administrative functions connected with the group health plan and not for making employment-related decisions.

Medical Insurance:

The University of Mount Union offers all eligible staff members with a choice of medical plans. Once you have made your plan election or have declined coverage, you can only change this election if you have a special enrollment event occur or during the annual Group Health plan open enrollment period. The University of Mount Union shares the medical premium with faculty and staff members for employee, employee and spouse, employee and children, family coverage.

While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official Plan document or the Office of Human Resources for details.)

Any work-related injury or illness is not covered by this medical plan.

Group Major Medical Insurance is available on a voluntary basis to all benefit eligible staff members on the first day of the month following active employment. All eligible employees may elect to participate in the University's group health insurance plan. Eligibility for and coverages under the plan are governed by the plan document(s) and insurance contract(s). A payroll deduction is made for this coverage.

Any staff member who is on an unpaid leave of absence from the University must arrange with the Office of Human Resources to make monthly payments in order to keep medical coverage in force. This payment will be due by the first day of the covered month. ***Failure to make this payment by***

the tenth (10th) day of the month will result in the cancellation of you and your dependent's Mount Union medical coverage.

If an active staff member or other covered individual terminates or is terminated from medical coverage, the staff member must either have a special enrollment event occur or reenroll during the annual University of Mount Union Group Health Plan open enrollment period to become covered under the Plan.

When a staff member leaves employment at the institution, healthcare coverage will terminate on the last day of the month in which the employee worked. ***COBRA coverage is offered for individuals who terminate their employment at the institution*** and were enrolled in an eligible healthcare plan.

Retiree Medical Insurance:

Official Mount Union Retirees over age 65, with at least 20 years of continuous full-time benefit eligible service, and their eligible spouses ~~at the time of their retirement~~ are eligible for supplemental medical insurance through the University of Mount Union, if they were enrolled in the medical insurance plan prior to retirement. This coverage is secondary to Medicare. The maximum amount that will be paid by the University for each covered individual shall not exceed \$50 per month. Any retired staff member electing to waive the medical insurance will not be permitted to enroll in the plan at a later date.

In order to avoid loss of coverage, full-time staff members should sign up for Medicare at least 3 months prior to their 65th birthday even though the staff member is covered by the University insurance program until retirement or until the staff member voluntarily chooses to leave the plan. Contact the local Social Security Office for details.

An active staff member whose spouse is both:

1. Covered by Medicare, and
2. Enrolled with dependent coverage in the University major medical plan,

has primary coverage with the University insurance and secondary coverage with Medicare until the termination of employment of the staff member regardless of the age of the spouse.

Dental/Vision:

The University of Mount Union offers a voluntary dental and vision plan to all benefit eligible staff members on the first day of the month following active employment. Once you have made your plan election or have declined coverage, you can only change this election if you have a special enrollment event occur or during the annual Group Health plan open enrollment period. Mount Union shares the premium with faculty and staff members for both single and family coverage. A payroll deduction is made for this coverage. The comprehensive dental/vision insurance program is available for all benefit eligible staff members, their spouses, and dependent children to age 26.

While this section is a summary of the current provisions of those policies, the terms of the actual policies govern in the event of a conflict. (See your official document or the Office of Human Resources for details.)

Flexible Spending Account (FSA):

The University of Mount Union offers you the opportunity to pay for uninsured medical expenses and costs of dependent day care on a pre-tax basis through flexible spending accounts.

Elections under these plans must be made during the annual Group Health plan open enrollment period, unless you experience a change in family status. Reimbursement from your account can only be made for eligible expenses incurred during the plan year and submitted within 90 days after the plan year ends on December 31, or within 90 days if your full-time employment terminates. While this section is a summary of the current provisions of this policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Office of Human Resources for details.)

Health Savings Account (HSA):

The University of Mount Union offers you the opportunity to pay for out-of-pocket health care expenses on a pre-tax basis through a health savings account. In order to participate in an HSA, you must participate in a high-deductible health plan (HDHP), such as the Silver HSA or the Bronze HSA plan.

Your per pay contribution to the HSA can be adjusted on a monthly basis, as long as you are still a participant of a HDHP. The monies you contribute to the HSA are yours to keep, even if your employment with the University terminates. While this section is a summary of the current provisions of this policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Office of Human Resources for details.)

Domestic Partner Benefits:

The University of Mount Union grants domestic partner fringe benefits to both same sex and opposite sex domestic partners, as well as their custodial children. The benefits are offered in accordance with established University procedures and benefit plan documents. To apply for domestic partner benefits an Affidavit of Domestic Partnership must be filed. The following steps should be taken:

- Complete an Affidavit of Domestic Partnership and submit it to Human Resources
- Consult an attorney/tax advisor concerning any legal ramifications that may be created by the affidavit

Registration of a domestic partner may take place at any time during the year in the same manner as any other enrollment due to a change in family status. The information in the affidavit will be used by the University for the sole purpose of determining eligibility for domestic partnership benefits. This information will be treated as confidential to the extent permitted by Ohio law and will be used solely for the administration of benefits by the Office of Human Resources. The availability of these benefits is based on eligibility requirements and subject to changes in program provisions.

Domestic partner benefits include: Bereavement Leave, Family Medical Leave Absence, Employee Discount programs, Medical and Dental Insurance coverage and Tuition Waiver.

Retirement Contributions:

All staff who have completed one (1) consecutive year of full-time employment are eligible to participate in the TIAA Defined Contribution Retirement Plan. For purposes of the Retirement Plan

only, a full-time staff member is any staff member who is scheduled to perform 1,000 hours of service during a 12 consecutive month period. An exception to the one-year waiting period is made for individuals coming to the University who are currently participating in an employer sponsored TIAA Retirement Program and receiving employer contributions. The annual salary is used to determine the amount deposited. The staff member may, but is not required to, deposit any additional funds desired. All deposits are vested immediately in the name of the staff member.

The University deposits a discretionary amount of your monthly salary to TIAA. (Annual contributions will be capped in accordance with IRS rules and regulations.)

The plan has limitations on repurchase, which can be found in the plan document.

Any part-time staff member, who has completed one (1) consecutive year of employment and works at least 1,000 hours per year, is eligible to participate in the TIAA Defined Contribution Retirement Plan. (See the TIAA plan document or the Office of Human Resources for more details.)

To participate in this Plan, all eligible staff members must enroll online directly with TIAA. Any person who has been notified that he or she is eligible to participate but who fails to enroll will be deemed to have waived all of his or her rights under the Plan except the right to enroll at a future date.

Employee Contributions to TIAA

All staff members are eligible to contribute their own funds to the Mount Union TIAA Defined Contribution Retirement Plan. A staff member may begin to participate in this plan on the first day of the month following employment. To participate the staff member must complete a salary reduction agreement, as well as the necessary enrollment form(s) and return them to the Office of Human Resources. These forms are available in the Office of Human Resources.

Holidays:

University of Mount Union currently recognizes the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Eve
- Christmas Day, and 2-3 business days between Christmas and New Year's Eve
- Floating Holiday - You can choose to use this day for any day you wish throughout the year, including but not limited to President's Day, Veteran's Day, Flag Day, MLK Day, your Birthday, etc.

The Office of Human Resources publishes a holiday schedule annually before July 1 of each year. Only full-time staff receive holiday pay.

