



C O N C O R D I A U N I V E R S I T Y
N E B R A S K A

***PROFESSIONAL/TECHNICAL
AND
SUPPORT STAFF***

EMPLOYEE HANDBOOK

2011-2012

President's Message

Dear Colleague:

The mission of Concordia University, Nebraska is: to equip students to learn, serve and lead in church and world. To fulfill that mission, Concordia needs the talents, abilities, ideas, energy and enthusiasm of all members of the staff.

You are an important member of the Concordia community and are a valued member of the University's Professional/Technical and Support Staff. The contributions you make to help the University attain its vision and achieve its goals are significant and vital to the wellbeing of our students' growth and development.

This Handbook performs an important function in unifying our efforts and in providing essential information regarding policies that impact both your work and non-work hours. Its purpose is to inform you of the current policies and procedures for members of the University's Professional/Technical and Support Staff. The Handbook exists so that reason, fairness and equity might prevail.

It is my hope and prayer that you will always view your employment at Concordia University, Nebraska as sharing in the important task of preparing students to develop and live out lives of servant leadership in the church and the world. As we work and serve together may the Lord use us to accomplish His will, to expand His kingdom and to live and proclaim the Gospel of

Brian L. Friedrich

President and Chief Executive Officer

October 19, 2011

Welcome to Concordia University!

Welcome to Concordia University, Nebraska (CUNE). We are happy to have you as a new member of our campus community!

Concordia University, Nebraska is an excellent academic community dedicated to quality Christian higher education. Founded by The Lutheran Church-Missouri Synod in 1894, the University educates more than 2,100 students on campuses in Seward and Lincoln, at additional sites across Nebraska and online.

Concordia University is a member institution of the Concordia University System that operates under the auspices of The Lutheran Church—Missouri Synod. The Synod places responsibility for the overall governance of the institution in the hands of a Board of Regents, in part elected by the Synod in convention, in part elected by the Nebraska District of the Synod in convention, and the remainder selected by the elected board members. The executive officer of the Board and the “chief spiritual, academic and administrative head” of the University is the President. The President, with the approval of the Board, establishes and appoints administrative officers who make up the Cabinet. Faculty are charged with the core institutional task of instruction; in addition, as a group, the Faculty is responsible for the formulation of institutional policies in a number of areas (see The Handbook of The Lutheran Church—Missouri Synod, 2010, 3.10.5.6.10 and 2.1.3 below), for proposal to the Board. Professional/Technical Staff are those in non-instructional positions in the University who have managerial and administrative responsibilities. Support Staff provide a wide range of services. Finally, the University community includes students, for whom the entire enterprise exists.

Our Mission:

Concordia University, Nebraska is an excellent academic and Christ-centered community equipping men and women for lives of learning, service and leadership in the church and world.

Our Vision:

By 2015 Concordia University, Nebraska will grow and expand its influence to diverse populations by fostering collaboration and adapting to our changing environment while remaining faithful to our mission of excellent Christian education.

Our Values:

Christ-Centered Learning Environment

Demonstrating our commitment to one another in love by nurturing mind, body, soul and spirit through faith in Jesus Christ, our Savior and Lord.

Excellence

Striving for the highest levels of performance and integrity in all that we do, in doing so achieving a reputation of excellence.

Service

Understanding and satisfying the needs of those we serve with integrity.

Partnerships

Recognizing the inherent strength of shared objectives and working in deliberate ways to fulfill our vision.

A Spirit of Community

Humbly acknowledging and celebrating, the influence and presence of the Holy Spirit in and on the lives and collective accomplishments that unites us as members of the Concordia family.

The *Professional/Technical and Support Staff* Employee Handbook

The information presented in this handbook is intended to be a guide and general summary of University policies and practices used in the day-to-day operation of the University. This handbook includes policies and practices pertinent to employment law, benefits and employment procedures.

Because no two-employment situations are ever exactly alike, University policies must have some flexibility. There are times when rigid policies can be as unfair as no policies at all. Because the university seeks to treat employees fairly, it may modify policies summarized here on occasion when it determines that the circumstances warrant special consideration.

Concordia reserves the right, at any time, to modify, rescind, or supplement any or all of the policies, procedures or benefits described in this Handbook. No such modifications, however, shall change the at-will nature of your employment at the University.

As your employer we also reserve the right to change wages, change or eliminate benefits as well as be able to change or terminate any particular employment relationship at will, at any time, with or without cause.

As Concordia University's employee, you have a responsibility to read this handbook and abide by the guidelines and general principals presented in this handbook. If you need further clarification or interpretation, please contact the Human Resource department for assistance.

To the extent that any policy may conflict with federal, state or local laws, the organization will abide by the applicable federal, state or local law.

It is the general responsibility of all supervisors to administrate these guidelines and policies. Should complaints and differences arise, employees should address them initially with their supervisors. If the issue cannot be resolved, the Director of Human Resources should be consulted.

This handbook is not intended to administrate Faculty. However, Faculty may make use of this handbook if they serve in an administrative/supervisor capacity to professional/technical and support staff.

This handbook is not a contract of employment. Nothing contained in this handbook or any other statements of University philosophy, including oral statements, should be considered as promise of continuing employment. Rather, both the University and the employee are free to terminate the employment relationship at any time for any or no reason.

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1 Work Regulations

1.1 Equal Employment Opportunity

You have been selected as an employee based on an available position; your experience, skills, references, personal interview; and your stated desire to do a good job. Your position is summarized in a position description provided to you. You have been selected because you are qualified and have the ability to learn and perform the job to which you have been assigned.

Concordia University strives to provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal opportunity rules, regulations and governing bodies.

If any employee or applicant for employment believes he or she has been discriminated against, please contact the Director of Human Resources or the Executive Vice President/CFO, COO.

1.2 Non-Discrimination

Concordia University will not discriminate against or harass any applicant or employee in our hiring, compensating, promoting, or terminating practices because of race, color, national or ethnic origin, disability, age or sex (except where ministerial positions are required), marital status, HIV status, or genetic information. However, as an entity of The Lutheran Church--Missouri Synod (LCMS), we are exempt from the provision of the Civil Rights Act of 1964, which forbids discrimination in employment based on religion; therefore we retain the right to give preference in hiring persons who are Christian, and/or members in good standing of LCMS congregations.

Preference in holding certain employment positions is given to ordained or commissioned ministers of The LCMS. The LCMS upholds the doctrinal belief that women may not serve as ordained ministers. Therefore, women will not be considered for such positions.

1.3 Harassment

As we work in ministry, it is important that all employees work as a team, so that the rights and interests of both the organization and the employees are honored. This is more critical for institutions associated with the church, where any failure to maintain high standards of behavior may affect the church body as a whole. It is for this reason that rules of conduct have been established; it is your responsibility to know and follow them both on- and off-duty. Common sense, good judgment and acceptable personal behavior on the part of all employees is expected.

1.3.1 Unlawful Harassment

Concordia University is committed to offering employment opportunity based on ability and performance, in a productive climate, free of unlawful discrimination and harassment. Accordingly, unlawful harassment of any kind by supervisors or co-workers will not be tolerated. In addition, Concordia University will protect employees, to the extent possible, from reported unlawful harassment by students and other non-employees in the workplace.

1.3.2 Zero Tolerance for Unlawful Harassment

Harassment because of a person's race, color, age, sex, national origin, marital status, or disability has been defined by federal and state courts and agencies as a form of unlawful discrimination. Unlawful harassment exists when:

Section 1: Work Regulations

- Supervisors or managers make submission to such conduct either an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention);
- Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignments, etc.
- Unlawful harassment may also exist when co-workers (or non-employees, such as students or vendors) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of unlawful harassment include, but are not limited to: unwelcome sexual flirtations (by members of the same or opposite sex), advances or propositions, unnecessary or unwelcome touching, graphic or verbal comments regarding a person's body, sexually or racially degrading terms or language, explicit or offensive jokes, verbal abuse because of a person's race, color, age, sex, national origin, marital status, or disability, or any other conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

1.3.3 Complaint Procedure

Any employee or applicant who feels that he or she is being harassed by another employee, supervisor or any other person because of his or her race, color, age, sex, national origin, marital status, or disability must immediately bring the incident to the attention of the Connie Butler, Director of Human Resources, who may be reached at 402-643-7332.

If that would prove to be uncomfortable or if the employee/applicant is not satisfied with the handling of the complaint, he or she must promptly bring the matter to the attention of Dave Kumm, the Executive Vice President/CFO, COO, who may be reached at 402-643-7380.

Employees and applicants who are still are not satisfied or would feel more comfortable lodging their complaint with someone else must promptly contact Jenny Mueller Roebke, the Provost, who may be reached at 402-643-7374.

1.3.4 Investigative Process and Remedial Action

Concordia University will promptly and impartially investigate all allegations of discrimination and harassment. Although complete confidentiality cannot occur given our obligation to investigate, all such allegations will be kept confidential to the extent possible. Upon the conclusion of the investigation Concordia University will take appropriate corrective action if warranted. Violations of Concordia University's Unlawful Harassment Policy may result in disciplinary action, up to and including termination of employment.

1.3.5 Protection Against Retaliation

Under no circumstances will a supervisor, co-worker or student be allowed to threaten or retaliate against an employee or applicant who in good faith alleges unlawful harassment or against any individual who has participated in the investigatory process. Violations of this prohibition against retaliation may result in disciplinary action, up to and including termination of employment.

1.4 Americans with Disabilities Act

Concordia University recruits and hires employees based on their ability to do a job, not their disabilities. Our end goal is to hire the best qualified individual for our positions. The University will make every effort to make position advertisements and position applications accessible to persons with disabilities. In addition we will also make all reasonable accommodations to facilitate access to any location where it conducts interviews for person with disabilities. Our interview questions will be designed to determine the applicant's ability to perform the job and will not delve into non-job related areas.

The University is committed to protecting the rights provided to individuals with disabilities by the ADA. Accordingly, it will in no way retaliate against anyone who asserts the rights provided by the ADA or any state human rights law.

The University desires to make its facilities accessible to anyone with disabilities. If the employee is aware of areas or services in and around the University that are not accessible to persons with disabilities, please contact the ADA compliance officer.

Service animals accompanying persons with disabilities are welcome at the University. The service animal should remain with the person it is assisting at all times. If an employee is serving someone who is assisted by a service animal, please be aware that the service animal is not a pet and should not be treated as a pet. Please make every attempt not to separate the service animal from the person whom the service animal is assisting. (See section 17.5 Service Animals)

1.5 Genetic Information Nondiscrimination Act (GINA) of 2008

GINA is a federal law that aims to eliminate the potential abuses relating to the use and disclosure of "genetic information," made more likely due to advancements in genetics. GINA's primary objective is to prohibit discrimination on the basis of "genetic information" in employment and health insurance plans. GINA also restricts the use of, access to and disclosure of "genetic information" based on the idea that doing so will reduce discrimination.

What does Title I of GINA prohibit?

