

# Staff Handbook

Updated 2023



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## **FOREWORD**

This material represents the guidelines and policies that will apply to the Full-time Staff, Part-time Staff, and student workers of Carolina University. The Staff is defined as those persons who do not hold faculty status and who are paid by the University for their work.

Full-time Staff work at least thirty hours per week and fifty-two weeks per year. Part-time Staff work is routinely less than thirty hours per week.

Part-time Staff, volunteer workers, students, and others who may not meet the definition of “Full-time” may receive some benefits under some circumstances, but not normally so, and the granting of benefits on a limited basis does not constitute a precedent setting situation.

Students will not normally be granted benefits (except under certain very limited situations). Even though a student may be asked to work thirty hours or more in one week, even on frequent occasions, this does not elevate that student to a Staff position nor does it grant him/her benefits which apply to the Staff.

These guidelines and policies may be changed from time to time. The latest material as found in the University’s online Policy and Procedure portal will apply. All Full-time Staff persons, Part-time Staff, student workers, and any other non-faculty persons will be covered by this material.

## **MISSION STATEMENT**

Carolina University is a Christ-centered University committed to exceptional teaching, scholarly research, creative innovation, and professional collaboration.

## **VISION STATEMENT**

We will grow in influence to become an internationally recognized leader in innovative, Christ-centered higher education for successful careers and abundant lives.

## **GETTING STARTED**

A supervisor or another member of the Staff or Administration will provide the new Staff member with a written job description and/or a verbal job description outlining what is expected in work activities. The Staff member should feel free to ask questions to assure that he/she understands clearly what is expected. It is likely that further questions will be forthcoming after one is on the job for a period of involvement.

Everyone is expected to help other employees from time to time when the workloads require assistance. No one is to consider that he/she is limited to the particular assignment for which he/she is hired. Flexibility and a readiness and willingness to assist others as well as to accept help from others is necessary for accomplishment of the total work load. Acceptance of cross-training on other jobs to support this flexibility is expected of all employees.

In some departmental units where relevant, staff may have to adhere to additional religious requirements such as signing a Statement of Faith. Supervisors will communicate such requirements at the time of hiring.

### **Code of Conduct**

Trustees, Faculty, Staff, and Students are encouraged to love God, love their neighbors as themselves, and live virtuous lives.

# **Personnel Policies**

## **EMPLOYMENT RELATIONSHIP**

### **Full-Time, Part-Time**

A Full-time Staff member is one who works a minimum of thirty hours per week and is employed for fifty-two weeks of the year. (See the Forward for expansion of this description. Note that information given here is to be in complete agreement with that given in the Forward.) Those who work less than thirty hours per week and up to fifty-two weeks per year are called Part-time Staff.

Part-time Staff do not receive any benefits. Most Part-time Staff are paid at an hourly rate rather than on an annual salary as the Full-time Staff member.

Part-time employees who accept full-time employment will be granted service credit for actual continuous time spent in part-time and seasonal employment. Interrupted work periods will not be added together. In each case the credit will be based on the actual weeks worked regardless of the number of hours worked in any one week.

### **Student Workers**

Students are employed for work at the University to provide the student with the opportunity to earn money without having to leave the Campus. This is beneficial to both the student and the University, for the student receives the income and the University enjoys the benefit of the student's labor, loyalty, and knowledge of the student body.

Normally, no more than twenty-five hours of work will be assigned per week. For special reasons, the Administration may allow rare exceptions to this maximum, but it will only be on a case-by-case basis.

If a person who worked for the University while a student should come to the University on a full-time basis, even though there is no interruption of service, any benefits that would accrue as a Full-time Staff member will begin on the date he/she changes to the Full-time Staff basis. This includes consideration for paid time off calculations.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Carolina University does not discriminate on the basis of race, color, sex, or national origin in its staff employments practices. It does not discriminate against a female because of pregnancy, childbirth, or a related medical condition. It does not discriminate against individuals who are aged forty (40) or over. It does not discriminate against qualified individuals because of disabilities. The University will attempt to provide “reasonable accommodations” to the potential employee in order to allow him/her to perform the “essential functions” of the job, and thus have an equal opportunity to qualify for employment.

## **NEPOTISM**

Carolina University will not offer staff employment to the spouse of any member of the Administration or Staff where duties, oversight, supervision, or responsibilities may overlap. While spouses of Faculty members may be considered for staff positions, those positions must not be under supervision of that Faculty member.