Holiday benefits are forfeited in the case of:

1. Sick time taken on the day before or after a holiday without a physician's statement indicating dates, nature and length of illness.
2. An unauthorized absence when scheduled to work immediately prior to or following the holiday.
3. An unauthorized absence when scheduled to work on a holiday.
4. Absence (extended or otherwise) from scheduled work immediately prior to or following a holiday without vacation or sick time coverage.

If a holiday falls within a vacation period, an extra day's vacation may be allowed.

Staff who work an unusual schedule and whose normal day off falls on a holiday, are granted an additional day's pay or an extra day off during the same work week at the option of the staff with the approval of the department head.

When a full-time staff member is required to work on a holiday, Mount Union will pay only actual hours worked of holiday pay regardless of the number of actual hours the employee is scheduled to work.

Part-time staff called-in to work on a holiday are paid their regular hourly rate with no premium for holiday work. Part-time staff do not earn paid holidays.

Volunteerism:

The University of Mount Union encourages staff members to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities. The following guidelines, effective January 1, 2021, are for staff who serve as volunteers in 501(c)(3) non-profit community programs that are either of personal interest or are university-sponsored initiatives.

Volunteer Time: Full-time staff members may take up to 8 hours of paid time off each fiscal year (July 1 – June 30) to participate in their specific volunteer program. Volunteer hours may be taken in as little as 2-hour increments for the non-profit service; however, volunteer hours may not be used in the resignation period. Volunteer time must be requested in advance and approved by your immediate supervisor. A notice of 7-10 days is highly encouraged when possible. Volunteer time should not conflict with the peak work schedules, create the need for overtime, or cause conflicts with other employees' schedules. Volunteer time does not carry over to the next fiscal year if not used. No pay is given for unused volunteer time upon termination of employment at the University.

All full-time staff members are eligible if they are in good standing with performance and attendance. Interested staff should meet with their supervisors to discuss their volunteer choice, request approval, and schedule. Documentation from the non-profit agency may be required.

Jury Duty/ Witness Release Time:

The University recognizes the obligation of its staff to serve on jury duty when called. The University will pay the staff member the normal compensation during this time, up to a maximum of three weeks' pay. In addition, no loss of compensation or benefits will occur if an employee is required to testify at the order of a court or agency of government or on request of the University

provided that you are not subpoenaed as a witness and are not a plaintiff, defendant or other party to the action.

You must request such leave immediately upon receipt of court summons and must provide a copy of the summons to your supervisor.

In addition, you must furnish evidence from the Clerk of Courts of such duty and the amount paid for such jury service prior to receiving compensation for jury service. Forward a copy of the summons to the Office of Human Resources.

Finally, you are required to report for work all or part of any day you are not engaged in jury duty.

Bereavement/Funeral Leave Policy:

In the event of a death in the immediate family of a regular full-time staff member, you will be paid for time lost from work for the purpose of arranging for and attending the funeral. Up to 5 days of bereavement/funeral leave may be used for the death of an immediate family member, depending on need and subject to the approval of the department. Up to 3 days may be used for the bereavement/funeral leave for the death of a near relative, depending on need and subject to the approval of the department.

In the event of the death of an active faculty or staff member, you will be paid for time lost from work for the purpose of attending the funeral or memorial service. Such pay shall not exceed two (2) hours. The purpose of this leave is to make the staff member whole for their normally scheduled workday. Any lost time above the two (2) hours, personal pay or vacation pay will be used to make the staff member whole. If no paid time off is available, the time above two (2) hours will go unpaid.

If the death of a member of the immediate family member occurs while you are on vacation, consideration will be given for an adjustment in vacation time used. If a memorial service is delayed, consideration will be given for the leave to be used at a later date (proof of the service may be required). Consideration for such exceptions will be given by the Director of Human Resources and will be based on the details of each case.

Funeral leave does not apply to part-time staff members.

Military Leave:

The University supports its faculty and staff who are members of uniformed services with transparent and equitable employment and leave practices, pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA). In general, if the employee has been absent from a position of civilian employment by reason of service in the uniformed services, they will be eligible for reemployment under USERRA by meeting the following criteria:

- The employer had advance notice of the employee's military obligation. The employee must notify their supervisor and human resources with documentation in accordance with USERRA;
- The employee has been away from this employer five years or less due to military obligations (excluding exemptions);

- The employee returns to work in a timely manner as defined under USERRA; and,
- The employee has not been separated from uniformed Services with a disqualifying discharge or under other than honorable conditions.
- Eligibility for reemployment documentation that satisfy the requirements of USERRA for more than 30 days of service.

Military leaves of absence are unpaid. However, you may use any available earned vacation days as paid compensation during the leave. In the event no comparable position to that formerly held is open within 60 days after application, the first offer of a comparable job must be accepted. A staff member is reinstated with compensation at a level the staff member would have attained had the staff member not left for military service. Seniority and all fringe benefits accrue to the same degree as if there had been no break in service. In all cases, the University will abide by federal and state regulations regarding the granting of compensation during military leaves of absence.

Family Medical Leave Act (FMLA):

The FMLA provides up to 12 weeks of unpaid leave in a consecutive rolling 12-month look-back period to eligible staff members for certain family and medical reasons. This 12-month period will be an individual rolling period for each eligible person, determined from the date any new FMLA leave would begin. You are eligible for FMLA if you have been employed by the University for at least one year and have worked a minimum of 1,250 hours over the 12-month period prior to the start of the FMLA leave. **You must complete FMLA paperwork if you are absent from work for 3 or more consecutive days due to your own serious health condition. This paperwork is to be completed by your physician; as it is your physician that determines if your absence qualifies for FMLA coverage.**

Unpaid FMLA leave will be granted for the following reasons:

1. The birth of the employee's child and in order to care for that child.
2. Placement of a child with the employee for adoption or foster care.
3. To provide care for a spouse, child or parent of the employee who has a serious health condition.
4. Due to the employee's own serious health condition that renders the employee unable to perform the functions of his or her position.
5. "Qualifying exigency", this is when an employee's spouse, child, or parent is on active duty or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation.
6. To provide care for a "covered service member".

The leave may be taken consecutively or, for medical conditions, intermittently, or as part of a reduced work schedule. In addition, intermittent leave or leave on a reduced leave schedule is available for you or your family member's serious health condition, where medically necessary. If leave is taken intermittently or on a reduced leave schedule, the University may find it necessary to assign you to an alternate position.

Your entitlement to leave for the birth or placement for adoption expires at the end of the 12-month period beginning on the date of the birth or placement. Spouses, both of which are employed by the University of Mount Union and both of which are eligible for FMLA leave are only eligible for a combined 12-week leave.

Medical evidence is required to obtain FMLA leave for a medical condition of yourself or a family member. Certain benefits are continued during the leave, and your job is guaranteed for 12 weeks, subject to the provisions of FMLA. You may also be returned to an equivalent position upon return to work. Certain highly compensated persons may be excluded from coverage. Failure to apply for leave and provide certification, if appropriate, could result in these protections not being provided to you, and termination of employment may occur.

During FMLA leave periods, the University of Mount Union will continue to pay its portion of your health insurance premium. However, to maintain benefits during FMLA leave, you must continue to pay your portion of any premiums due. Payments are due by the 10th of each month.

If you fail to return from FMLA leave, you may be required to pay the University of Mount Union share of premiums incurred during the leave.