Title 1 prohibits discrimination in group health plan premiums based on genetic information and premiums in the individual and Medigap insurance markets, and limits genetic testing and collecting genetic information in group health plan coverage, the individual insurance market, and the Medigap insurance market. Title I's health coverage provisions apply to group health plans sponsored by private employers, unions, and state and local government employers; issuers in the group and individual health insurance markets; and issuers of Medicare supplemental (Medigap) insurance.

What does Title II of GINA prohibit or restrict?

Title II:

- Prohibits use of genetic information in employment decision-making;
- Restricts employers and other covered entities from requesting, requiring, or purchasing genetic information;
- Requires that genetic information be maintained as a confidential medical record, and places strict limits on disclosure of genetic information; and
- Provides remedies for individuals whose genetic information is acquired, used, or disclosed in violation of its protections.

GINA Safe Harbor Notification

The EEOC has suggested a notice that can be used in conjunction with an employer's request for medical information, if such notice is given any genetic information received in response to the medical information request will be deemed inadvertent. The notice follows:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with the law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.'

How does the inadvertent acquisition exception apply when an employer overhears a conversation which involves genetic information?

The exception applies when a manager or supervisor learns genetic information about an individual by overhearing a conversation between the individual and others. The EEOC noted that Congress did not want casual conversation among co-workers regarding health to trigger federal litigation whenever someone mentioned something that might be protected family medical history.

The exception also applies when a supervisor or manager receives family medical history directly from an individual following a general health inquiry (e.g, "how are you?" or "Did they catch it early?" as of an employee who was just diagnosed with cancer) or a question as to whether the individual has a manifested condition. Similarly, a casual question between colleagues or between a supervisor and subordinate concerning the general well-being of a parent or child would not violate GINA.

However, this exception does not apply where an employer follows up a question concerning a family member's general health with questions that are probing in nature, such as whether other family members have the condition, or whether the individual has been tested for the condition, because the manager or supervisor should know that these questions are likely to result in the acquisition of genetic information.

What is the definition of a family member?

- A person who is a dependent of that individual as the result of marriage, birth, adoption, or placement for adoption.
- A first-degree, second-degree, third-degree, or fourth-degree relative of the individual, or of a dependent of the individual. Includes parents, siblings, children, grandparents, grandchildren, uncles, aunts, nephews, nieces, half-siblings, great-grandparents, great-grandchildren, great uncles/aunts, first cousins, great-great-grandparents, great-great-grandchildren, and first cousins once-removed (i.e., the children of the individual's cousins).

What is family medical history?

Information about the manifestation of disease or disorder in family members of the individual.

What is genetic information?

- An individual's genetic tests;
- The genetic tests of that individual's family members;
- The manifestation of disease or disorder in family members of the individual (family medical history);
- An individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or family member of the individual; or
- The genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Genetic information does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family members that is not derived from a genetic test.

1.6 Nursing Mothers

The new Patient Protection and Affordable Care Act of 2010 (PPACA) requires employers to provide a reasonable break time for an employee to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

In September 2011, the state of Nebraska Legislative Bill 197 becomes effective and ensures mothers are able to breast feed their children in any public or private location where the mother is otherwise authorized to be.

If this applies to you, please consult with the Human Resource office prior to your need of a location, so that a solution may be found to accommodate your needs.

1.7 Whistle Blower Policy

Concordia University requires Regents, officers, faculty, staff and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

Faculty, staff and representatives of the University must practice honesty and integrity in fulfilling their responsibilities and comply with **ALL** applicable laws and regulations. In addition, biblical admonitions in Matthew 18 and 1 Corinthians 6 should under grid and support the application and execution of this policy.

The objectives of a whistle blower policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or auditing matters by Regents, faculty, staff, officers, and other stakeholders of the University, on a confidential basis.
- The receipt, retention, and treatment of complaints received by the University regarding accounting, internal controls, and auditing matters.
- The protection of Regents, faculty, staff, officers, volunteers, and other stakeholders reporting concerns from retaliatory actions.

1.7.1 Reporting Responsibilities

It is the responsibility of all Regents, officers, faculty, staff and volunteers to report: (a) fraud or suspected fraud involving the University; (b) violations or suspected violations of University policy; (c) violations or suspected violations of applicable accounting or audit standards; and (d) violations or suspected violations of laws or regulations applicable to the University. Such items are referred to in this policy as a “violation.”

1.7.2 No Retaliation

No Regent, officer or faculty or staff member or volunteer who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence as a result of such reporting. A faculty or staff member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

1.7.3 Reporting Violations

This policy encourages faculty and staff members to share their questions, concerns, suggestions or complaints with the person or persons who can address them properly. In most cases, a faculty or staff member’s supervisor is in the best position to address an area of concern. However, if the violation involves a supervisor, if speaking to a supervisor is not comfortable or if the supervisor does not offer a satisfactory response, the concern should be shared with the Human Resource department, the appropriate Dean, or the President.

Supervisors and others receiving a report of a violation will immediately relay the report to the President, who will confer with legal counsel as necessary, take any immediate action required to protect the interests of the University, and forward the report to the Audit Committee. In the event the violation involves the President, the supervisor will immediately relay the report to a member of the Board of Regents, who shall immediately notify the current chair of the Audit Committee.

1.7.4 Handling of Reported Violations

The Audit Committee will address all reported violations. The Chair of the Audit Committee will immediately notify the Audit Committee members, the President and Chief Financial Officer of the University of any such report, to the extent these individuals are not implicated in the reported violation. All reported violations will be promptly investigated by the Audit Committee and appropriate corrective action will be taken or recommended to the Board of Regents. To the extent the reported violation involves fraud or suspected fraud, the University’s fraud policy shall apply.

1.7.5 Acting in Good Faith

Anyone reporting a violation must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation as defined in this policy. Any unfounded allegations which are made maliciously or with a reckless disregard for the truth will be grounds for disciplinary action.

1.7.6 Confidentiality

Reports of violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations and the information gathered as a result of investigating a violation will be held confidential to the extent possible. Investigation information and results will not be disclosed to other persons inside or outside the University except: (a) as required by legal process duly served upon the University; (b) as reasonably required to conduct and resolve the investigation and protect the interests of the University; and (c) as necessary to pursue court proceedings or provide information and assistance to law enforcement and government agencies.

Unauthorized disclosure of such information will be grounds for disciplinary action.

+ The above policy was adapted from the sample whistleblower protection policy provided by the National Council of Nonprofit Associations. The original policy is available at www.ncna.org.

1.8 Fraud Policy

1.8.1 Background

The University's fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the University. This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the University. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the University.

1.8.2 Policy

The University's administration is responsible for the detection and prevention of fraud. For purposes of this policy, fraud is defined as the intentional, false representation, or concealment of material facts for the purpose of inducing another to act upon it to his/her injury. Fraud includes misappropriations, irregularities in bookkeeping and recordkeeping, and also includes, but is not limited to such acts as:

- Theft, embezzlement, or other misappropriations of assets
- Intentional misstatements in the University's records, including accounting records or financial statements or of program accomplishments
- Authorizing or receiving payments for goods not received or services not performed
- Authorizing or receiving payments for hours not worked
- Forgery or alteration of documents, including checks, timesheets, contracts, purchase orders, receiving reports, etc.

Any incident of fraud or potential fraud that is detected or suspected is to be reported immediately to a supervisor, the Human Resource department, President, and/or the Audit Committee as set forth in the Reporting Procedures below.

1.8.3 Investigation Responsibilities

The Audit Committee has the primary responsibility for the investigation of all incidents of suspected fraud as defined in this policy. If the investigation substantiates that fraudulent activities have occurred, the Audit Committee will issue reports to appropriate designated personnel and the Board. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the Audit Committee in conjunction with legal counsel, the President, and appropriate members of the administration, as will final decisions on disposition of the case.

1.8.4 Confidentiality

The Audit Committee will hold confidential to the extent possible all information and documents gathered or received as part of its investigation. Investigation information and results will not be disclosed to other persons inside or outside the University except: (a) as required by legal process duly served upon the University; (b) as reasonably required to conduct and resolve the investigation and protect the interests of the University; and (c) as necessary to pursue court proceedings or provide information and assistance to law enforcement and government agencies.

1.8.5 Authorization for Investigating Suspected Fraud

In fulfilling its investigative responsibilities, the Audit Committee shall have the authority to delegate investigative duties to the President or other senior members of the administration as it deems appropriate under the circumstances. In addition, the Audit Committee shall have the authority to seek the advice and/or contract for the services of outside firms, including law firms, CPA firms, forensic accountants and investigators, etc. Subject to the confidentiality provisions set forth above, properly designated members of the investigative team will have: 1) free and unrestricted access to all institutional records and premises, whether owned or rented; and 2) the authority to examine, copy, and/or remove all or any portion of the contents (in paper or electronic form) of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigations.

1.8.6 Reporting Procedures

It is the responsibility of every faculty and staff member, officer and volunteer to immediately report suspected fraud to their supervisor, the Human Resource department, the President, or a member of the Board or Audit Committee. Supervisors and others receiving a report of suspected fraud will immediately relay the report to the President, who will confer with legal counsel as necessary, take any immediate action required to protect the interests of the University and forward the report to the Audit Committee. In the event the suspected fraud involves the President, the supervisor will immediately relay the report to a member of the Board, who shall immediately notify the current Chair of the Audit Committee. The reporting individual should NOT contact the suspected individual in an effort to determine facts or demand restitution and should NOT discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Audit Committee or the University's legal counsel.

All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the President or other representative designated by the President or the Audit Committee. No information concerning the status of an investigation will be disclosed by a person other than a member of the investigative team who is authorized to make a statement or disclosure. The proper response to any inquiries is: "I am not at liberty to discuss this matter."

1.8.7 Disciplinary and/or Legal Action

The Audit Committee may direct that disciplinary action and/or legal action be taken as a result of information uncovered in an investigation initiated under this policy. Taking into account all the facts and circumstances, such action may include, but is not limited to: adverse employment action up to and including termination, contract termination, seeking reimbursement of losses or damages, and/or referral for criminal prosecution or civil action. Disciplinary action or legal action with regard to an employee of the University will be taken only in consultation with the President and appropriate members of the administration and on the advice of legal counsel.

+This policy has been adapted from: Gerald M. Zack. *Fraud and Abuse in Nonprofit Organizations: A Guide to Prevention and Detection*. John Wiley and Sons, Inc., 2003.

1.9 Identity Theft Prevention

Identity theft is when a person's personally identifying information has been stolen.

What is personally identifying information?

- Name, social security number, date of birth, official state or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification.
- Unique biometric data, such as fingerprint, voice print, retina or iris image, or other unique physical representation;
- Unique electronic identification number, address, or routing code; and
- Telecommunication identifying information or access device (as defined in 18 US 1029(e).)

The University has adopted an Identity Theft Prevention Program which exists to detect, identify and evaluate identity risks with regard to protecting and securing personally identifying information here on campus (The Red Flag Rule). The program must be reviewed and reported to the University's Board of Regents on an annual basis. The Executive Vice President/CFO,COO is in charge of this program.