## **DISCIPLINE**

Carolina's Administration will implement appropriate discipline with employees where it determines that such action is warranted. Although the employment relationship is terminable at will, at any time, either at the employee's option or at the option of the Administration, Carolina may exercise its discretion to administer corrective action in cases where it deems it appropriate to do so. This may include various forms of discipline, such as verbal or written counseling, suspension, and/or termination. In addition, other actions that may be taken include transfer, reassignment, demotion, or other actions as the employer deems appropriate. However, corrective action is not mandatory or binding. Carolina reserves the right to terminate any employee at any time for any reason.

### **Whistleblower Policy**

If any employee reasonably believes that some policy, practice, or activity of Carolina University is in violation of law, a written complaint must be filed by that employee with the President or the Board Chairman. It is the intent of Carolina University to adhere to all laws and regulations that apply to the University and the underlying purpose of this policy is to support the University's goal of legal compliance.

An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Carolina University and provides the University a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Carolina University will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the University, or of another individual or entity with whom the University has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Carolina University will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the University that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy.



## GRIEVANCE PROCEDURES

When staff members are concerned that certain actions are unfair or arbitrary, have complaints concerning working conditions, or feel aggrieved concerning other matters, the following procedures should be followed. Supervisors are responsible for providing staff members with opportunity to express opinions and to discuss problems and complaints. All supervisors are required to listen, inform, and counsel with individuals under their supervision and to make a sincere effort to resolve complaints and grievances promptly.

1. Whenever a staff member has a grievance against another employee, he/she should, in Christian love and forbearance, go to the offender in accordance with Matthew 18:5. Experience has shown that this procedure often resolves the matter, whether by clarifying a misunderstanding or bringing forgiveness and reconciliation after a genuine offense. In no circumstances is an employee allowed to gossip, defame, or impugn the character or reputation of another employee within the university or outside the university, whether before the filing of a complaint or after. Confidentiality is to be maintained at all times and any attempts at defaming another employee directly or indirectly shall subject an employee to disciplinary action.
2. Any other grievance or unresolved personal offense should be discussed with the immediate supervisor. The employee and supervisor should make every attempt to resolve the difficulty in a spirit of open and informal discussion. If the grievance is against the immediate supervisor, the employee should contact the supervisor of their supervisor.
3. If on consulting the immediate supervisor, or that person's supervisor, the staff member is still not satisfied, the next step is to bring the issue to the attention of the appropriate Cabinet Member. The problem or grievance must be submitted in writing within one week of the decision of the supervisor. Again, every attempt must be made to resolve the difficulty. The process should be documented.
4. If the decision of the Cabinet Member is not acceptable, the staff member may appeal the decision to the President. Again, the problem should be submitted in writing and the process is to be documented.
5. The President will consider the complaint or grievance and if it appears that there is a prima facie case, he may conduct an investigation into the allegations in any manner he seems appropriate. If the facts alleged are evidently false or malicious or vexatious, or if the complainant is not able to establish a prima facie case, the President may dismiss the complaint or grievance summarily. The President may offer an opportunity for both the complainant and respondent to make an oral or written submission or examine any witnesses necessary. In all such proceedings adopted by the President, care shall be taken to ensure fairness and natural justice to all parties. The President shall issue a decision in writing after assessing all the evidence and may impose such sanctions on any employee as he deems appropriate. Note: An employee will be liable to disciplinary action including termination for making false, malicious, or vexatious complaints about another employee or student of the university.
6. The final internal step of settling a grievance is to appeal to the Executive Committee of the Board of Trustees. The request should be made to the Chairman of the Board of Trustees in writing within seven days from the President's response. The request will be handled at the next meeting of the Executive Committee. The staff member will present his/her case and then the President, representing the University, will present the

decision of the Administration. All documentation will be made available to the Executive Committee. A simple majority decision will be final. A decision should come within seven days of the meeting and should be conveyed to the employee in writing.

7. In keeping with the unique Christ-centered nature of the institution, its emphasis on collegiality, good faith, forgiveness, and reconciliation, among other essential Christian values, if a grievance remains, all employees of Carolina University are required to undertake binding mediation and negotiation in accordance with a process established by the Chairman of the Board. If mediation is unsuccessful in resolving the conflict, the dispute shall be settled exclusively and finally by binding arbitration before a neutral arbitrator or arbitral panel. Any facts established by an independent investigator or other internal process shall be considered final and binding and cannot be contested. An employee is precluded from approaching a court or other outside body and the prohibition on litigation is an essential and non-revocable condition of employment at Carolina University.