Under normal circumstances, you must provide at least (30) days' notice prior to taking leave. All requests must be submitted to the Office of Human Resources, by completing an application for FMLA leave. Attached to the application is a copy of a medical certification form. If you are requesting leave for the serious health condition of a family member or your own serious health condition, you must have the medical certification completed and returned to the Office of Human Resources within 15 days. Upon receipt of the application and, if required, the medical certification, the Office of Human Resources will review the application and let you know if your leave request is approved, denied, or whether a second opinion is necessary.

If the leave is not foreseeable, you must contact the Office of Human Resources within 2 days of your absence, if practicable, and complete the application for leave. If you are unable to complete the application, we will complete it for you and provide you with a copy of the medical certification, which must be completed by your health care provider and returned within 15 days. If your leave is denied, you will be expected to return to work as soon possible, depending on the circumstances.

Contact the Office of Human Resources immediately when you learn that you must be absent for one of these reasons. Your FMLA leave will begin effective on your first day of absence, even if you have not completed your application form and supplied supporting documentation. Medical evidence will be required in order for paid time-off benefits to begin, and for the FMLA leave to continue if based on a medical condition. Appropriate documentation will also be required for non-medical leave purposes.

You will be required to provide a doctor's certification from your Health Care provider regarding fitness to return to work and restrictions, if any, when the leave is due to your own medical condition. The certificate must state that you are able to return to work and perform the functions of your job on a full-time basis.

An eligible employee may take FMLA leave while the employee's spouse, child, or parent (the "covered military member") is on active duty or has been notified of an impending call or order to active duty in the armed forces as defined by the Act for a qualifying exigency. The employee must provide the employer with "reasonable and practicable" notice when employee requests leave for a qualifying exigency and the necessity for the leave is foreseeable.

The spouse, child, parent, or next-of-kin (defined as the “nearest blood relative”) of a “covered service member” is entitled to a total of 26 weeks of leave during a 12-month period to care for the service member. A “covered service member” is defined as a service member who is “undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.” “Serious illness or injury” is defined as a condition that may render the service member “medically unfit to perform the duties of the member’s office grade, rank, or rating.”

FMLA leave is unpaid. However, the University of Mount Union **will** require you to use any available paid time-off benefits you have accrued, such as sick and vacation time.

Paternity Leave:

Paternity leave provides up to 1 week of sick leave to eligible staff members for the birth of the employee's child and in order to care for that child, or for the placement of a child with the employee for adoption or foster care. You are eligible for paternity leave if you have been employed by the University for at least one year and have worked a minimum of 1,250 hours over the 12-month period prior to the start of the paternity leave. **You must complete FMLA paperwork to receive your sick-leave pay.**

Unpaid Personal Leave of Absence Policy:

This policy provides the opportunity for a full-time or part-time staff member to request an unpaid personal leave of absence of up to 30 calendar days for reasons not addressed in other types of available leave.

Eligibility:

An employee may request an unpaid personal leave of absence for reasons other than those addressed in other types of leave of absence. The conditions under which they may request are:

- Employee must be in good standing with acceptable or better performance, and not on a performance improvement plan.
- Have at least six months of continuous service.
- All appropriate earned and/or qualifying leave or paid time off must be used before an unpaid leave of absence can be requested.
- Request can be made only once in a (2) two-year period.
- The employee must initiate the request no less than 2 weeks before the beginning date of the leave.

The considerations for granting approval include:

- The leave requested must not be at additional expense to the University or disrupt the University’s operations. Leave may be cancelled at any time for business necessity.
- The leave being requested must identify the beginning and ending date.
- The leave being requested must include the reason for the leave and cannot be for self or other employment. Employee may be required to provide documentation to support the request.

- The immediate supervisor, area Vice President and Director of Human Resources are the approvers of the requested leave. Confirmation of the leave will be made by HR to the employee with a copy to the supervisor and Vice President.
- Under unusual circumstances, a leave request may cross over a fiscal year with agreement from the affected department leader, area Vice President and the Director of Human Resources.
- It is within the sole discretion of the University (not a right of employment) to approve, deny and/or amend the leave.

During an unpaid leave of absence, the following occurs:

- Accruals for paid time off are suspended for the duration of the unpaid personal leave
- Holiday pay is not authorized for anyone on an unpaid personal leave of absence should a University recognized holiday occur at any time during that unpaid personal leave
- An employee on an approved unpaid personal leave of absence may continue benefit participation to the same extent they participated immediately prior to the leave at the same employee rates/contribution.
- Employees may be subject to discipline up to and including employment termination if, during their leave, they engage in activities inconsistent with the stated purpose of the leave. Misrepresentations or any act of dishonesty related to the leave will also be ground for discipline, up to and including employment termination.

Returning from an unpaid personal leave of absence:

- An employee on an unpaid personal leave of absence is expected to return to active employment at the end of the approved leave.
- The University will return the employee to the same position they held prior to the leave, or to a similar position if available. If they are unable to return at the end of the leave or if no suitable position is available, they will be considered to have resigned or will be involuntarily terminated.
- An employee upon return to active employment from an approved unpaid personal leave of absence will retroactively accrue service credit for the duration of the leave so that there is no break in service.
- If an employee does not return to active employment from an approved unpaid personal leave of absence their service ends at the beginning of the leave and the University reserves the right to request the full premium cost for the benefits that were continued during the leave.

Travel Insurance:

A group travel accident insurance policy covers all members of the campus community while on official business trips for the University. The maximum benefit payable to any covered staff member for dismemberment or to the named beneficiary of such staff member for accidental death is \$100,000 with an aggregate limitation of \$500,000 for a single accident or occurrence.

Exclusions in the coverage of the policy are:

1. Suicide or intentionally self-inflicted injury;

2. Sickness, disease, medical or surgical treatment therefore except pus-forming infection which shall occur through an accidental cut or wound;
3. War or any act of war, whether war is declared or not;
4. Injury sustained while in any of the armed forces of any country or international authority at war, whether war is declared or not; and
5. Injury sustained while, or in consequence of, riding as a passenger or piloting any unscheduled or privately owned aircraft, as well as any specialized aviation.
6. Injury sustained while incarcerated.

While this section is a summary of the provisions of that policy, the current terms of the actual policy govern in the event of a conflict. (See your official document or the Office of Human Resources for details.)

Workers' Compensation:

The Workers' Compensation Law of Ohio protects each staff member in case of injury on the job. It is the responsibility of the staff member to report an injury or incident on-the-job to the Office of Human Resources and to complete the necessary forms within **24 work hours**. A staff member who sustains any injury or illness on-the-job should also immediately report this to their supervisor and complete an Incident / Injury Report form. The Office of Human Resources will then prepare and forward the appropriate forms to the Ohio Bureau of Workers Compensation (BWC) and to our Managed Care Organization (MCO). If your injury requires medical treatment, we recommend the following facilities: Alliance Community Hospital or Family Medical Center of Alliance, Inc. These facilities are familiar with the Mount Union injury procedures.

Compensation for work related injuries approved by the Ohio BWC and certified by the University of Mount Union may be made through the University's wage continuation program or from the BWC. However, you will not be eligible to receive payment(s) from wage continuation or the BWC while at the same time receiving wages from Mount Union's sick time or long-term disability program(s).