1.10 Conflict of interest

As we work in ministry, it is important that all employees work as a team, so that the rights and interests of both the organization and the employees are honored. This is more critical for institutions associated with the church, where any failure to maintain high standards of behavior may affect the church body as a whole. It is for this reason that rules of conduct have been established; it is your responsibility to know and follow them. Common sense, good judgment and acceptable personal behavior on the part of all employees is expected.

Section 1: Work Regulations

Concordia University is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of the University in conducting its affairs is the sum efforts of each individual-board, commission and committee member, officer and employee-in executing his or her responsibilities with good judgment and in an ethical manner.

Employees who receive honoraria or payments for any sales or services rendered to Concordia University or its entities shall disclose such information.

Activities shall not be entered into which may be knowingly detrimental to the interests of Concordia University or its entities.

Information acquired in the course of carrying out University duties shall not knowingly be used in any way that would be detrimental to the welfare of the University or its entities.

Your agreement to abide by this conflict of interest policy will be assumed by your acceptance of employment and signature acknowledging the receipt of this handbook.

Employees are encouraged to seek assistance from their supervisors with any legal or ethical concerns. However, the University realizes this may not always be possible. As a result, employees may call Human Resources at 402-643-7332 to report anything that cannot be reported to their manager/supervisor.

1.11 Outside Employment

Concordia University does not favor outside work by full-time employees. However, if an employee has outside work, outside work may not interfere in any way with the employee's performance or duties at the University. Any outside employment while on workman's comp, disability or family medical leave must be approved in writing by the Human Resource department.

1.12 Confidential Nature of Work

Concordia University is also committed to protecting the privacy of individuals (employees and students) and the confidentiality of records. As an employee, you have the responsibility for making sure that this commitment to protect individual's privacy is upheld. Respecting the rights to confidentiality and privacy of information of the members of our campus community is critical. Failure to maintain this confidentiality may have a direct impact on the interest of CUNE and may result in disciplinary action including termination of employment.

If you have questions about access to information that may be sensitive in nature or that may violate the privacy rights of individuals, you should talk with your immediate supervisor.

The University abides by the Family Education Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. This law applies to schools that receive funds under an applicable program of the US Department of Education. (For more information regarding FERPA, please check with the Student Life Office, as the administrator of such records).

As a University that maintains financial accounts and records for students, Concordia must also implement and abide by the rules and regulations that pertain to the Federal Trade Commission's "Standards for Safeguarding Customer Information Act" or otherwise known as Gramm-Leach-Bliley Act (G-L-B Act), effective on March 23, 2003.

Section 1: Work Regulations

On September 1, 2008, Nebraska LB 674 became effective. This law imposes various restrictions on employers when using or communicating an employee's social security number. The law provides that the University may not post, display, or otherwise make available to the public or coworkers more than the last four digits of an individual's social security number; require an individual to transmit more than the last four digits of her social security number over in the Internet unless encrypted or over a secure connection; require using more than four of the last four digits of a social security number to access an Internet site unless a password or other unique identifier also is required; or use more than the last four digits of an individual's social security number as an employee number.

On May 1, 2009, the University was required to comply with the Red Flag Rule. These are rules established by the Federal Trade Commission, to detect, prevent and mitigate identity theft. Please see section 1.9 for more information.

The privacy of our employees is very important to us. Therefore it is the Human Resource department's policy to provide information to public/private parties only upon written authorization by the employee for which information is being requested, unless required by subpoena to provide such information to law enforcement.

1.13 Off-the-Job Conduct

Because of the religious nature and purpose of Concordia University, freedom is limited by ARTICLE II of the Constitution of the LCMS and by obligation to honor and respect the theological position of the Synod. University employees specifically agree that they are aware of the standards of Concordia regarding personal conduct outside working hours and that failure to live in accord with such standards could result in immediate termination.

CONSTITUTION OF THE LUTHERAN CHURCH-MISSOURI SYNOD

Article II Confession

The Synod, and every member of the Synod, accepts without reservation:

1. The Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and of practice;
2. All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

Taken from the HANDBOOK OF LCMS 2010 EDITION, page 13.

1.14 Morals Clause

Because Concordia University is a university of the LCMS, all employees are expected to respect the official doctrines of the LCMS and to pursue lifestyles that are morally in harmony with its teachings.

2 Employment

2.1 Employment-at-Will

Employment at Concordia University, Nebraska is classified as “Employment at Will” and is not for a definite term or guaranteed. Employment may be terminated at will by either CUNE or the employee, with or without cause. Professional/Technical staff members who are issued a call rather than appointed are subject to the rules and regulations of the LCMS Handbook.

2.2 Employment Categories

2.2.1 Employment Group Classifications:

- Faculty employees are called or appointed by the Board of Regents. This handbook does not apply to Faculty. Faculty should consult the “Faculty Handbook” for their direction/policy needs.
- Professional/Technical Staff are appointed by the President or called by the Board of Regents. (Cabinet level staff must be appointed or called by the Board of Regents.)
- Support Staff are recommended for hire by the supervisor in charge to their respective Cabinet Officer, who then confirms approval of the recommendation to the Director of Human Resources.
- Student employees are hired for positions filled by students, upon certification that the individual is qualified to be hired as a student and receive the unique benefits and privileges that are afforded to this employee group classification by federal law. This employee handbook does not apply to student employees.

2.2.2 Employment Type Classifications:

- Regular
 - Hourly: An hourly regular employee is an employee who fills an authorized hourly position on the campus. Normally such a position is expected to exist for at least one academic or fiscal year, or be a position in a program that will be in existence for at least five months. The position may be full-time or part time.
 - Salaried: A salaried regular employee normally fills an executive, administrative or professional position. They are generally employed on a full-time basis. They are considered “regular” because they hold positions for at least one academic or fiscal year. If a salaried position is engaged via a contract, the employment contract shall prevail in any conflict with this Personnel Handbook.
- Temporary employees are all hourly non-student employees who are not included in the “regular” employment category.

2.2.3 Employment Status Classifications:

- Full Time *
 - A full time hourly staff employee normally works 40 hours per week.
 - A full time salaried staff employee is one contracted to a position designated as full time.

Section 2: Employment

- Part Time *
 - A part time hourly staff employee works less than 40 hours per week.
 - May be paid on a standard monthly basis
 - Or may be paid by timecard

*The above definitions may vary from full time/part time definitions as defined by Concordia Plan Services (see the 2.2.7 below).

2.2.4 Federal Exemption Classifications

When an individual is hired by Concordia University, their position is classified as an “exempt” or “non-exempt” position based on the criteria established by federal law.

- “Exempt” positions (otherwise known as salaried positions) are exempt from FLSA (Fair Labor Standards Act) overtime regulations, and additional federal criteria, and are further sub-classified:
 - Executive
 - Administrative
 - Professional
 - Computer
- “Non-Exempt positions (otherwise known as hourly positions) are covered by FLSA and any hours worked in excess of 40 hours in one work week are paid at overtime premium rates.

2.2.5 Ministerial Positions

Only persons who are listed on the official roster of the LCMS are eligible for this classification. Persons engaged in this classification are placed on the staff following the ecclesiastical procedures of the LCMS.

“...persons in ministry on Synod’s roster are considered to be in ministerial positions for payroll tax purposes, regardless of whether or not they execute a contract or a call document for full-time or part-time status”. (Congregational Treasurer’s Manual, page 1-2, section 1.120: Call, Appointment and Contract).

2.2.6 Layperson

All staff persons not engaged in ministerial positions hold the classification of layperson.

2.2.7 Benefit Eligibility Classifications (as designated with Concordia Plan Services)

- Eligible for Benefits
 - Regular Employee: Persons regularly working more than 30 hours per week for a period beyond five months. Eligible for Health Plan, Retirement Plan, Disability/Survivor Plan and Concordia Retirement Savings Plan
 - Part-time Employee: Persons working 21-30 hours per week. Eligible for Retirement Plan, Disability/Survivor Plan and Concordia Retirement Savings Plan.

Section 2: Employment

- Not Eligible for Benefits
 - Part-time Employee: Persons scheduled to work 20 hours or less per week.
 - Temporary: Persons scheduled to work full time or part time with an expectation of employment of less than 5 consecutive months.
 - Adjunct Instructors.
 - Student workers.

2.3 Immigration Law Compliance

Concordia University also abides by the 1986 Immigration Reform and Control Act. It is our policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit documentary proof of their identity and employment authorization.

Employees will also be required to complete and sign, under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work in the job for which you are hired and that the documents you submitted are genuine.

This is done solely for the purpose of complying with the Immigration Reform and Control Act of 1986 and will in no way result in discrimination based upon national origin or citizenship.

In addition, if the employee is authorized to work in this country for a limited period of time, before the expiration of that period they will be required to submit proof of employment authorization and sign another Form I-9 in order to remain employed.

2.4 Disability Accommodations – ADA

Concordia University will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to University employment, University educational opportunities, and the University's programs and services.

A disability is defined as a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

The EEOC has determined a list of impairments that automatically establish a disability. Please check with the HR office for more details.

The HR office is responsible for processing requests for employee disability accommodations. The University is not obliged to grant specific requested accommodations if other reasonable accommodations may suffice to give requestor equal opportunity. If an accommodation is granted, the accommodation will be reviewed annually by HR to determine whether updated documentation is needed and whether the accommodation is still appropriate and sufficient.

The employee is responsible for providing appropriate documentation for the claimed disability. Documentation means those documents and reports that are required to be presented to the University by the person requesting an accommodation before any accommodation will be offered. Documentation consists of official written communications from a relevant qualified treating health professional (such as a physician, surgeon, psychiatrist, physical therapist, etc.) This communication must be current and must describe the diagnosis and nature of the disability, the major life function(s) affected the functional limitations of the disability, and the prognosis. The professional may also make suggestions regarding the accommodations being requested.

Section 2: Employment

The employee is responsible for cooperating with the University in attempting to reach an agreement on a reasonable accommodation.

2.5 Change of Personnel Data

It is the responsibility of the employee to report changes in marital status, dependents, legal name, residential and mailing address(es), phone number, beneficiaries for institutionally-funded programs, and whom to notify in the event of an emergency to the Human Resources Department as soon as available or effective. Failure to do so promptly may incur loss of certain benefit programs. CUNE will only provide official notifications, including tax returns, to the last home address reported.

2.6 Hiring Procedures

All hiring procedures begin with determining our position needs at any moment in time. Concordia has a structure by which it approves positions, – new and vacant, for the hire process. That process is outlined below.

2.6.1 Cabinet Level Position

Cabinet-level positions must be approved by the President and the Board who will review the need, budget impact, and benefit to the University of the vacated position.

The cabinet is currently comprised of the President, Provost, Associate Provost, VP for Institutional Advancement, VP for Enrollment, Student Services and Athletics, and the Executive Vice President/Chief Financial Officer (CFO)/Chief Operating Officer (COO).