## TERMINATION OF EMPLOYMENT

Should the University find it necessary to terminate the employment of any Staff member, the Administration will attempt to provide notice at least two weeks in advance of the termination date. Some circumstances, of course, may require immediate dismissal. Any disputes about termination shall exclusively and finally be settled by binding mediation, negotiation, or arbitration.

*Note: The employment relationship is terminable at will, at any time, either at the employee's option or at the option of the Administration.*

Should the termination be for poor work performance or for incompatibility of the worker and the University, an attempt will typically be made to remedy the situation by holding a confidential review with the employee and discussing possible solutions.

If the Staff member elects to leave the employment of the University, he/she is expected to give a two week notice before his/her departure date.

### **Exit Interview**

Before voluntary termination or resignation of employment, each Staff person choosing to leave the University is asked to meet with the appropriate Cabinet Member to discuss his/her reason for leaving. This meeting will give the departing Staff person a final opportunity to express his/her feelings.

### **Severance Pay**

A Staff member who is leaving the University must meet with a member of the Business Office to determine the final date for employment and any holiday and/or PTO that may be due. These final payments will be in accordance with those other pertinent sections of the Staff Handbook. The final pay will be given at the nearest payday following the termination date.

## **PERFORMANCE REVIEW**

All employees are subject to annual performance evaluations by their Supervisor. This involves a self-evaluation and a Supervisor's evaluation. This evaluation is to aid the employee in the improvement of his/her work and to provide feedback on his/her present perceived performance.

*Performance evaluations are administered by the Office of Institutional Effectiveness or Human Resources.*

## **CONFLICT OF INTEREST**

An employee must immediately report a conflict of interest that is actual or likely to his/her supervisor. It is presumed that a conflict of interest will exist in circumstances where an employee is in a supervisory or similar relationship with a spouse, partner, child, parent, sibling or personal friend. It is also presumed that a conflict of interest exists when an employee is in a position to receive a financial or other benefit from another employee or contractor that they are in a supervisory or similar relationship with. Examples of conflicts of interest include approving the hourly payment requests of a relative or friend, hiring a spouse or relative, etc.

In all cases of actual or potential conflicts of interest, the employee must make a written declaration of the full circumstances to his or her supervisor. The employee must also immediately recuse themselves from undertaking any actions that may confer upon them any financial or other benefit.

In some circumstances, upon full disclosure, the university may approve the arrangements that are the subject of the conflict of interest. This may arise in circumstances where the university reasonably believes that the arrangement is in its best interests.

Any financial benefits secured by an employee as the fruit of a conflict of interest are liable to be returned to the university at the employee's expense. In addition, if a prompt transfer of such funds is not made by the employee, the university is entitled to obtain from the employee any legal and other expenses incurred to make itself whole.

# Compensation

## **WAGES & SALARY POLICIES**

Salaries are paid by direct deposit and are normally disbursed on the fifteenth day of each month for the work performed during the previous fifteen days, and on the last day of each month for the work performed during the sixteenth day to the end of the month. Payments due on a weekend or holiday will typically be disbursed on the previous business day. Exceptions to this practice will be announced by memorandum.

Salary adjustments normally take effect on August 16<sup>th</sup> for Staff members (to coincide with new Faculty contracts).

The gross salaries of each Staff member are reduced by the legally mandated Federal Income Tax, the Social Security and Medicare Tax, and the State Income Tax. Other deductions may be made with the authorization of the employee. They include the employee's part of the health insurance coverage, employee contributions to tax-sheltered annuities, voluntary life insurance payments, and voluntary gifts to the University.

*Note: If a Staff member is exempt from FICA payments because of his status as a member of the clergy, he should advise the Business Office so that FICA payments will not be withheld nor paid.*

### **Reduction in Pay**

Under extreme circumstances, it may become necessary to effect a reduction in pay and/or a reduction in the hours of work. If such should be required, every effort will be made to treat each employee as equitable as possible.

## HOURS OF WORK & WORKWEEK

### **Work Hours**

The normal work hours are from 8:00 a.m. to 5:00 p.m. with one hour for lunch from Monday through Friday. In some areas such as the Library, Business Office, etc., the hours of work will be determined by the Supervisor to care for the special needs of those areas.