The University of Mount Union has designed a transitional work program which will be utilized, as appropriate, if a work-related injury or illness prevents an employee from performing all of the duties required for the position. The University will make every effort to accommodate any work restrictions with transitional work, on a temporary basis. This will enable a gradual return to the full duty position as the employee recovers.

Wage Continuation Program:

Mount Union has established a wage continuation program for those faculty/staff members who incur a compensable lost time accident. Under certain conditions, you may be eligible to receive your current rate of pay without interruption and not have to wait for the Bureau of Workers' Compensation to issue compensation. You will be paid at your present hourly rate for a forty-hour work week. Federal and State taxes and all mandated deductions will be withheld. Wages will continue for a maximum of 6 weeks.

Eligibility for wage continuation is as follows:

- The claim must be a fully certified Workers' Compensation claim.

- The doctor must complete a detailed medical evaluation form as provided by the University at two (2) week intervals to certify continued disability. Medical evaluations should be submitted to the Office of Human Resources no later than Tuesday of the week in which pay will be issued.
- All Claims will still be filed with the Bureau of Workers' Compensation, and at that time the University of Mount Union will notify the Bureau that you will be receiving wage continuation. Wage continuation will be issued in lieu of temporary total disability benefits issued by the Bureau of Worker's Compensation. Any check which you receive from the Bureau would have been issued in error, and that check should be immediately brought to the Office of Human Resources.
- Lost time claims will be referred for possible vocational rehabilitation to assist you in an early recovery and return to work. Wage continuation will be discontinued for failure to participate in same. Wage continuation will be superseded by indemnity benefits that may be payable during an approved rehabilitation program.
- Wage continuation will be discontinued for any of the following: when you do not provide proper disability documentation; you return to work; the maximum of 6 weeks has been reached; if a dispute arises regarding the cause or extent of disability; your employment terminates; or, if you are able to perform restricted duty when available and refuse to accept it.

Remember, it is your responsibility to keep the University apprised of your continuing medical status and disability. Non-report of your condition may jeopardize your continued employment.

Unemployment:

The University of Mount Union is a reimbursable participant in the State of Ohio Unemployment Program. Staff members who believe that they are entitled to unemployment benefits should pursue a claim through the Ohio Department of Job & Family Services.

Tuition Assistance Benefit for Employees:

Full-time employees are eligible for tuition assistance for themselves, spouse, or dependent child(ren) at the start of the next semester following date of hire.

A. Undergraduate Tuition:

All full-time staff members of the University of Mount Union may take courses in the traditional undergraduate academic program at the Institution for credit or audit without tuition charge. The deposit, parking, and technology fees are waived, but employees are responsible to pay the graduation fee. Regular admission procedures, including a formal application and acceptance to the institution by meeting admissions standards must be followed. Requests for participation in the tuition assistance program must be submitted each semester by the staff member on a Faculty/Staff Educational Benefits Request form which may be obtained from the Office of Human Resources. The form must be completed by the staff member, signed by their supervisor, and submitted to Human Resources by the deadlines stated below. Late submissions may not be eligible for the tuition benefit program.

Fall Semester	Due by July 31
Spring Semester	Due by November 30
Summer Semester	Due by April 30

Supervisor approval is necessary before a class can be scheduled. Staff members are only permitted to take one course per semester during their regular working hours and one additional course during non-working hours. Time spent in class during working hours is required to be made up.

If a course is paid for out-of-pocket, you are not eligible to have that class refunded to you if you have remaining benefit eligibility.

It is the intention of this policy to encourage staff members to further their education. Department heads should attempt to assist, whenever possible, staff members in taking one course per semester during working hours. However, there may be departmental demands that make this difficult in any one semester since position responsibilities take precedent over course work. Every effort should then be taken to accommodate the course work in the following semester. When scheduling a course, please schedule the course to maintain the efficient operation of one's job and department during normal business / scheduled hours.

Enrollment in a particular class is contingent upon the availability of class space. Enrollment by a staff member cannot result in the opening of another section of the same course that would not otherwise be required.

Exclusions:

Graduate courses in PA, PT and M. Ed., the undergraduate nursing program, the accelerated BSN program, directed study courses, study abroad courses and program, internships, private music lessons, special workshops and seminars are **not** included in the tuition benefit.

Consortium Courses:

Any outside courses taken through a Mount Union sponsored consortium must be paid for by the staff member. Pricing for courses can be confirmed with the Business Office. If you are paying for a course, it will not be counted against your tuition benefit.

B. Summer School:

Staff may enroll in summer courses following the same guidelines indicated above.

C. Part-Time Staff Members:

Part-time Staff Members are eligible to register and enroll for regular undergraduate courses at the University of Mount Union. The application fee, if applicable, for admission to the institution is required to be paid by all employees. Regular admission procedures, including a formal application and acceptance to the institution by meeting admissions standards must be followed. Requests for participation in the tuition assistance program must be submitted each semester by the employee on a standard form, which may be obtained from the Office of Human Resources. **The cost for these courses is the responsibility of the part-time staff member and is priced at the current summer rate as published by the business office.**

Graduate Tuition Benefits

A. Graduate Tuition in MBA Program

Enrollment in the Master’s in Business Administration (MBA) offered by the University may be considered for full-time staff after one full year of service if the employee qualifies for admission into the program.

Once eligible, the employee must apply to the MBA program, and is required to do so at least 30 days in advance of the upcoming start date. Eligible persons are responsible to pay the application fee, deposit, and any other associated fees. Since the program has a limited number of participants under a tuition waiver, the number of tuition waivers granted to the MBA program will be determined by the total number of paying students enrolled in the program under the schedule below.

When the number of employees seeking admission exceeds the number of paying students enrolled, the staff member with the most seniority will be given the opportunity to participate, and the other staff member(s) will be wait listed. Those on the wait list will be given the next available opening, regardless of seniority.

<u>Total Paid MBA Enrollment</u>	<u>Number of Tuition Waivers</u>
0-30	4
31-60	6
61-90	8
91+	Unlimited

- Any tuition benefit that exceeds the allowable IRS amount (currently \$5,250) in any given calendar year will be taxable to the participant, which will reduce their monthly net pay. The Office of Payroll can provide additional information on the tax implication.
- This allowance will only cover tuition for coursework. Staff members are responsible for all fees, books, etc.
- Documentation of course grade(s) must be submitted at the completion of each semester and prior to any further tuition benefit being paid on the staff member’s behalf. The staff member must be making progress toward their Master’s degree and maintain good academic standing in order to continue receiving the benefit.
- If a staff member decides to take more than two courses per semester they must have supervisor approval and only the two courses are eligible for the tuition benefit

Once approval for the program has been granted to the staff member must complete a Tuition Benefit Form. The form must be completed by the staff member, signed by their supervisor, and submitted to Human Resources by the deadlines stated below. Late submissions may not be eligible for the tuition benefit program.

Fall Semester	Due by July 31
Spring Semester	Due by November 30
Summer Semester	Due by April 30

A staff member receiving this educational benefit will be required to repay all tuition dollars that have been paid on their behalf by the University of Mount Union if they voluntarily choose to leave the employment of the institution within two (2) years of starting or completing their graduate degree.

Exclusions:

Graduate studies in Education, Physician Assistant Studies and Physical Therapy are not included in the tuition benefit.