2.6.2 Non-Cabinet Level Positions

All positions administrated by the cabinet officers, must be approved based on a position review of need, budget impact and benefit to the University using the following protocol:

- Replacement positions approved by respective Cabinet member
- New positions approved by the Cabinet
- Replacement and new positions must be finally approved by the President
- Positions not included in the Board approved budget require Board approval

2.6.3 LCMS Required Positions

The CUS Board of Directors has designated that the following high level positions be filled by individuals with LCMS membership in good standing.

- President
- Provost
- Admissions (CUNE = Vice President for Enrollment, Student Services, and Athletics)
- Student Life (CUNE = Director of Student Life and Student Activities)

2.6.4 Employment Applications

Concordia University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Section 2: Employment

All resumes and submissions including applications should be directed to the Human Resource department for distribution to the appropriate supervisor for review and screening. Information regarding all submissions will be maintained for legal compliance.

To apply for a position, current employees and all others wishing to apply must submit an application to the Human Resources Department. All hiring decisions will be made in accordance with CUNE's Equal Employment Opportunity guidelines.

After review of the applications, the hiring supervisor will generally provide two final selections for the interview process.

2.6.5 Current Employee Transfer Procedures

Vacancies may be filled by promotion or transfer within the University. Generally, well qualified internal candidates will be given preference in filling an available position. However, it may be necessary to employ candidates from outside Concordia in order to meet skill or experience requirements.

Current job performance and applicable job skills are a significant factor in establishing candidacy for other staff positions at CUNE. Any staff employee desiring consideration for another position at CUNE should communicate with the Director of Human Resources. An application or resume must be submitted to be considered for a new position. To the best of Human Resource's ability, applications for new positions will be considered confidential until an offer is made. Upon acceptance of the new position the applicant must notify his/her supervisor. The Director of Human Resources will facilitate an orderly transition to the new position.

2.6.6 Selection Criteria

Employees are selected based on the available position, experience, skills, references, personal interview, your potential to learn and perform your job and your stated desire to do a good job. Positions are summarized in a position description, that will be provided to you.

All hiring decisions will be made in accordance with the University's equal employment opportunity policy. As an entity of the LCMS, we generally are exempt from the provision of the Civil Rights Act of 1964, which forbids discrimination in employment based on religion; therefore we retain the right to give preference in the hiring of persons who are Christian, and/or members in good standing of LCMS congregations.

2.6.7 The Offer of Employment

Once a decision has been made to hire, the selected candidate will be given a conditional offer of employment. This conditional offer lists the starting hourly amount or salary amount, the start date of work, the position title and the fact that this offer is contingent upon the results of the background check, reference check and drug test if required. Candidates are asked to accept or decline the offer within a reasonable amount of time – also listed in the offer. If the offer is accepted, the Human Resource department will begin the background check and set up the drug test (again if required). If the reference checks have not been completed, the Human Resource department will follow up to complete the process.

2.6.7.1 Background checks

The University completes background checks on candidates that have accepted our conditional offer of employment or have signed contracts to work in varying capacities that do not require a conditional offer. Background checks may vary depending on the position for which the candidate has accepted employment. Backgrounds checks are completed to verify background information listed on the application, including criminal history and motor vehicle records if appropriate to the position. Please contact the Human Resource department for the detailed policy guidelines.

2.6.7.2 Drug Tests

As a part of our background check policy, the University also requires a drug test for positions that include driving for University purposes. Individuals signed up for driving purposes will be placed in the random drug check pool. At this time quarterly random drug tests are administrated by the Human Resource department through a third party vendor.

2.6.8 Adverse Action

If Concordia University takes an adverse employment action based in whole or in part on the background check, consumer report, or drug test, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided to the candidate or employee as well as any other documents required by law.

2.6.9 Employment Agreements

Concordia University does not authorize nor recognize oral employment contracts, and only the President of the University is authorized to enter into written employment contract on behalf of the University. Written employment agreements are not issued to hourly staff and may be, at the University's discretion, offered to salaried staff. Any written employment agreement will not alter the at-will nature of employment at the University.

2.6.10 Employment of Relatives

Concordia University permits the employment of qualified relatives of: (a) employees, (b) members of its Board of Regents, and (c) directors of Concordia Foundation Nebraska *provided* such employment does not, in the opinion of Concordia, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. Concordia will endeavor to exercise sound judgment in the placement of related employees in accordance with the following guidelines:

- Qualified individuals who are relatives are generally permitted to be employed in the same building, provided no direct reporting or supervisor/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced or could be perceived to be influenced by the other relative.
- No relatives are permitted to work in the same department or in any other position in which Concordia believes an actual or perceived conflict of interest may exist.
- Concordia reserves the right to decide that certain positions, including, but not limited to, sensitive positions with access to confidential, personnel, health and/or financial information, may not be held by any individual who has relatives working for Concordia in any capacity.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of Concordia, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be: (a) transferred to another position at Concordia that the employee is qualified to perform, if practicable; or (b) terminated.
- In addition, Concordia recognizes that at times, employees and their "close friends," or "significant others" may be assigned to positions that create a coworker or supervisor-subordinate relationship. Concordia will, in its discretion, endeavor to exercise sound judgment with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, and avoid favoritism or the appearance of favoritism.

This policy applies to all categories of employment at Concordia.

2.6.11 Employment of Former Employee

No former employee of Concordia University who was dismissed for other than lack of work may be reemployed unless authorized by the President and or the Executive Vice President/CFO, COO after reviewing the former employee's work record, including the circumstances involved in the separation, and has considered all other information pertinent to employment.

2.6.12 Break-in-Service

Occasionally employees are hired that have previously been employed by the University. The University will give credit for previous service if the break in service is not longer than all totaled service credit. The Adjusted Service Date is based on prior full-time work. The following are illustrations of how service credit is calculated:

- The returning employee worked as a temporary employee for six (6) months, worked as a part-time employee for six (6) months, and worked as a full-time employee for four (4) years. The employee leaves the organization for two (2) years. The employee's Adjusted Service Date upon rehire would reflect four (4) years of service.
- The employee worked as a temporary employee for six (6) months, worked as a part-time employee for six (6) months, and worked full-time for four (4) years. The employee leaves the organization for five (5) years. The employee would not receive an Adjusted Service Date.
- The Adjusted Service Date will be used to determine a returning employee's eligibility for PTO accrual levels and service awards. With regard to eligibility for all other benefits (health benefits, retirement, disability) the plan documents for each benefit will govern whether previous service can be used to establish eligibility.

2.6.13 Direct Deposit of Pay for New Employees

As a part of your employment with Concordia, we make payment of wages to you by direct deposit. You may choose any bank to have your pay direct deposited into. Your first and last pay are generally issued by check.

You may view your pay stub by visiting *connectCUNE*, Concordia's web portal, under the employee tab.

2.6.14 Paid Relocation

Concordia University provides liquidation of damages for relocation to employees who must relocate their legal residence as a result of being newly hired. The relocation of a residence is a costly and time-consuming process. It is the intent of the University to generally identify the expenses that will be paid and the administrative practices necessary to account for these expenses. No member of management (except for the President) may commit to liquidation of damages for relocation expenses without the prior approval of the Executive Vice President/CFO, COO.

Applicable University positions:

- President, Cabinet Officers, Faculty and Professional Technical Staff (level 3 or higher)

Liquidated Damages:

- If an employee leaves the University prior to 2 years of service, the employee will be required to reimburse the University for all or a part of the relocation costs based on the information provided in the chart below:

Section 2: Employment

Length of Services	Liquidated Damages
0 - 12 months	100%
13 – 18 months	75%
19 – 23 months	50%

To view the University Relocation Policy in its entirety, please contact the Human Resource department.

2.6.15 Identification Card

All employees are required to have a University picture identification card which should be carried with them at all times while on campus. Your ID card should remain in your possession at all times. The misuse of your employee ID card and/or your security access may result in disciplinary action which may include termination of employment.

All lost or stolen cards should be reported to the Human Resource department immediately.

2.6.15.1 Purpose of a CUNE Identification Card

The CUNE ID card serves several functions on and off campus. These include:

- Identifying employees of CUNE
- Accessing buildings on CUNE campus
- Obtaining free or reduced admission for employees to CUNE events
- Receiving discounted meals at the Janzow Campus Center
- Checking out resources at the Library

NOTE: It is important to remember that ID cards are the property of CUNE. All lost or stolen cards should be reported to the Human Resource department immediately. Employees will incur a \$10 replacement fee for a lost card. Worn cards will be replaced free of charge with the presentation of the old card to Human Resources personnel.

2.6.15.2 Who is issued an employee ID card?

- Regular faculty & staff
- Temporary faculty & staff who work on the CUNE campus
- Third-party workers who work in an official capacity on the CUNE campus
- Former faculty members recognized by the Board of Regents as Emeriti Faculty
- Students

2.6.15.3 When and How to Wear your ID

- Employees (regular or temporary) and affiliated third-party workers working in the office or classroom environment should observe the following guidelines:
- ID cards should be displayed while on the CUNE campus and working in an official capacity.
- CUNE ID cards should be worn at belt level or above and in a manner to make it completely visible.

Section 2: Employment

- When off campus and acting as a representative of CUNE, employees are encouraged to wear their CUNE name badge but are not required to display the CUNE ID card.

2.6.15.4 Safety Considerations

The CUNE ID should be worn whenever possible (in the manner stated above) but may be removed for safety considerations at the discretion of the employee.

2.6.15.5 Student Employees

Student employees are expected to wear their Student CUNE ID while working on the CUNE campus and in an official capacity for CUNE.

2.6.15.6 Display of ID Card

Human Resources will issue a generic lanyard or a reel for regular and temporary employees at the start of their employment. Students may obtain a lanyard or name badge style holder from their supervisor at the start of their employment. Additional styles of lanyards are available for purchase at the Concordia Bookstore.

Terminating employees must relinquish their ID cards; a final paycheck will not be issued until the ID card has been turned in to the Human Resource department.

2.6.16 Key Issuance

The Buildings and Grounds Department has responsibility for the distribution and collection of keys on campus. A requisition for keys must be made in writing to the Buildings and Grounds Department. The order must include the department chair or supervisor's signature, exact location for which keys are needed, how many keys for each area are to be made and the name of the person to whom the keys are to be issued.

2.6.17 Procurement Cards

Procurement Card (also known as a P-Card) must be approved and authorized for your position by your cabinet officer. P-Cards, which are credit cards, allow assigned employees to make tax-exempt University purchases. Every month around the 25th day, you will be sent a reminder to reconcile your purchases on your P-Card. Questions regarding these cards may be directed to the Business Office accountant #7370. (See also Section 16.2)

2.6.18 Parking and Vehicle Registration

Employees having a need to park a vehicle on campus may register their vehicle during the orientation process in the Human Resource department. A University parking sticker will be issued at no cost to the employee. Parking stickers should be affixed to the driver's side of the rear bumper.

Parking areas on campus are designated as being available to faculty, staff, students and visitors. Employees should restrict their parking to the areas designated for their use. Campus security is authorized to issue tickets for vehicles parked improperly. Fines will be assessed for receiving a ticket. Repeat violations may result in towing and impoundment.