Staff members may not start early, extend or shorten their lunch periods, and/or quit early without specific permission of his/her supervisor in each case.

Staff members are expected to be at their assigned places by their starting times. Frequent tardiness or exhibiting a lack of concern for the hours of work will be considered unacceptable on the part of the Staff member, and each member involved in such conduct should expect to have this addressed by his/her supervisor.

### **Break Period**

A period of time away from one's work can be granted in the morning and in the afternoon of each day. Each period is not to exceed fifteen minutes and will be subtracted from the lunch period. The Supervisor will provide a relief worker for those jobs which require constant coverage.

### **Lunch Periods**

Normally, a one-hour lunch period is granted each day. Some jobs may be better served if a different time is granted but it should be granted only if the University stands to benefit. The time of the lunch period may vary due to the requirements of the particular job or office. The Supervisor in each area will determine the times of the lunch periods and each Staff member is expected to cooperate with that decision. If breaks are used during the day, the lunch period will be reduced accordingly. For example, a staff member planning a fifteen minute break in the morning should only plan on a 45-minute lunch break.

The Supervisor will provide a relief worker for those jobs which require constant coverage. Under normal circumstances, employees are expected not to take their meals at their desks or work stations. When exceptions are for the benefit of the University, the person's supervisor may grant permission or request that such be done.

## OVERTIME PAY

The policy of the University is to avoid overtime. Occasionally, however, it becomes necessary to ask a Staff member to work beyond his/her regular work day. It is expected that the Staff member will take off a similar amount of time **during the same week** to compensate for the extra time that was worked. If it is not possible for the Staff member to take off a like amount of time during the same week, he/she will be paid overtime at the rate of one and one-half times his/her regular rate for the time in excess of forty hours worked in any given week (except for "exempt employees" as defined by the Fair Labors Standard Act).

Staff members should understand that the University does not wish to have anyone work in excess of forty hours in any one week, and that it may be permitted only if it has been approved in advance by the Staff member's Supervisor. Unilateral decisions by the Staff member, except in cases of clear emergencies, will not be permitted.



# **Employee Benefits**

## **PAID TIME OFF**

Full-time Staff members are granted paid time off (PTO) based on the length of time that they have worked for the University and other qualifications listed below.

PTO is accrued at the rate of 1 day per month of employment, not to exceed 10 days in a year, during the first and second years of employment based on hire date. During the third through the fifth year of service he/she will be granted 15 days of PTO per year. Beginning with the sixth year of service the Full-time Staff member will be granted 20 days of PTO per year.

The specific time that PTO is taken must be submitted to the Supervisor through the employee's portal and must be approved in advance except in the cases of illness or extreme circumstances. PTO should not be taken for a period longer than two weeks at a time. Exceptions to any rule should be rare and require the approval of the Supervisor and the President. The pay for PTO will be granted at the current rate and hours the person is presently being paid.

**PTO DOES NOT ROLLOVER FROM ONE YEAR TO THE NEXT NOR CAN IT BE EXCHANGED FOR MONETARY COMPENSATION DURING EMPLOYMENT.**

### **PTO for Terminated Employees**

Employees who are dismissed because of budgetary or organizational changes will be paid for any accrued PTO. Additional severance can be granted by the Administration. Employees who are dismissed because of violation of University rules, policies, and standards will not be granted any PTO or pay from the moment of dismissal.

If an employee resigns in good standing having given at least a two-week written notice, exclusive of PTO, or if they provide notice acceptable to the University, they may be eligible to use any accrued PTO to extend pay beyond the last date of service.

## EXTENDED ILLNESS POLICY

Those who have been employed fulltime for at least two years may be eligible for Carolina's extended illness leave. Once PTO is used up, no further pay will be granted except in the case of a *serious illnesses* as described below. During periods of extended absence due to serious illness\*, the full pay for the fulltime employee will continue for up to three months. After three months, the pay will be decreased to seventy-five percent of the normal pay rate. This diminished pay figure will be continued for another three month period and then the pay will be discontinued altogether. This will provide six months of income to the ill person. The employee's position (or an equivalent position) will be reserved during the period of extended illness leave as required by the Family Medical Leave Act (FMLA). The period of extended illness leave is intended to meet (and in most cases exceed) the requirements of FMLA.