B. Graduate Tuition at an institution other than University of Mount Union:

In order to assist administrative staff with at least one year of full-time service at Mount Union pursue an advanced academic **degree directly related to their employment**, a tuition allowance is offered. Hourly staff are not eligible for graduate tuition at an institution outside of the University of Mount Union.

The tuition allowance **shall not exceed \$5,250 per calendar year** which aligns with the IRS taxable limit. If the actual tuition expense exceeds \$5,250, the administrative staff member will be required to fund the difference. This allowance will be paid in support of the cost of tuition at an accredited* institution in which the administrative staff member is enrolled toward a formal Master’s degree. The graduate degree may be pursued either through a traditional academic program or through an accredited distance learning program.

The academic work for which the allowance is requested must contribute toward the completion of an advanced degree and have prior approval of the appropriate Vice President and President’s Council.

Documentation of course grade(s) must be submitted at the completion of the course and prior to any further tuition benefit being paid on the administrator’s behalf. The administrative staff member must be making progress toward their Master’s degree and maintain good academic standing in order to continue receiving the benefit.

*An accredited institution means any institution deemed to be accredited by one of six United States regional accrediting boards.

The allowance for graduate education is not retroactive and is applicable only during the period when the administrative staff member is full-time at the institution. Specifically, it is not applicable during special leaves, during a summer term prior to employment by the institution, after the termination of employment by the institution, or during the summer term after a leave in the spring. The spirit in which the graduate education tuition allowance is made available to administrative staff is that of encouraging formal academic work for those full-time individuals at the institution who have not completed a Master’s degree in their field.

This allowance will only cover tuition for course work to be credited towards a degree. In addition, admission into a cohort program will need approval from the area vice president as well as President’s Council, and no additional tuition reimbursement beyond the previously described maximum allowance per year will be provided by the institution. Such additional course costs will be covered by the employee. Administrative staff are responsible for all fees.

An administrative staff member receiving this educational benefit will be required to repay all tuition dollars that have been paid on their behalf by the University of Mount Union if they voluntarily choose to leave the employment of the institution within two (2) years of starting or completing their graduate degree.

Once approval for the program has been granted to the staff member must complete a Tuition Benefit Form. The form must be completed by the staff member, signed by their supervisor, and submitted to Human Resources by the deadlines stated below. Late submissions may not be eligible for the tuition benefit program.

Fall Semester	Due by July 31
Spring Semester	Due by November 30
Summer Semester	Due by April 30

This paperwork will be processed by the Office of Human Resources and sent to the Office of Business Affairs, who will issue payment directly to the institution the administrative staff member is attending.

C. Graduate Tuition waiver within the Master’s in Education (M.Ed) Program

Effective September 1, 2021 persons working at the University within the Athletic Department as a Coach II, Assistant SID, or any other designated role are eligible under certain guidelines for a tuition fee waiver into the M.Ed. program for up to five (5) continuous semesters. Applicants are required to pay all fees. The applicants accepted into the program must complete all 37 requirements for the degree within five continuous semesters or will be financially responsible to pay tuition and fees moving forward.

Once an eligible person is employed by the University, they are eligible to apply to the M.Ed. program, and is required to do so at least 30 days in advance of the upcoming start date. Eligible persons must apply to the program and are responsible to pay the application fee, deposit, and any other associated fees. Since the program has a limited number of participants under a tuition waiver, a points system is used to determine enrollment eligibility. The number of tuition waivers granted to the M.Ed. program will be determined by the total number of persons enrolled in the program under the schedule below.

<u>Total Paid M.Ed. Enrollment</u>	<u>Number of Tuition waivers</u>
0-30	7
31-60	9
61-90	11
91+	Unlimited

The Athletic Department will oversee the points system and process used to determine eligibility of enrollment and will work collaboratively with the Director of the School of Education and the Office of Human Resources to ensure clear communication and adherence to the policy.

Expectations of M.Ed. program participants:

- Participants must submit final grades for each completed semester to the Office of Human Resources.
- Participants must maintain a 3.0 GPA or higher. A GPA lower than 3.0 will result in the loss of the tuition waiver.
- Participants must participate in M.Ed. program recruiting efforts as determined by the School of Education. Examples include but are not limited to: attending conferences or professional meetings associated with athletic coaching and distributing program materials and placing banners and signs at team camps in the summer.
- As academically qualified, participants may be assigned to teach relevant courses within a program or department/school in which their qualification lends support to further enhance their academic teaching experience.
- Any tuition benefit that exceeds the allowable IRS amount (currently \$5,250), in any given calendar year will be taxable to the participant, which will reduce their monthly net pay. The Office of Payroll can provide additional information on the tax implication.

Once approval for the program has been granted to the staff member must complete a Tuition Benefit Form. The form must be completed by the staff member, signed by their supervisor, and submitted to Human Resources by the deadlines stated below. Late submissions may not be eligible for the tuition benefit program.

Fall Semester	Due by July 31
Spring Semester	Due by November 30
Summer Semester	Due by April 30

Participants are not required to remain employed with the University past their degree completion. However, should a participant leave the University voluntarily before program completion he/she must repay the University for all tuition waived to-date at the time of their departure.

If a Coach II, Assistant SID, or any other designee is not eligible to receive a tuition waiver, the University may reduce the M. Ed. tuition fee by 50%. Any monies paid for classes prior to awarding of a tuition waiver are not reimbursable.

Tuition Benefits for Spouses and Dependent Child(ren) of Staff Members

Tuition support at the University of Mount Union and other accredited institutions of higher education is intended solely for regularly enrolled undergraduate credit work. Tuition paid by the institution may not be used for fees, room and board, or books at other accredited institutions of higher education nor for such activities as foreign travel, off-campus living experiences, or in any other manner that evades the principal purpose of paying for the direct tuition cost.

A. Spouse at the University of Mount Union:

The institution will pay full tuition for spouses of full-time staff members at Mount Union in accordance with the following conditions:

1. Eligible spouses are entitled to 100% tuition remission at Mount Union at the start of the next semester following the date of hire of the employee.
2. The spouse must be admitted as a student through the regular admission process. All fees including, but not limited to: deposit, technology fees, parking fees, graduation fees, etc. are required to be paid by all spouses. Regular admission procedures, including a formal application and acceptance to the institution by meeting admissions standards must be followed. NOTE: If the spouse would be considered an international student, the international admissions process must be followed.
3. The spouse **must** submit a Financial Aid Form (FAF) specifically the Free Application for Federal Student Aid (FAFSA) to determine eligibility for other financial aid from federal and state programs. Federal and state grants and other Mount Union scholarships will be deducted from the direct costs of tuition and fees. The maximum tuition benefit cannot exceed the cost of tuition. This amount will be reduced if the spouse is eligible for other federal and state grants or Mount Union scholarships so that the total grant/scholarship amount does not exceed the direct cost. If the spouse is eligible for a Direct Loan in addition to the above grants/scholarships, these funds can be used for books and/or miscellaneous expenses.
4. Once approval for the program has been granted to the staff member must complete a Tuition Benefit Form. The form must be completed by the staff member, signed by their supervisor, and submitted to Human Resources by the deadlines stated below. Late submissions may not be eligible for the tuition benefit program.