Section 2: Employment

Additionally, handicapped parking spaces are available and designated in all parking lots on campus. Wider spaces for loading and unloading from vans are in parking lots as well. Please note that persons with disabilities with a properly identified vehicle may park in any faculty or staff space as well as in those designated as handicapped areas. Persons whose impairments are not obvious may be required to provide substantiation from a physician of the need for disabled parking privileges.

2.6.19 Computer Access

Certain positions will require computer access as soon as possible. Approval for computer access will be granted by the Human Resource department only upon completion of new hire paperwork. Access to the CUNE network, computers, the *connect*CUNE portal, e-mail and the Banner administrative system is enabled by Computing Services as requested by your supervisor or the designated person for your work area.

2.6.20 Banner Self-Service

Every employee is given a University ID number for the Banner administrative system. The ID number is used in conjunction with a user-defined PIN number to access the secured *connect*CUNE portal and Banner Self-Service Information system. Employees may access their personal information through this system. Access to Banner Self-Service is also available through the *connect*CUNE portal. For help with your PIN number and your University ID number, please contact the Computing Services Department #7321.

2.6.21 Electronic Communication

If authorized, you will be given access to the appropriate electronic communication systems. For example: voice mail, e-mail, Internet, Intranet. Prior to being given access, you will need to read, understand and agree to the terms of the Technology section 15 of this handbook. By your signature upon acceptance of this handbook, you are agreeing to adhere to the rules and regulations governing all facets of electronic communication. In brief, these systems are tools that are provided to assist you in meeting the requirements of your position. However, reasonable personal use is permitted, but must not interfere with an employee's productivity and is to be done during non-working hours.

3 Employee Development

3.1 Orientation

Following acceptance of the employment offer, on the first day of work, new employees will meet with a representative of the Human Resource department to complete new hire paperwork and benefit paperwork. The Human Resource department will review sections of the handbook with new employees and give them an overview of the campus area. Upon completion of the hire process and paperwork, new employees will be taken to their place of work and the supervisor will provide additional orientation in their area of work.

3.2 Performance Appraisals

To ensure that you perform your position to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. To achieve this goal the University evaluates your performance on an ongoing basis and will attempt to give you a written performance evaluation at least once per calendar year. If you have not received a performance evaluation in accordance with this time frame, it is your responsibility to notify your supervisor and the Human Resource Department to help us ensure that the appraisal process is administered in a timely fashion.

All written performance evaluations will be based on your overall performance in relation to your responsibilities and will also take into account such factors as attendance, tardiness, conduct, demeanor and attitude towards the University, your fellow employees and our mission.

A performance evaluation is not a contract or commitment to provide a pay increase or other compensation adjustment, promotion, bonus, continued employment or retention. Such an evaluation is but one of several factors the University may consider in making decision regarding the terms and conditions of your employment.

3.3 OSHA Mandated Training

All new employees are given Chapter 1 of the University's Safety Plan. The safety manual in its entirety can be found on the University's *connectCUNE* portal, Office Life tab, Campus Security and Safety channel. Chapter 1 speaks to our Injury and Illness Prevention Plan. All employees are also encouraged to read and review Chapter 24 of the University's Safety Plan. This chapter contains the University's critical incident management plan. Chapter 24 can also be found at the same location.

3.4 In-House Training/Lunch and Learns

Occasionally, the University will provide in-house training or lunch and learns to its employees. Employees will receive notification regarding the training or lunch and learns and whether or not they are mandatory.

3.5 Seminars/Workshops/Memberships

The University recognizes that for development purposes, employees may need to attend training seminars, workshops or lunch and learns conducted offsite or join professional associations that will enable employees to remain abreast of best practices in their respective fields. These guidelines outline University parameters for attending external training functions and joining/renewing memberships in professional associations. Please note that this is subject to annual University budgets established for external training and memberships.

Section 3: Employee Development

Employees will be permitted to attend offsite seminars or conferences or workshops, based on availability of budget and approval of supervisor. The training event to be attended must have a direct relationship to the job the employee performs. Special permission may be given to attend workshops and conferences that don't pertain but support the effort of the position.

Employees will be permitted to join professional associations, membership fees will be paid by the University, provided budget availability and supervisor approval. The association selected must have a direct relationship to the job the employee performs. The employee must provide a membership-request supporting document that outlines the benefits to be gained by the University as a result of such membership.

3.6 Education Reimbursement

The University encourages its employees to seek opportunities that would advance their knowledge in support of their position. Most employees can take advantage of Concordia's Tuition Waiver program (see attachment "A") and meet their educational needs. However, there are times when programs needed are not available here on campus. Individuals seeking advanced level classes or programs not offered through Concordia University may arrange for financial support through the President's office.

4 Hours of Work/Schedules

4.1 Office Hours

Generally, University business hours are 8:00am to 5:00pm, Monday through Friday, with an unpaid one hour lunch period each day.

4.2 Work Week

The University's established work week is from Sunday 12:01am through Saturday 12:00pm.

4.3 Flex-time

With area administrator and supervisor approval, office personnel may choose a work schedule in compliance with the following flex-time schedule to meet their daily work commitment.

- 6:30 am to 9:00 am Flexible Hours
- 9:00 am to 3:00 pm Core Hours (required hours)
- 3:00 pm to 6:00 pm Flexible Hours

In addition to choosing a flexible daily schedule, employees may request a compressed workweek.

For example:

- Employee A works 6:30 am to 5:00 pm Monday through Thursday with a ½ hour lunch. Four days times 10 hours equals a 40 hour work week.
- Employee B works 8:15am to 6:00pm Monday through Thursday with a ½ hour lunch (37 hours) and works 3 hours on Friday for a total work week of 40 hours.

Some jobs may not be suitable for flex-time or a compressed workweek. Area administrators have final approval over those types of jobs.

Area administrators will determine which positions require specific schedules or coordination with other department staff. When possible, departmental coverage will be coordinated on a volunteer basis. Otherwise, preferred work schedules will be assigned on a basis of seniority within the work area.

4.4 Telecommuting

Concordia considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement.

Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a University-wide benefit; and it in no way changes the terms and conditions of employment with the University. For detailed information regarding telecommuting options, please contact the Human Resource department.

4.5 Working From Home

The advancement of technology has made working from home or locations other than your designated work place much easier. While working from home or another location is technically the same as telecommuting this section addresses those occasions where work is done intermittently offsite.

Hourly Staff are **not** allowed to work from home, this includes checking e-mail or using text messaging. All hourly staff are expected to come to their designated workplace to work. Please see section 5.3, Safe Harbor Policy for additional information.

Salaried Staff, on occasion, may need to work longer hours, or utilize a home space to complete a work assignment.

Anytime and anywhere a profession/technical – salaried staff members works, the University has a worker's compensation liability responsibility. Therefore the University provides the following information so that these staff members can help the University reduce the opportunity for worker's compensation liability while they are working off campus.

Professional/Technical Staff members who work from home should:

- have a clearly defined workspace that is kept clean,
- ensure that the work area and space is well lit,
- exits are free of obstructions,
- area is well ventilated and heated,
- storage is organized to minimize the risk of fire and spontaneous combustion,
- all extension cords have grounding conductors,
- exposed and frayed wiring and cords are repaired or replaced immediately upon detection,
- surge protectors are used for computers, fax machines, or printers (especially for University owned equipment),
- heavy items are securely placed on study stand close to walls,
- computer components are kept out of direct sunlight and away from heaters,
- emergency phone numbers (hospital, fire and police departments) are posted at your home worksite,
- a first aid kit is easily accessible and replenished as needed,
- portable fire extinguishers are easily accessible and serviced as needed,
- desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body, in conformance with OSHA ergonomic guidelines.

By signing the handbook acknowledgment, the Professional/Technical Staff member agrees to:

- maintain a safe and secure work environment,
- report work-related injuries at the earliest reasonable opportunity (please see Worker's Compensation – section 6.7),
- hold the University harmless for injury to others at the alternate work site,
- use University-owned equipment, records, and materials for purposes of University business only, and to protect them against unauthorized or accidental access, use, modification, destruction or disclosure,

Section 4: Hours of Work/Schedules

- agrees to report to the supervisor instances of loss, damage, or unauthorized access as soon as possible,
- return University equipment, records, and materials on the date that employment ceases,
- understand that he/she is responsible for the tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

4.6 Lunches

Lunch breaks should be scheduled between 11:00 a.m. to 2:00 p.m. for all employees. Supervisors should coordinate office lunch hours to assure that offices remain open and are adequately covered during the lunch breaks.

Lunch breaks are **UNPAID** for non-exempt (hourly) employees and must be at least 30 minutes in duration during which time the non-exempt (hourly) employee is to perform **no** work.

4.7 Work Breaks

Although not required by law, employees are allowed rest breaks. One 15 minute break in the morning and one 15 minute break in mid-afternoon are allowed.

The practice of taking work breaks depends on the department that is involved and whether or not the work of the department at a given time can be interrupted.

If a work break is not taken, time should not be added to the length of a lunch hour nor should the time you come to work or leave work be adjusted by the missed break. That is not the intent of a work break.

When taken, work breaks are a paid benefit.

4.8 Chapel Attendance

All employees are invited to attend daily chapel services from 9:30 a.m. to 10:00 a.m. Attending chapel will be done in lieu of a work break.

4.9 Attendance and Punctuality

Good attendance by everyone is essential to the effective operation of the University. You are an integral part of the University and other people depend on you. Many absences, such as regular doctor appointments, license renewals, etc., can be planned in advance. Giving your supervisor as much advance notice as possible will help your supervisor meet your request and maintain a positive work relationship.

In case of persistent absence, the University may require that you see a University-designated doctor. This is done to protect your health and will be paid for by the University if we designate the doctor. A physician's statement may be required after three (3) days of absence, and a release is required to come back to work.

Excessive absences, falsification of reason for any absence, absences which form unacceptable patterns, failure to provide medical information, or unauthorized time away from the University during working hours will result in disciplinary action up to and including termination. Employees are required to call their supervisor within the first hour of their scheduled work day if they will be absent or late for work. Failure to call in or report to work for three consecutive days will result in termination.

5 Pay

5.1 Exempt/Non-Exempt Status Federal Exemption Classifications

When an individual is hired by the University, their position is classified as an “exempt” or “non-exempt” position based on the criteria established by federal law.

Please see section 2.2.4 for a detailed explanation.

5.2 Overtime – For Non-Exempt Staff (Hourly)

The normal work day is eight hours. The normal work week is forty hours. There are times when non-exempt (hourly) employees are required to work more than forty hours in a week. Overtime hours are defined as those hours worked over forty hours within a given work-week. Holiday hours, Floating Holiday hours, PTO hours, paid FML hours, are not counted as hours “worked” therefore, are not calculated as overtime and are paid at the regular rate of pay.

All overtime work must be approved prior to being worked. Voluntary overtime is not permitted. All overtime hours must be paid by inclusion in the employee’s work week period and NO COMPENSATORY TIME OFF can be given in lieu of paying overtime unless time off is granted within the same workweek and previously approved by the supervisor. Employees should complete an Authorization for Overtime form which can be found in the Human Resource department by request.