*\*To qualify as a serious illness, the Staff member must be unable to perform their normal duties and be required to stay at least one night in the hospital (or require continuing treatment by or under the supervision of a medical doctor or other appropriate health care worker).*

If an employee should be absent for an extended period under this policy and return to work for less than 24 months, any additional medical leave beyond PTO will be considered as part of the original extended illness leave (a new period of extended illness pay will not begin). The extended illness policy may begin again after an employee has returned to a normal work schedule for 24 months.

## **FAMILY MEDICAL LEAVE**

Unpaid leave for up to twelve weeks\* within a twelve-month period may be granted for the birth or the adoption of a child; for the care of a child, spouse, or parent, who has a serious health condition; or for the treatment of a Staff member's personal health condition that prevents him/her from performing his/her job. An employee must be routinely scheduled for twenty-five or more hours per week to be eligible and must have worked for Carolina for at least twelve months.

In order to qualify as having a serious illness the employee, or the person for whom the employee is intending to provide care, must be required to stay at least one night in the hospital or require continuing treatment by or under the supervision of a medical doctor or other appropriate health care worker.

A certification from the medical doctor is required for the employee's personal illness and must include the date the problem began, an assessment of the need for hospitalization, and a statement that the employee cannot perform the functions of his/her particular job.

The potential leave – maximum twelve weeks\* – will be without pay, unless the employee has accumulated PTO or unless the employee's illness qualifies for the Extended Illness policy previously described. In such cases, paid time will be applied first and will count as part of the maximum twelve weeks leave time. Holidays occurring during the period of leave will not be granted. Any loss of time or reduction of normal work hours will be counted as part of the potential twelve weeks leave.

In the event of childbirth, either parent may be granted leave, but only one may be granted the leave if both are employed by the University.

The employee taking the leave will be granted his/her same job or an equivalent one upon his/her return. His/her pay will not be reduced unless there has been a general reduction during his/her absence.

The University will continue to pay its share of the health benefits costs while the employee is on leave, however, the employee must maintain his/her timely contribution to the health insurance plan and to any other plans which the employee normally contributes in order for them to remain in force. The University will maintain its normal contributions to any plan that was in force at the time of leave, but it will not pay for any portion of the employee's obligation.

The employee is requested to provide a thirty day notice of any intent to take a family or medical leave, if foreseeable.

\* In accordance with Federal regulations, an employee will be granted up to twenty-six weeks unpaid leave to care for a spouse, child, parent, or next of kin that has suffered a serious injury or illness while serving as a member of the United States Armed Forces.

## **MATERNITY LEAVE**

An employee requesting leave for pregnancy related circumstances will be granted that leave in accordance with the current Family Medical Leave policy and the Extended Illness policy. The staff member should put a request for a maternity leave in writing to the appropriate Cabinet Member as soon as possible. The recommended time is three months prior to the beginning of the actual leave. All benefits will continue during this period of leave.

## **LEAVE OF ABSENCE**

Any leave of absence not described elsewhere in this manual and not covered by the Family and Medical Leave Act (FMLA) or the Pregnancy Discrimination Act (PDA) must be approved on a case by case basis by the immediate supervisor and by the Administration of the University.

## **HOLIDAYS & HOLIDAY PAY**

Full-time Staff members will be granted the following days off with pay:

New Year's Day	July 4 <sup>th</sup>
Martin Luther King, Jr. Day	Labor Day
Friday of Spring Break	Thanksgiving Day
Good Friday	Thanksgiving Friday
Memorial Day	Christmas Eve through New Year's Day

If a holiday falls within an employee's extended PTO period, the holiday will not be counted as PTO. When a holiday falls on a Saturday or Sunday, the University will specify the date that the holiday will be taken, if at all.

**Holiday pay will be based on the number of hours that the employee normally works per day.**

## EDUCATIONAL ASSISTANCE

### Carolina Classes

Full-time employees and their spouses may take two three-hour academic classes free of tuition (other fees and charges must still be paid) each semester, with the entire summer period counting as one semester, with the following stipulations. The time to take the class must be on the employee's own time. If the time of the class is during the regular hours of work, the employee must first receive permission from the supervisor as well as from the Administration to be away from his/her work station during that period. He/She must also receive the Supervisor's agreement as to when the time will be made up. Employees should consult with the Financial Aid Office for additional details and application requirements. **Note: Employee-related grants in excess of \$5,250 may be taxable to the employee per IRS regulations.**

The dependent child of a Full-time Staff member may attend the University (up to 18 hours) free of tuition. Fees and additional credit hours must be paid for at registration. Employees should consult with the Financial Aid Office for additional details and application requirements.