Fall Semester	Due by July 31
Spring Semester	Due by November 30
Summer Semester	Due by April 30
5. All graduate courses, the accelerated BSN program, directed study courses, study abroad courses and program, private music lessons, special workshops and seminars are **excluded from** the tuition benefit.
6. Spouses may enroll in summer courses following the same guidelines indicated above.
7. Any outside courses taken through a Mount Union sponsored consortium must be paid for by the spouse. Pricing for courses can be confirmed with the Business Office. If you are paying for a course, it will not be counted against your tuition benefit.
8. If a course is paid for out-of-pocket, you are not eligible to have that class refunded to you if you have remaining benefit eligibility.
9. Overload fees are not charged to dependents or spouses.

B. Dependent Child(ren) at Mount Union:

For Tuition Benefit purposes, a dependent child is defined as:

1. Your natural or legally adopted child, if that child meets all of the following:
 - a. lives within your home, or you pay court ordered child support
 - b. is dependent upon you for more than ½ of their living expenses
 - c. is unmarried and has never been married

- d. is not emancipated and has never been emancipated,
 - e. first enrolled in an accredited institute of higher education prior to the age of 21,
 - f. is under the age of 25
2. Your stepchild, if that step child meets all of the following:
 - a. lives within your home or has lived within your home for 24 consecutive months prior to applying to Mount Union
 - b. is dependent upon you for more than ½ of their living expenses
 - c. is unmarried and has never been married
 - d. is not emancipated and has never been emancipated
 - e. first enrolled in an accredited institute of higher education prior to the age of 21
 - f. is under the age of 25
 3. Effective August 1, 2022, eligible dependent children are entitled to 100% tuition remission at Mount Union at the start of the next semester following the hire date of a full-time parent.
 4. The dependent child must be admitted as a student through the regular admission process. All fees including, but not limited to: deposit, technology fees, parking fees, graduation fees, etc. is required to be paid by all dependent children. Regular admission procedures, including a formal application and acceptance to the institution by meeting admissions standards must be followed. NOTE: If the child would be considered an international student, the international admissions process must be followed
 5. The student and family **must** submit a Financial Aid Form (FAF) specifically the Free Application for Federal Student Aid (FAFSA) to determine eligibility for other financial aid from federal and state programs. Federal and state grants and other Mount Union scholarships will be deducted from the direct costs of tuition, fees, room, and/or board that is applicable to the student’s housing arrangements. The maximum tuition benefit cannot exceed the cost of tuition. This amount will be reduced if the student is eligible for other federal and state grants or Mount Union scholarships so that the total grant/scholarship amount does not exceed the direct cost. If a dependent is eligible for certain outside loans (Direct Loan, E.C., and Perkins) in addition to the above grants/scholarships, these funds can be used for room, board, books and/or miscellaneous expenses. See Financial Services for clarification.
 6. In order to receive the benefit, the employee and dependent must complete the Dependent Tuition Benefit Form obtained from the Office of Human Resources. The form must be signed their supervisor, and submitted to Human Resources as stated by the dates indicated below. If this form is submitted late, the tuition benefit may be jeopardized for that semester.

Fall Semester	Due by July 31
Spring Semester	Due by November 30
Summer Semester	Due by April 30

7. Tuition assistance at Mount Union when the legally dependent child is in high school is not chargeable against normal tuition support (i.e. College Credit Plus)
8. Tuition support at Mount Union is limited to **136** attempted semester hours. Attempted credit hours are determined by the Registrar’s Office and included for purposes of calculating the dependent tuition benefit, any course in which the student receives a grade of A-F, AU, UA, S, U, H, W.
 - a. If a dependent student runs out of the allotted 136 attempted credit hours during a semester, the student will be expected to pay for the number of hours without

discount at the part-time undergraduate rate. If the number of hours that the student has to pay for is more than full-time tuition rate, then the full-time tuition rate will be used. Contact Student Financial Aid for further details.

- b. If the student has exceeded the allotted 136 attempted credit hours and needs to enroll on a full-time basis for a new semester, the student will be required to pay at the published full-time rate and will be eligible to apply for need-based grants offered by the University, as well as Pell Grants, State grants or Federal loans. Contact Student Financial Aid for further details.
9. Dependents may enroll in summer courses following the same guidelines indicated above.
10. All Graduate courses, the accelerated BSN program, directed study courses, study abroad courses and programs, private music lessons, special workshops and seminars are **excluded from** the tuition benefits.
11. Any outside courses taken through a Mount Union sponsored consortium must be paid for by the employee. Pricing for courses can be confirmed with the Business Office. If you are paying for a course, it will not be counted against your tuition benefit.
12. Overload fees are not charged to dependents or spouses.
13. If a course is paid for out-of-pocket, you are not eligible to have that class refunded to you if you have remaining benefit eligibility.

C. Dependent Child at Other Accredited Institutions of Higher Education (Exchange and CIC-TEP Programs)

Eligible full-time faculty/staff members whose dependent children are interested in attending another accredited institution of higher education must complete the appropriate paperwork within the specified timeline indicated within this policy. Admission into the Tuition Exchange Program must be completed annually. Mount Union participates in two separate tuition exchange programs. For a list of participating intuitions, refer to the links below.

Council of Independent College, Tuition Exchange Program: www.cic.edu

The Tuition Exchange: www.tuitionexchange.org

Tuition exchange is very competitive. For example, a school might have only 5 spots, but may receive up to 100 applications. It is not an automatic exchange but is a competitive process with the importing school deciding who to take and who not to take.

Eligible dependents of a faculty/staff member cannot receive benefits under more than one tuition exchange program through Mount Union. For example, your dependent is not eligible to receive a baccalaureate degree through tuition remission at the University of Mount Union, through the tuition exchange program and through traditional financial aid. As stated above, once a baccalaureate degree is conferred upon an eligible dependent, that dependent ceases to be eligible for other forms of the tuition benefit.

Tuition exchange is limited to **one dependent** per faculty/staff member.

Application Process

- To receive full consideration for any tuition exchange program, the employee must begin by completing and submitting a Tuition Exchange Export Application form.
 - The form is located on the portal under Forms > Human Resources or by contacting the Director of Student Financial Aid.
- The deadline for submission of the Tuition Exchange Export Application form to the Assistant Vice President for Enrollment Services is October 1st of the year during which the eligible dependent is a senior in high school.
 - Late applications will be accepted but may decrease the likelihood of acceptance into the Tuition Exchange Program.
- Tuition Exchange is limited to eight consecutive semesters, or twelve terms or quarters, the period normally required to receive a baccalaureate degree at an accredited institution of higher education.
- The institution is required to maintain balance of tuition exchange imports and exports. In years when the University institution has more applicants for Tuition Exchange than available, the following criteria are used to choose among applicants:
 - Students currently exported through the tuition exchange program that are in good standing.
 - Number of years of full-time employment at the University of Mount Union.
 - Among applicants whose parents have worked an equal number of years at the institution, priority will be given to the staff member who has never previously used the benefit. For staff members who have worked the same number of years and have not previously used the benefit, priority will be given on a "first-come, first-served" basis through completing their tuition benefit paperwork and by notifying the institution Director of Student Financial Aid in writing in September of the year prior to the student's enrollment into a TE institution.
- Commitment to students for the Tuition Exchange Program is on an annual basis; students who receive Tuition Exchange benefit in one year must reapply for their next year of Tuition Exchange.
 - In order to reapply, the employee must complete the Tuition Exchange Export Application and submit it to the Director of Student Financial Aid by December 1st of the year prior to fall of readmission.

Please contact the Director of Student Financial Aid with any questions related to Tuition Exchange.