How do I report my time worked over 40 hours in a week? You will report all time worked through the Banner Self-Service system. Time worked over 40 hours will automatically be calculated at the overtime rate.

What if I worked extra time and do not have my supervisor’s approval? All time worked over 40 hours in a week must be reported, whether or not it is approved. However, working hours not approved by your supervisor may be noted as a performance issue that needs to be corrected.

5.3 Safe Harbor Policy

It is our practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your pay stubs promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

5.3.1 Review Your Pay Stub

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub on the *connectCUNE* portal, employee tab on your scheduled payday to make sure it is correct. If you believe a mistake has occurred or if you have any question, please use the reporting procedure outlined below.

5.3.2 Non-Exempt Employees

If you are eligible for overtime pay or extra pay (including pay due under our handbook), you must maintain a record of the total hours you work each day. These hours must be accurately recorded on Banner Self-Service webtime. Each employee will electronically sign his or her time card to verify that the reported hours worked are complete and accurate (and that there is no unrecorded or “off-the-clock” *work). Your time record must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each two week period, you should submit your completed time record for verification and approval. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

* “off-the-clock” work includes time spent answering your phone, blackberry, or e-mails when you are not scheduled to be working.

5.3.3 Exempt Employees

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the University. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be predetermined amount that will not be subject to deductions for variations in the quantity or quality of work you perform.

You will receive your full salary for any workweek in which work is performed. However, under federal law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons in a workweek in which work was performed:

- Full day absences for personal reasons.
- Full day absences for sickness or disability.
- Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
- Family and Medical Leave absences (either full or partial day absences).
- To offset amount received as payment for jury and witness fees or military pay.
- Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.
- The first or last week of employment in the event you work less than a full week.

Your salary may also be reduced for certain types of deductions, such as: your portion of health insurance premiums; state, federal or local taxes, social security, or voluntary contributions to the Concordia Retirement Savings Plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- *Partial day absences for personal reasons, sickness or disability.
- Your absence because the facility is closed on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

Section 6: Deductions from Pay

*Please note: You will be required to use accrued PTO for full or partial day absences for personal reasons, sickness or disability. However, your salary will not be reduced for partial day absences if you do not have accrued PTO.

5.3.4 To Report Violations of this Policy, Communicate Concerns or Obtain More Information

It is a violation of the University's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of University policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under-or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under-or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to the Human Resources Department.

You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If you have questions about deductions from your pay, please contact the payroll office immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If a supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and full acceptable reply within three business days), you should immediately contact the Director of Human Resources. If you have not received a satisfactory response within five business days after reporting your concern to Human Resources and you are unsure who to contact to correct the problem, please immediately contact the Vice President for Finance and Operations/Chief Financial Officer.

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

5.3.5 Retaliation

In addition, the University will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the CUNES' investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

5.4 Pay Days

The University uses several payroll calendars. Currently, all faculty members are paid on the 27th of each month, for the entire month.

Part-time faculty, assistant coaches and other part-time members of the campus are paid on the 15th of the month. Pay is based on the contract amount and months scheduled to be paid.

Hourly support staff and professional/technical exempt staff are paid on a bi-weekly payroll schedule. Pay is one week delayed, in order for the payroll office to collect all the necessary data and allow for supervisors to approve time submitted through the Banner Self-Service system.

5.5 Performance Appraisals and Pay

While performance appraisals are completed annually, they do not generally impact scheduled pay increases. (See section 3.2)

5.6 Work Hours/Time Cards

All professional/technical and support staff are required to submit their time worked through the Banner Self-Service timekeeping system. Hourly staff will submit hours worked, including time off such as PTO, FML and HOL (holiday). Salaried staff will have default hours, making it necessary for them to submit time not worked such as PTO, and FML. Time submitted will be approved by the designated supervisor for the area. Time cards that are altered or intentionally completed inaccurately may result in discipline up to and including termination.

5.6.1 Time Worked

Time worked includes all time that an employee is required to be physically at work for the University. Time worked is used to determine overtime pay required for nonexempt employees. The following provisions are included as time worked:

- Work Away from Premises or at Home: A nonexempt employee shall not be permitted to perform work away from the premises, job site or at home, unless approved in advance in writing by the department supervisor. If approved, work performed off the premises, job site or at home by a nonexempt employee will be counted as time worked.
- Break Time: Rest periods of 15 minutes or less are counted as time worked.

5.6.2 Time Not Worked

Per the Fair Labor Standards Act (FLSA), Concordia University does not count the following provisions as time worked:

- Paid Leave: Approved paid absences, including but not limited to FML, PTO, holiday leave, FMLA, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.
- Lunch or Dinner Breaks: Uninterrupted time off for lunch or dinner is not counted as time worked. Lunch or dinner breaks are **UNPAID** for non-exempt (hourly) employees and must be at least 30 minutes in duration during which time the non-exempt (hourly) employee is to perform **no** work.

5.6.3 Timekeeping

Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The timekeeper for the department will review and then electronically approve the time record before submitting it for payroll processing. In the event of an error in reporting time, immediately report the problem to the department supervisor.

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

5.7 Travel Time Pay

Tracking hours worked for travel time may vary by situation. Time spent by employees commuting to and from their regular place of work each day is not work time. However, travel time from work to a job site is considered time worked. Overnight travel or travel away from home is work time when it cuts across the employee's normal workday and/or requires the employee to work on weekends or days when he or she would not otherwise be required to work. Regular meal periods and time spent sleeping or in other leisure activities while traveling is not work time, and the employer does not have to pay the employee for this time. Travel time must be paid, if it is for the benefit of the employer. Since there are various regulations regarding travel time pay, please check with the Human Resource department regarding your specific situation for a determination.

5.8 Equalization Pay (otherwise known as Off-Set Pay)

If you are an eligible employee of the Concordia Retirement Plan, are in an exempt position and have minister of religion status, you also receive a small amount of pay each month known as off-set pay. This pay relates to the contribution amount paid to Concordia Retirement Plan. There are two different rates, determined by whether or not you are on the full basis or the regular basis. Off-set pay is the difference between the full basis and the regular basis retirement amount. That difference is paid to minister of religion employees that are on regular basis for retirement. This special payment assures that all workers deemed "self-employed" by Social Security are treated equitably, whether they are participating in the Concordia Retirement Plan on the full basis or the regular basis. Off-set pay is recorded as "income" for federal tax purposes.

5.9 Housing Allowance for Minister of Religion Status Employees

For exempt staff that have "Minister of Religion" status, the Board of Regents has established a policy which allows each minister of religion the ability to request on an annual basis a percentage of annual wages to be designated as housing allowance, other than the default percentage of 50%. The specific percentage designated must be within the range of 1% and 99% of the annual wage and is dependent on current pre-tax deductions. Employees must complete a Housing Allowance Request in order to change their housing allowance from the default percentage of 50%. Forms are available in the Human Resource department. Housing Allowance Requests can never be made retroactive and are only honored from the date of the request going forward.

5.10 Pay Administration

The University maintains a compensation program reflective of its mission and values. The total compensation program offered includes wage/salary, other pay opportunities as applicable, and a wide range of benefits. The University's compensation policy is designed to achieve the following goals:

- Allow the University to recruit, retain and develop a diverse and competent workforce by maintaining a competitive wage and salary structure.
- Promote fairness and consistency in pay practices across the University to retain and reward competent employees who are contributing to its success.
- Establish pay ranges that provide flexibility for management and income growth for employees within available financial resources.

Section 6: Deductions from Pay

- Provide wage and salary guidelines that are consistent, yet flexible enough to meet various University needs.
- Provide the foundation for a competency and performance-based pay system.

The University compensates employees for skill, effort and responsibility required for their positions, their individual performance measured against expectations; other relevant (e.g., market competitiveness) and in accord with financial resources.

The University compensates all employees without regard to race, color, sex, national origin, age disability, veteran status, religion, marital status, HIV status or genetic information. The compensation program is administered in accordance with Federal Wage and Hour Laws, and other applicable governmental guidelines.

The University has established, and continues to review position descriptions, associated ranges, and rates of pay within these ranges.

Policies and procedures pertaining to compensation and wage and salary administration are openly communicated.

Responsibilities:

- The President has the overall responsibility for implementing this policy.
- The Human Resources Director is responsible for day-to-day administration. Those duties include developing, administering and interpreting the University's compensation policy for staff in consultation with University officers and governing bodies.
- Supervisors are responsible for maintaining correct classifications of their subordinates, conducting periodic evaluations of their subordinates and helping them improve performance, and making themselves available to subordinates to discuss questions of pay and performance.

5.10.1 Classifications of Positions

All newly established University positions and positions that have changed significantly are reviewed by Human Resources in consultation with relevant parties to determine appropriate wage and salary ranges. Assignment of positions to ranges in the pay structure promotes compensation equity and consistency.

If a position's placement in the pay structure changes because of re-evaluation, changes to incumbent's pay, if any, will be determined under the promotion, lateral transfer, demotion, and starting pay guidelines.

5.10.2 Procedure

Descriptions of new positions to be established, or existing positions that have significantly changed, should be submitted to Human Resources by the supervisor. The Human Resource department will evaluate the skill effort and responsibilities inherent in the position description and determine the appropriate pay range for the position according to the following position evaluation process:

5.10.3 Position Description

Position descriptions should be written by the incumbent (if possible) and the supervisor in conformance with the University's preferred format and approved by the Cabinet officer for their area. New positions descriptions should be developed by the supervisor in conjunction with the Human Resource department.

5.10.4 Position Evaluation

Human Resources will evaluate the position based on skill, effort and responsibility required. If there are questions about level of skill, effort or responsibility, the supervisor and incumbent will be asked to complete a detailed position analysis questionnaire. A pay grade will be tentatively assigned using the results of the evaluation. The department will be contacted for concurrence.

5.10.5 Evaluation Review

If the supervisor does not concur with the position evaluation, the Human Resource department will review the evaluation with the Executive Vice President/CFO, COO. If there continues to be disagreement, a final determination will be made by the President.

5.11 Starting Pay

The University will establish a minimum and a maximum starting pay for positions. These are based on pay ranges and the qualifications and expected performance of newly hired individuals.

5.11.1 Hiring Range

The normal hiring range for any position is from the minimum to the first quartile of the pay range assigned to the position. The minimum hiring pay is the minimum of the pay range for the grade. The maximum hiring pay is the midpoint of the pay range for the grade.

Factors used to determine an individual's starting pay within the hiring range include:

- The expected performance level of the individual based on qualifications and experience,
- The rates of pay, position in the range, and performance level of other employees in the department and/or the pay range, and
- Other relevant factors that may be considered in appropriate cases.

Human Resources will make a starting pay recommendation to the President based on an assessment of the successful candidate's experience, education, and training and the pay of others in the department and in similar positions across the University.

5.11.2 Training Status

Occasionally, an individual who shows significant promise but does not meet the minimum qualifications may be placed in a position on a training status. The length of the training status must be established in advance, and there must be a specific training program in the areas in which the individual does not meet the minimum position qualifications. Both the length of the training program and the areas in which the individual does not meet the minimum position qualifications must be communicated in writing to the affected employee. Departments should contact Human Resources to determine the rate of pay for individuals on training status.