### Non-Carolina Classes

On occasion, the Administration of the University may ask Staff members to pursue additional education in order to benefit the University. In such cases, the University will assist with the cost of education in accordance with the following guidelines:

1. All funds paid by the University for continuing education will be considered a non-interest loan to the employee
2. These amounts will be forgiven, 25% per year, over four years of employment following the completion of the requested degree
3. The employee must sign a "Continuing Education Agreement" before the first class
4. A "B" average must be maintained throughout the agreement

*Note: Any outstanding loan amount must be repaid to the University upon resignation or disciplinary termination.*

## **DEATH IN IMMEDIATE FAMILY**

A Staff member may be granted one day off with pay to attend the funeral of a parent or his/her spouse's parent, or that of a brother or sister. If the Staff member is required to arrange for burial, or if the funeral is more than three hours of travel away, an additional day may be taken with pay. Time beyond that may be taken only with the supervisor's approval and without pay unless the employee has accumulated PTO.

In the event of the death of a spouse, a son, or a daughter, the Staff member may have up to five days with pay. Any additional time may only be taken with the supervisor's approval and will be without pay unless the employee has accumulated PTO.

# **Group Insurance and Retirement Plan**



## HEALTH INSURANCE

A Full-time Staff member is eligible for health insurance coverage. In order to be covered without an additional waiting period or without having to submit to a physical exam by a physician, the intention to sign up must be communicated to the Business Office within the first thirty days of employment. Otherwise, an employee may only add insurance during the re-enrollment period effective January 1 each year, or within the following HIPAA guidelines:

### Rule 1: Delayed enrollment

If you initially decline enrollment for yourself or your dependent(s) (including your spouse) due to other health care coverage, in the future you may be able to enroll in this plan, provided that you enroll within 60 days after you lose other coverage.

### Rule 2: Life-changing events

If you add a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependent(s) in this plan, provided that you enroll within 60 days after the event.

The institution contributes a monthly amount toward the premium of health insurance and the remainder of the premium is withheld from the employee's paycheck. Of course, the group insurance is optional, but the University strongly recommends this coverage. You should consider the relevant federal and state regulations when making this decision.

Employees may include their families in the health insurance coverage by paying an additional amount as required by the insurance company.

Occasionally, the University will offer monetary assistance to help pay the annual deductible of the health insurance policy. This decision is made on an annual basis and applies to all participants of the group policy. If assistance is being offered, the employee should consult the Business Office for instructions in obtaining the available funds.

## **OTHER INSURANCE**

### **Dental Insurance**

A Full-time Staff member is eligible to purchase dental insurance coverage, including coverage for family. This coverage may be added anytime. The premium is withheld from the employee's paycheck.

### **Life Insurance**

The University carries a small life insurance policy on each Full-time Staff member at no cost to the employee. Additional life insurance may be purchased through the University's group plan. Additional insurance premiums will be withheld from the employee's paycheck.

### **Worker's Compensation**

Employees who are injured while at work are covered by the Workman's Compensation Laws. An employee who has been injured should report that injury promptly to his/her Supervisor. Immediate treatment can minimize the injury, help to prevent infection, and permit filing of the appropriate papers while the events surrounding the injury are still fresh in the memory of the victim. Treatment should begin with a local urgent care or emergency room facility. Worker's compensation insurance will typically reject claims from a primary care physician. (See Safety Policy in the Miscellaneous section)

## **RETIREMENT PLAN**

Full-time employees may elect to have money withheld from their paychecks to be contributed to a 403(b) plan account. The University will make a contribution matching the employee's contribution up to 2% of the employee's salary (rate subject to change). The current plan is administered by Guidestone Financial Resources and provides tax-deferred retirement savings. Ordained ministers may qualify for additional advantages. Please see the Business Office for more details or to sign up for the plan.

# Miscellaneous

## **SEXUAL HARASSMENT**

Sexual harassment is forbidden. This may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where the individual is made to feel as if he or she must agree to the request or submit to the advance in order to get favorable treatment at work. Sexual harassment also includes sexually oriented conduct and communications which unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive environment. This policy protects and covers the conduct of all employees.