D. Termination of Tuition Benefit:

Tuition allowance will cease for an eligible spouse or dependent child upon the earlier of:

1. When the child is 25 years old on or before the first day of the academic semester.
2. When the child or spouse ceases to be a legal dependent.
3. When a baccalaureate degree is conferred upon the dependent.
4. When the dependent has attempted 136 semester hours, including classes taken for credit when the dependent has withdrawn from the class after the add/drop date and classes taken pass/fail.

5. When the dependent child uses their allotment of TE credits.
6. If an employee leaves Mount Union during an academic semester that they have a spouse or dependent taking classes, the employee will be responsible for a pro-rata share of the tuition for the balance of the semester.
7. If an employee leaves Mount Union during an academic semester in which they have a dependent on Tuition Exchange, the student **will be permitted** to complete the balance of the semester.

Please contact the financial aid office once the tuition allowance terminates to obtain the remaining balance due.

E. Other Tuition Benefits:

1. Tuition Benefit for Retirees

Staff who officially retire from their positions are eligible for tuition remission equivalent to that of the currently employed staff members for themselves and their dependents. (See the Office of Human Resources for more details.)

2. Tuition Benefit after the Death of an Employee

In the event of the death of a full-time employee, the surviving spouse and/or the legally dependent children of that staff member are eligible to receive tuition benefits under the same rules and regulations that would apply if the staff member were still actively working at the institution.

The surviving spouse would no longer be eligible for tuition benefits in the event the surviving spouse remarries.

H. EMPLOYEE DISCIPLINE

Immediate supervisors are expected to discuss marginal work performance with staff in a constructive manner at such times as necessary and, during the annual performance review. Staff may be unaware of certain University regulations; hence, infractions may have occurred. Violations of University rules and other activities may open staff to discipline. The University follows a progressive disciplinary procedure, as set forth below:

1. **Warning**: A warning can be either verbal or written to the staff member, a copy of which is forwarded to the Office of Human Resources and placed within the staff member's employment folder.
2. **Suspension**: A suspension without pay is often the next step after the written warning; however, in some cases a suspension without pay may be the first step. This action will be done in writing and a copy of which is forwarded to the Office of Human Resources and placed within the staff member's employment folder.
3. **Dismissal**: The University recognizes that dismissal is a very serious penalty. Dismissal may occur after warnings and/or suspension without pay or in certain cases may be the first step of discipline depending on the situation involved.

- a.) Adequate cause for dismissal of staff members will be related to fitness of the staff member in his or her professional capacity.

The following list includes examples of such conduct, **BUT IS NOT** meant to be all-inclusive or alter your employment-at-will relationship with the University:

1. Assault, fighting or other acts of violence on University property or during the course of employment;
2. Theft;
3. Insubordination, including refusal to abide by University policies;
4. Falsification of any University record or document, including employment applications and time cards;
5. Destruction of or damage to University property or the property of customers or other faculty or staff members;
6. Rudeness or disrespect during the course of employment;
7. Possession of firearms or other weapons on University property or during the course of employment;
8. Harassment or threats of violence on University property or during the course of employment;
9. Working or reporting for work under the influence of alcohol and/or illegal drugs;
10. Possession or use of alcohol or illegal drugs on University property or during the course of employment;
11. Unauthorized disclosure of proprietary data, or other confidential information;
12. Willful failure to comply with safety regulations or common safety practices
13. Threatening, intimidating, harassing, coercing, disrupting, or interfering with another staff member, faculty or visitor.

This list of major infractions is for illustration only. There are other infractions that may arise which could lead to immediate discharge but are not outlined within this handbook.

Disclaimer:

Although no effort is made to list every possible kind of undesirable conduct, any conduct or activity (even though not forbidden by any published policy or rule) that interferes with the safety of students, faculty or staff, disrupts the orderly operation of the business, or violates generally accepted standards of human behavior may be subject to disciplinary action. In addition, a Staff Member's employment may be terminated if corrective action expectations are not fulfilled. University of Mount Union reserves the right to take other disciplinary action in cases and may also elect not to utilize the above progressive discipline. This policy in no way alters the at-will nature of your employment.

- b.) Dismissal will be preceded by discussion with the staff member's supervisor in an effort to resolve the problem. If the supervisor recommends dismissal and the appropriate Vice President accepts the recommendation, the staff member will be notified of the intention to dismiss him or her and the staff member will be provided with information concerning settlement arrangements for their termination of employment from the University. If the arrangements are satisfactory to the individual and if the staff member does not wish to

challenge the dismissal, the arrangements for the termination will be completed. If the staff member requests, a hearing may be arranged consisting of members of the President's Council. Members of this Hearing Committee who consider themselves disqualified for bias in the case should remove themselves from the hearing.

- c.) Upon request, the staff member will be provided with a written statement, which frames, with a reasonable degree of particularity, the reason(s) for dismissal. The Hearing Committee shall conduct the hearing with regard for due process, and using rules designed to obtain the most reliable evidence available. The Hearing Committee will not, however, be bound by rules of legal evidence and may admit evidence which is of probative value in determining the issues involved. The objective is for the Hearing Committee to arrive at the best judgment possible considering fairness to the individual and fairness to the institution.
- d.) The Hearing Committee will provide its recommendation with supporting record to the Vice President. If the Hearing Committee recommends dismissal and the Vice President does not accept the recommendation of the committee, he will inform the staff member of that decision. If the Hearing Committee recommends dismissal, and the Vice President accepts the recommendation of the committee, s/he will inform the staff member of the decision and arrange for the staff member's termination at the University. If the Hearing Committee recommends against dismissal, and the Vice President accepts the recommendation of the committee, s/he will inform the staff member of the decision. If the Hearing Committee recommends against dismissal and the Vice President does not accept the recommendation of the committee, s/he will inform the staff member of the decision and arrange for the staff member's termination from the University.
- e.) Within ten days after notification by the Vice President, the staff member may request that a Review Committee from the Executive Committee of the Board of Trustees review the case. The staff member may provide any material, which he or she considers pertinent to the case. The Vice President will furnish this material and the entire record of the hearing to the Review Committee. After the Review Committee has reviewed the case, the Vice President will report their action to the staff member. If the Review Committee decides for dismissal, termination arrangements will be completed.

I. GRIEVANCE PROCEDURES

The purpose of this Grievance Procedure is to provide a way for a staff member to bring to the attention of the University conditions which the staff member feels are unjust or unfair. The Grievance Procedure will provide an opportunity to clear up any misunderstandings, to take action, to remove causes for legitimate complaint and to help create sound relations between staff members and the University.

When a condition exists, which is felt to be unjust or unfair, the employee should follow this procedure:

Step 1: A person who has a grievance should notify their supervisor. It is desirable that this be done as soon as possible after the occurrence of the incident. The decision of the supervisor shall be given to the staff member promptly, within ten (10) days from the time the staff member presents

the grievance. If a staff member does not receive a written response within ten (10) days, the staff member may go on to the next step if they wish to pursue the grievance.

Step 2: In the event the grievance is not settled in Step 1, the staff member may, within ten (10) days from the time of the decision, submit the grievance in writing to the Director of Human Resources and Staff Development. A decision will be given to the staff member within ten (10) days from the time the staff member presents the grievance. If a staff member does not receive a written response within 10 days, the staff member shall go on to the next step if they wish to pursue the grievance.