After successfully completing the training period, the individual will be granted an increase in salary determined using the guidelines listed for new hires. Individuals who fail to meet the minimum qualifications after training will be terminated at the end of the training period. Written communication should clearly state that failure to meet the objectives in the allotted time may result in termination.

5.11.3 Pay Ranges

All positions are assigned pay ranges based upon required competencies, job content, relative value of the position to the University, performance qualifications, internal equity considerations and external market conditions. Pay ranges are reviewed annually and adjusted as resources permit. Individual rates of pay must fall within the assigned pay range for the position.

5.11.4 Procedure

For each position a benchmark is targeted that establishes the midpoint of the pay range. From the midpoint range a minimum and maximum is set.

Support Staff positions will typically be benchmarked based on salary data collected from the local/surrounding market area, since generally support staff are recruited from this area.

Professional Technical positions will typically be benchmarked in most cases based on salary data collected from the regional/Midwest market area and in some cases where recruited nationally, on a national level.

*Minimum: The minimum of the pay grade represents the lowest salary the University would expect to pay to have the job performed.

The area between the minimum and midpoint includes the salaries normally paid to:

- individuals hired or promoted into a position who are learning the job, and
- employees who are moving towards midpoint based on rank experience and job performance

*Midpoint: The midpoint of the pay grade represents the salary level paid for a competent employee with considerable experience (experience requirements may vary based on the rank) who performs all duties of the job at a satisfactory level. This level of pay is considered the “going rate” in the marketplace for trained experienced people. The midpoint is the salary used for comparison when a competitive analysis of University pay levels is performed.

*Maximum: The maximum of the pay grade represents the highest amount the University will pay to have the job performed. The area between the midpoint and the maximum includes salaries paid to employees within a position level whose demonstrated performance is above average or is at a consistently superior level.

5.11.5 Salaries Below the Minimum or Above the Maximum

Individuals whose salaries fall below a newly established or adjusted range minimum will be increased to the new minimum when resources permit. Incumbents whose salaries fall above the maximum are not entitled to receive increases in their base salary until their salaries fall within the range as the result of adjustments to the range. (Alternative pay methods to reward employees at the top of their range may be used such as lump sum payments; merit time off banks, etc.)

5.12 Promotion, Lateral Transfer, and Demotion

The University has established definitions and procedures concerning employee promotions, lateral transfers, and demotions.

5.12.1 Promotion

A promotion occurs when an employee moves from a lower to a higher level position within the University or when their current position is re-classified at a higher level based on increased responsibilities.

5.12.2 Demotion

A demotion is any movement of an employee or a position from a higher to a lower pay range.

In the case of a promotion or demotion, the amount of the incumbent's pay change, if any, will be determined based on the expected performance in the new position and rates of pay for other positions in the range. However, the employee's pay may not exceed the maximum of the range for the new position.

5.12.3 Lateral Transfer

A lateral transfer is any movement of a person or position between positions assigned to the same pay range. No change in pay rate results from a lateral transfer. If internal inequity in pay results from a lateral transfer, it should be addressed at the next regularly scheduled annual increase.

5.13 Merit Budget

Each fiscal year, the Human Resource department recommends to the President a pay increase pool, if any, for which financial resources are available, to meet the objectives of the compensation program for the following fiscal year.

5.14 Annual Performance Appraisal

See section 3.2 for information regarding annual performance appraisals.

5.15 Special Stipends

In certain circumstances, additional pay may be awarded to an employee whose workload has significantly deviated from normal expectations. Examples of special situations include; long-term special projects; assigned work in another department; and performing a specific position or function that is significantly different from the position for which the employee is normally compensated. Supervisors who wish to recognize these special situations should consult with Human Resources for direction and guidance before committing to or arranging for additional pay.

5.16 Other Pay Increases

Additional pay may be awarded to employees in certain cases where outstanding performance warrants it. In some cases, it is additive to base, in others not (e.g., bonuses). Pay adjustments may be made to address internal inequities, meet extenuating market conditions, or for other reasons. Such adjustments are coordinated through Human Resources.

*It is recognized that some people may consider leaving for more pay, and the University is willing to consider a salary adjustment that is equitable for other employees and commensurate with general market conditions. However it is unlikely that the University will be able to meet all salary offers received by its employees. They should not expect to negotiate their salaries upward by regularly soliciting better-paying jobs elsewhere.

5.17 Pay Advances

On occasion, employees may need to request an advance to their pay based on extenuating circumstances. Requests for pay advances should include the circumstance that led to the request. Requests should be submitted to the Human Resource department. All pay advances must be finally approved by the Executive Vice President/CFO, COO. Pay advances will be recovered on the next regularly scheduled payroll.

6 Deductions from Pay

Payroll Deductions and Reductions: Generally a difference exists between “gross earnings” and your “take-home pay” otherwise known as your “net earnings”. Two reasons account for that difference: deductions required by federal and state government, and voluntary deductions authorized by the employee. All such deductions are shown on your pay stub.

6.1 Required Deductions:

6.1.1 Federal and State Withholding Tax

- Amounts withheld for taxes are based on your earnings, marital status and the number of exemptions claimed. Nebraska employees will complete a W-4 form known as the Employee’s Withholding Exemption Certificate for both federal and state taxes. For employees deployed out of another state, state laws will dictate which form needs to be completed, please check with the Human Resource to determine the correct forms. Federal and State tax deductions are done in accordance with law and the money deducted from your pay is remitted to the government as required.
- During the month of January (no later than January 31st) employees receive a W-2 Wage and Tax Statement. This end-of-year statement indicates your total pay and the amount of taxes that were withheld for the previous year.
- Social Security & Medicare (FICA – Federal Insurance Contribution Act)
- Each lay employee of the University is required to participate in this program. It is designed to provide retirement, disability, medical, and death benefits. Deductions are made at a rate established by law.

6.1.2 Self Employment Contribution Act (SECA)

All Minister of Religion employees are subject to SECA, and while Concordia cannot deduct for these taxes on the same basis as it is required for lay employees, Concordia does provide a “voluntary” withholding for those ministers who so choose. Such withholding amounts are not determined by regulations, so the employee is responsible to notify the payroll office of the amount they desire to have withheld.

6.2 Other Required Deductions

In some cases, additional required deductions may include court ordered wage garnishments, wage assignments, third party levies, and income-withholding orders (child or spousal support) levied against an employee’s pay. Under the federal Child Support Enforcement Act of 1984, income-withholding orders for child support take priority over all other wage withholding orders.

While it is not the intent of the University to become involved in the personal affairs of its employees, we are required to follow court ordered deductions from pay. The employee will be notified by the payroll office upon receipt of the court order. The payroll office is responsible for computing the dollar amount legally allowed to be withheld from the employee’s check. Employees may need to complete a form indicating dependents.

6.3 “Dock-in-Pay” Deductions

A dock-in-pay will occur when a request for leave time exceeds the leave balance available.

- Non-Exempt Employees: Non-exempt employees are defined by the hours they work. Therefore, when all leave balances are exhausted the system will automatically create a dock in pay for the month in which the request exceeds the leave balance.
- Exempt Employees: Since exempt employees are paid based on work loads rather than hours worked, there are certain rules pertaining to an institution’s ability to dock pay for use of leave above and beyond the balance available. (Please see Safe Harbor policy found in Section 5.3)

6.4 Voluntary Deductions or Reductions

Voluntary deductions or reductions must be authorized by the employee, by completing and signing the appropriate form. These deductions remain in effect until the employee notifies the Human Resources Office in writing of the change, or the Human Resources Office notifies the employee that a new enrollment is necessary.

- Deductions may include contributions to Concordia or Community Health Charities, or payments to credit unions, or campus lunches.
- Reductions include tax deferred annuity contributions (CRSP), flexible spending contributions, health care employee premiums or health savings account contributions.

6.5 Concordia Flexible Spending Account Plan

This plan allows employees to set aside some of their salary before taxes to pay for contributions to this benefit plan. These pre-tax dollars may be used for eligible health and dependent care expenses.

Regular employees (if eligible for CHP) are eligible.

- Elections up to \$2500 annually for health and \$5000 for dependent care reimbursement.
- Open enrollment the end of each calendar year for those who are eligible.

Contributions may be used for the following:

- To establish a Flex-Medical expense account and use that account to cover family health care expenses not covered by insurance or other sources, and/or
- To establish a Flex-Dependent Care expense account and use that account to cover certain expenses involved in caring for dependents while working.

Summary Plan Descriptions, plan election forms, and claim forms are available from the Human Resource department.

Concordia University complies with the HIPAA (Health Insurance Portability and Accountability Act) Privacy Rules (45 CFR 160 & 164).

Who administrates this plan for Concordia University employees? Cattle National Bank and Trust is considered the Third Party Administrator for this plan.

How do I elect this plan? Concordia allows for annual enrollment into this Cafeteria Plan called the Concordia University Flexible Spending Account Plan. Currently, the plan runs from January 1 to December 31 of any year. It is scheduled to coordinate with the Concordia Health Plan year.

6.6 Health Savings Accounts

Health Savings accounts were created as a part of the Medicare Bill which passed in December of 2003. Health Savings Accounts are intended for use with a High Deductible Health Plan (Option Blue H.S.A). Health Savings accounts offer a tax advantaged way of lowering the premiums you pay for health insurance coverage while allowing you to invest a portion of that savings into a tax advantaged account. Money deposited into a health savings account, whether it is deposited by you or your employer under a qualified group high deductible health plan is the employee's money. These dollars can be used to pay for qualified medical expenses. These funds can be rolled over from year to year and remains with the employee.

Changes to the Health Savings Account may be made at any time, as long as the contribution/reduction amount does not exceed the established IRS amounts for the calendar year.

6.7 Tax Sheltered Annuities

Concordia University participates in the Concordia Retirement Savings Plan (CRSP) which is a 403(b) tax sheltered annuity plan, administrated by MetLife, and sponsored by Concordia Plan Services. Dollars contributed to this plan are eligible for matching funds. Eligibility for participation is based on the IRS Universal Availability rules and regulations for 403(b) plans.

Currently, the plan matches 50% of up to 2% of the employee's annual compensation (or a maximum of 1% of the worker's annual compensation).

6.8 Supplemental Life Insurance

Supplemental Life Insurance is offered through Minnesota Life Insurance, a company that partners with Concordia Plan Services. Information regarding supplemental life insurance is sent directly to your home address.

6.9 Other Deductions

Upon your separation from employment with the University you must return all University property, tools, keys and other equipment and must pay the University all monies that you may owe included, but not limited to, any balances in your dock-in-pay. Otherwise, a deduction for the value of all unreturned materials and monies owed may be made from your final paycheck as authorized by you in the Acknowledgement section of this Handbook.

7 Employee Benefits

7.1 Concordia Plan Services Benefits

The following is a list of benefits offered to employees of Concordia University. Please note that not all employees are eligible for all benefits. Be sure to check the benefits available to you based on your date of employment, seniority, exempt/non-exempt classification, full-time/part-time employment, regular/temporary, service and level of employment status.