## **DISABILITY POLICY**

Carolina University does not discriminate against qualified individuals with disabilities (as defined by the EEOC) in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The University will make every reasonable accommodation to provide an equal opportunity by:

1. Ensuring the accessibility of existing facilities
2. Restructuring/modifying a particular job
3. Acquiring/modifying equipment and devices
4. Providing other allowances that may seem appropriate

## TECHNOLOGY POLICIES

### **Telephones**

The telephones at the University are primarily for University business. When answering a telephone that belongs to another person, the Staff member should state his/her own name and mention that it is the desk of the other person. Offer to take a message being certain to get the correct name, telephone number including the area code, or suggest a better time for the caller to repeat the call. Place the date and time on the written message for the person for whom the message was intended.

Staff members may not use the University telephones for personal long distance calls without the specific approval of the Supervisor. After such calls are made, the Staff member is expected to pay for the call.

### **Email**

Use email whenever possible to communicate with other Staff and Faculty members. Check it regularly throughout each day. Employees should respond to all email and voicemail messages within one business day if at all possible. Personal emails must be kept to a minimum. Mass emails require approval from a member of the Administration and should not be of a personal nature.

### **Internet/Computers**

No unauthorized software is to be loaded or downloaded on any of the University computers. If there is software that you need, you may request it through the Technology Office, and the appropriate decision will be made. The decision will be communicated to you in writing.

It is inappropriate to play games or browse the internet (unless job related) during scheduled work hours. Please log-off the network in the prescribed manner, especially at the end of the work day. Never stay logged on to your computer overnight, and do not turn off your computer without logging off the network.

The Technology Office issues updated policies from time to time in order to keep up with the constantly changing field of technology. Those policies must be adhered to and are extensions of this policy manual.

## **MISCELLANEOUS**

### **Election Day**

Each employee is encouraged to vote in local, state, and national elections. One may register to vote in Winston-Salem at the main public library on Fifth Street, at any branch library, or at the Board of Elections.

No time is granted during working hours for employees to vote. If it is impossible to cast one's vote outside regular working hours, arrangements may be discussed with one's Supervisor to try to find time to cast one's vote. However, special time off is not guaranteed.

### **Appearance**

Office dress (including classroom dress) is business casual even during summer months and breaks. Dress for "Monday casual" is business casual or nice jeans (with collared shirts for men). Exceptions may apply for maintenance staff or those involved in maintenance-related activities. Questions should be addressed to the Student Life Office.

### **University Events**

All Staff members are a part of the University family and as such are always welcome at University functions without special invitation. The Administration urges Staff to attend all special meetings, convocations, conferences, Candlelight Carols, commencement, banquets, and sports events.

### **Office Parties**

When a Staff member has a birthday or special anniversary, those colleagues in his/her immediate work area may wish to observe the occasion with a modest party. Such a celebration should be limited to a light dessert, cake, and/or a drink to keep such parties fairly equal in scope and to be completed within the normal fifteen minute break-time. The cost of such events should be shared by all who participate in order to minimize the financial burden of any one person.

### **Office Ethics**

If a Staff member has a complaint with a fellow employee, he/she should first take the matter to the Lord and if he/she feels the need to go further, he/she should go to the other person involved and attempt to resolve the issue. If the matter still seems unresolved, the Staff member should go to his/her Supervisor and discuss the matter (see Grievance Policy).

### **Safety Policy - OSHA**

Every employee is responsible for safety. To achieve our goal of providing a safe and healthful work place, everyone must be safety conscious. Any unsafe or hazardous condition should be

reported immediately to your supervisor. Every effort will be made to remedy problems as quickly as possible. (See Workman's Compensation Policy)

### **Jury Duty**

A Full-time Staff employee will be paid for the actual hours lost as the result of serving on a jury or for appearing for jury duty. Any compensation received by the court may be kept by the employee.

### **Cafeteria Lunch**

The University subsidizes a portion of the lunches for Full-time Staff members when the Cafeteria is open. Current prices will be announced each year via email.

### **How to Access other Company Policies**

Visit [my.Carolinau.edu](http://my.Carolinau.edu) and look for the Policies and Procedures link provided by our Office of Institutional Effectiveness. Questions about specific policies should be directed to the office that "owns" the policy as indicated within the Policies and Procedures site.