Step 3: If the grievance is not settled in Step 2, then the staff member may request submission of the grievance to the President, whose decision shall be final.

PREPARATION ASSISTANCE:

If a staff member feels there is a legitimate grievance or complaint, the University wants to know about it. If a staff member needs or desires help in preparing a written grievance, the Director of Human Resources and members of the Human Resources staff can provide assistance.

J. GENERAL INFORMATION

University Equipment:

Various pieces of University equipment or property are entrusted to each staff member to perform work assigned. If the equipment is in need of repair, servicing or cleaning, it is expected that the staff member will report it to the immediate supervisor and then follow up to see that such maintenance is accomplished.

Equipment given to you for use in work responsibility must be turned in upon termination of employment including but not limited to:

Credit Card	Laptop Computer	Tablet	Digital Camera
Uniform(s)	Keys	Gas Card	

Confidential Material:

Members of the campus community maybe exposed from time-to-time to items of a confidential nature. This information must not be discussed or released to anyone without the approval of the proper authority. Failure to respect this confidence is cause for disciplinary action.

Verification of Employment:

Staff members of the University of Mount Union are not to verify employment by phone. All requests for employment verification must be forwarded to the Office of Payroll, and upon release from the staff member, dates of employment and compensation data may be supplied per the request.

Personnel Changes:

All staff members are required to notify the Office of Human Resources of all changes in their own or their dependents status within 30 days of the event. A change in dependent status includes, but is not limited to:

1. Marriage
2. Divorce
3. Birth
4. Death
5. Adoption
6. Dependent reaching age 26
7. Dependent no longer a full-time student
8. Dependent that is a full-time student but has reached his or her 25th birthday

(Those persons on the medical plan who delay this notification will be required to complete the PROOF OF INSURABILITY form before medical coverage will be available.)

Other changes of status, which must be reported to the Office of Human Resources for payroll, insurance and retirement include, but are not limited to the following:

1. Change of address – You can find this form on the iRaider portal
2. Change of name – You can find this form on the iRaider portal
3. Change of income tax exemptions – Please contact Payroll
4. Change of insurance beneficiary – You can do this online in PlanSource and the TIAA website

Health and Safety:

Health and safety should be the concern of every member of the campus community. Poor policies and practices in this area are reflected directly or indirectly in the economic growth of the whole community. If you see an unsafe working condition, report it to your supervisor or the Director of the Physical Plant. If you see conditions around you that could cause an accident, call these to the attention of your supervisor or the Director of the Physical Plant.

Some examples of good safety practices are:

1. Maintain a work area that is clean and orderly.
2. Keep desk and cabinet drawers closed when not in use.
3. Have any defective equipment repaired or replaced.
4. Wrap broken glass, mark it, and put it aside (not in wastebasket) for the housekeeper.
5. Keep restrooms and storerooms clean and orderly.
6. Open one drawer of a file cabinet at a time to avoid an upset and evenly distribute stored materials to avoid empty bottom drawers that can cause an upset.
7. Take time to be safe - especially when using stairways. Walk – don't run.
8. Avoid use of makeshift equipment and tools.
9. Do not use extension cords over 6 feet in length except for temporary use (i.e. use with projectors).
10. Drive vehicles with care and watch for pedestrians.
11. Seat belts are required to be used in all Mount Union vehicles.
12. Texting and talking on a cellphone are not permitted while operating a Mount Union vehicle.

K. ADDITIONAL BENEFITS AND CONVENIENCES

Athletic Events:

Staff members may attend all athletic events on campus. Your I. D. card will admit you and members of your dependent family; this admission does not apply to reserved seating. Additional information can be obtained from the athletic office in the McPherson Academic and Athletic Complex.

Athletic Facilities:

The McPherson Academic and Athletic Complex is available for use by the campus community and their dependents. The schedule is available in the athletic office. All dependents under the age of 16 must be supervised by an adult while in or using these facilities.

University Store:

The University Store is located in the Hoover-Price Campus Center. A 20% discount is available to all staff members.

Bulletin Boards:

Bulletin boards are a means of communication with the campus community, and only authorized persons may put up, take down, or alter items on the bulletin boards. Bulletin boards are located in most of the campus buildings. (Please refer to the posting policy for details.)

Purchasing Cards:

Purchasing cards, which may be issued to faculty and staff for University-related business, must be returned to the Business Office upon termination of employment. Cards may be available to all full-time faculty & staff upon approval of the respective Vice President and the Office of Business Affairs. Applications are available through the Business Office.

Food Service:

The University dining hall and B&B Cafe located in the Hoover-Price Campus Center are open to all members of the campus community, as is the KHIC Café, which is located in the Kolenbrander-Harter Information Center.

Purple Plus ID Card:

All members of the campus community are given I. D. cards. (“Purple Plus” cards). The following benefits are available for you and your legal dependents with the use of your I. D. card:

- 20% Discount in the University Store

- 20% Discount at AVI locations on campus

- Free general admission at sporting events (this does not include reserved seating or NCAA play-offs)

- Free general admission to performing arts events

- Discounted lunch prices at Hoover-Price Campus Center

- Use of the McPherson Academic and Athletic Complex during scheduled times

- Use of University Library facilities

Library:

All members of the campus community are given free use of the University library located in the Kolenbrander-Harter Information Center.

Mail Service:

Mail service is provided daily to outlying campus buildings. The mail center, headquartered in the physical plant, provides easy transmittal of business mail from one campus location to another. In addition to intra-university mail, the mail center collects outgoing U.S. mail.

Mileage Reimbursement:

A staff member who uses a personal vehicle for business related travel will be reimbursed. The business office publishes the current rate of reimbursement. A requisition must be submitted to the Accounts Payable Clerk after proper approval to receive this reimbursement.

Notary Public:

If you need the services of a Notary Public, please call the Business Office for an appointment.

Parking:

Parking is free to faculty & staff of the University. It is necessary for you to register your vehicle with campus security to obtain a Mount Union parking permit. You retain full responsibility for your own vehicle, and for any parking penalties, liabilities, or damage claims resulting from possession or operation of your vehicle on campus.

Personal Property:

The University is not responsible for the personal property of members of the campus community that is kept on campus.

Printing:

The Print Shop, run by Document Concepts and headquartered in the basement of Beeghly Hall, provides printing service for a fee to staff members of the University.

Service Awards:

Service awards for members of the campus community are presented annually based on years of service. Part-time service does not count toward full-time service.

Telephones:

All campus telephone numbers are listed in the on-line Campus Directory, which is available through the Mount Union intranet portal, iRaider.

L. PUBLICITY & PUBLICATIONS

Publicity:

Publicity releases related to the University are the exclusive responsibility of the Vice President of Marketing.

Publications:

Information on how to access the employment policies handbook is provided to each new employee by Human Resources at the time of employment and covers general University policies and practices.

You may access Raider Student Media with this link: <https://www.raiderstudentmedia.com>

You may also access the institution's online newsroom: <https://www.mountunion.edu/news>

M. HUMAN RELATIONS

Every member of the campus community has a moral obligation to see that the University is a little better for their having been employed here. The courtesy, which is extended to fellow campus community members, generates a spirit of human dignity. Consideration of other persons is reflected in the promptness with which the telephone is answered, respect given to authority, and the attitude expressed toward fellow members of the campus community.