Once employees have met the appropriate eligibility requirements, they may be eligible to participate in the plans described below. This is merely a summary. More detailed information about each plan can be found in the plan documents called Summary Plan Document., which are maintained by Concordia Plan Services and found on their website www.concordiaplans.org. Summary Plan Documents are the official documents regarding employee benefit plans and supersede all references to employee benefits in this manual.

7.1.1 Benefit Eligibility Classifications (as designated by Concordia Plan Services)

7.1.1.1 Eligible for Benefits

- Persons regularly working more than 30 hours per week for a period beyond five months are eligible for Concordia Health, Retirement and Disability/Survivor plans.
- Persons regularly working more than 20 hours but 30 or less hours per week are eligible for Concordia Retirement and Disability/Survivor plans.

7.1.1.2 Not Eligible for Benefits

- Persons scheduled to work 20 hours or less per week.
- Persons scheduled to work full-time or part-time with an expectation of employment of less than 5 consecutive months.

7.1.2 Concordia Health Plan (CHP)

Coverage under the Concordia Health Plan includes the following:

7.1.2.1 Medical Care

For Nebraska, Missouri and Wisconsin employees:

Preferred Provider Organization Administrated by Blue Cross Blue Shield, MN

1-800-793-6922

7.1.2.2 Prescription Drugs

Administrated by Express Scripts

1-800-789-7488

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7.1.2.3 Dental Care

Administrated by CIGNA

1-800-244-6224

You do not have to choose a CIGNA dentist, but if you do you may receive additional benefits/savings.

7.1.2.4 Vision Care Benefits

Administrated by Vision Service Plan

1-800-877-7195

7.1.2.5 Hearing Care Discounts

National Ear Care Plan

1-800-442-8231

7.1.2.6 Mental Health and Substance Abuse Care

Administrated by CIGNA Behavioral Health

1-866-726-5267

7.1.2.7 Employee Assistance Program (EAP)

Administrated by CIGNA Behavioral Health

1-866-726-5267

7.1.2.8 CareAllies (Health and Wellness)

The Be Well... Serve Well health and wellness program

Administrated by CareAllies 1-800-605-6621

- Health Risk Assessment
- Health Advisor Program
- 24-Hour Nurse Line (800-605-6621, prompt #2)
- Disease Management Programs
- Lifestyle Management Programs
- Healthy Pregnancies, Healthy Babies Program (800-615-2960, prompt #2)
- On-line tools

For a comprehensive explanation of benefit coverage, please visit the Concordia Plan Services website: www.concordiaplans.org, or contact them by phone at 1-888-927-7526.

Coverage in the Concordia Health Plan begins the first day of the month following the date of employment once the appropriate enrollment forms are completed. New employees have 30 days to make application for health care coverage. An employee who does not wish to participate in the Concordia Health Plan must sign a Non-Enrollment form to decline coverage.

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Several plan options are available to employees and their families. Annually, the employer will approve the amount it will fund of the entire premium and employees choose the plan that best fits their needs financially and medically.

For a comprehensive explanation of benefit coverage, please visit the Concordia Plan Services website: www.concordiaplans.org, or contact them by phone at 1-888-927-7526.

Coverage in the Concordia Health Plan begins the first day of the month following the date of employment once the appropriate enrollment forms are completed. New employees have 30 days to make application for health care coverage. An employee who does not wish to participate in the Concordia Health Plan must sign a Non-Enrollment form to decline coverage.

Several plan options are available to employees and their families. Annually, the employer will approve the amount it will fund of the entire premium and employees choose the plan that best fits their needs financially and medically.

7.1.3 Concordia Retirement Plan (CRP)

Concordia University enrolls all regular full-time employees and regular part-time employees, who work more than 20 hours per week and more than 5 months per year, in the Concordia Retirement Plan.

For a comprehensive explanation of benefit coverage, please visit the Concordia Plan Services website: www.concordiaplans.org, or contact them by phone at 1-888-927-7526.

Coverage begins the first day of the month following the date of employment once the appropriate enrollment forms are completed.

Concordia University pays the premium for eligible employees.

7.1.4 Concordia Retirement Savings Plan (CRSP)

Please see section (6.7)

7.1.5 Concordia Disability and Survivor Plan (CDSP)

Concordia University enrolls all regular full-time employees and regular part-time employees, who work more than 20 hours per week and more than 5 months per year, in the Concordia Disability and Survivor Plan. The disability survivor plan is two-fold plan.

The survivor/life insurance portion of this plan is based upon yourself and your dependents, not including your spouse. The calculated number of dependents up to a value of 6 times your compensation is the amount of life insurance you would receive, should something happen to you.

The disability plan covers up to 70% of gross monthly wage for eligible injury or illness. Concordia University pays the entire premium for all eligible employees.

For a comprehensive explanation of benefit coverage, please visit the Concordia Plan Services website: www.concordiaplans.org, or contact them by phone at 1-888-927-7526.

Coverage begins the first day of the month following the date of employment once the appropriate enrollment forms are completed. There are some pre-existing conditions, please check the plan documents at the above website to understand what those conditions are.

Concordia University pays the premium for eligible employees.

How do I use my disability benefit?

Notify the Human Resource department of the disability, whether maternity leave or because of illness or injury. Human Resource will coordinate the use of your leave for your absence during your disability leave.

Contact Concordia Plans Services – Disability, 1-888-927-7526. The following information will be needed when contacting them:

- The name of your physician
- Your physician’s phone number
- The date you last worked
- A phone number where you can be reached

Concordia Plan Services – Disability will connect you with a Liberty Mutual caseworker. Liberty Mutual will work with you and your physician regarding your disability.

Disability Pay

- Concordia University will continue to pay your full salary, based on available leave, until you reach your 15th day of a certified disability.
- Starting with the 15th day, your disability benefit will begin.
- Disability pay from the plan is 70% of your monthly compensation.
- If you are on disability for more than 3 months, the plan will pick up your benefit costs, including your premiums for health care.

Family Medical Leave

Individuals on disability will be put on family medical leave. Disability and Family Medical Leave will run concurrently.

Return to Work

A Fitness for Duty Certification from your doctor must be presented to the Human Resource department to release you for duty on the day you return to work.

If you are released with restrictions, your restrictions must be clearly written on the Fitness for Duty Certification form.

While on restricted work status, Concordia will periodically require a doctor’s note regarding your restricted work status until you are cleared to return without restriction.

7.1.6 Accident Insurance Program (AIP)

This plan covers accidental death, accidental dismemberment and paralysis of the limbs.

If you are eligible to be enrolled in any of the other Concordia Worker Benefit Plans, you may enroll in the All-Cause Accident Insurance Program. Premiums are structured on employee or family coverage and dollar amount of coverage. For a comprehensive explanation of benefit coverage, please visit the Concordia Plan Services website: www.concordiaplans.org, or contact them by phone at 1-888-927-7526.

While Concordia University offers this as an additional benefit plan under the umbrella of Concordia Plan Services, it does not pay any part of this premium. Therefore as an employee option benefit, the employee assumes the cost of this premium. Premiums are deducted from the employee’s monthly pay.

7.1.7 EAP

- The Employee Assistance Program (EAP) is designed to help members and their dependents cope with stress, depression, marital difficulties, and a variety of other work, family, and life issues. The EAP includes: Up to 6 free face-to-face sessions
- Immediate assistance for critical emotional needs
- Information and referral for child care, elder care, adoption, and more
- Guidance for finding local resources
- Telephonic consultation

The EAP also offers an online directory to find providers and other services for:

- Emotional Well-Being and Life Events
- Family and Caregiving Resources
- Health and Wellness Resources
- Daily Living Resources

All EAP services are free, confidential, and available to all covered members and dependents. The services can be accessed 24 hours a day, 7 days a week, at www.cignabehavioral.com or by calling toll-free at 866-726-5267.

7.1.8 Mental Health

Mental Health and Substance Abuse Care Benefits

Network Manager: [CIGNA Behavioral Health](http://www.cigna.com) 866-726-5267

7.1.9 Health and Wellness

CareAllies, a medical management organization in service for more than 35 years, delivers the following programs for Concordia Health Plan members:

- Health Assessment
- Health Advisor Program
- Smart Steps Disease Management (Not available for Medicare Members)
- Lifestyle Management Programs
- Frequently Asked Questions about the Programs
- 24-Hour NurseLine: 800-605-6621 (Not available for Medicare Members)

Concordia Health Plan members have 24/7 toll-free phone access to Registered Nurses for medical advice. The nurses are trained to provide:

- Answers to health questions.
- Direction on when and where to seek medical attention.
- Help choosing providers.

7.1.10 Supplemental Life Insurance

Supplemental Life Insurance is an employee choice benefit offered through Minnesota Life because of participation in Concordia Plan Services. Information is sent directly to employees. Employees that select this benefit, make payments directly to Minnesota Life.

7.2 Unemployment Insurance

While employed at Concordia University, the state provides unemployment benefits as prescribed by the Nebraska law. In the event of unemployment, if you are non-exempt (hourly) or exempt (salaried) and not a minister of religion, you may apply for this benefit with the Nebraska Department of Labor. There is no cost to the employee for this benefit.

7.3 Workers' Compensation

Concordia University provides Workers' Compensation benefits for those employees covered as determined by the laws of the State of Nebraska. No premium for this coverage is charged the employee.

All injuries sustained on the job, even if you feel such to be minor, must be reported immediately to the Human Resource department to avoid jeopardizing coverage. (See section 13.7)

7.4 Education Assistance Programs

As an educational institution, Concordia University has the opportunity to afford its employees with several different types of Educational Assistant Programs. Currently, the University offers the following types of Educational Assistance Programs:

- Tuition Waiver Benefit (please see attachment "A")
- Tuition Exchange Program (please see attachment "B")
- Advanced Academic Study Tuition Assistance – Tuition Reimbursement

As defined by the tuition assistance policies, regular active full-time employees may take courses offered at the undergraduate and graduate level. Full time is defined as 40 hours/week or 1.0 FTE.

In order to maximize this benefit, Concordia's Education Assistance Programs fall under two IRS regulations relating to the taxability of such programs.

7.4.1 Taxability of Employer Sponsored Education Assistance

7.4.1.1 Qualified Tuition Reduction (IRS Code Section 117-d)

- Qualified Tuition Reduction – This is a tax-free reduction in tuition provided by an eligible educational institution. Whether a tuition reduction is a qualified tuition reduction, and therefore tax free, depends on whether it is for education below or at the graduate level. The qualified tuition reduction must not represent payment for services. The following qualifications for tuition reductions for education below the graduate level – are considered tax free if provided to:
 - Current employee of the eligible educational institution.
 - Former employee who retired or left on disability.
 - Widow or widower of an individual who died while an employee.
 - Widow or widower of a former employee who retired or left on disability.
 - Dependent child or spouse of any person qualified in the above 4 bullets.
 - Child of employee, under age 25, with both parents deceased.

Section 7: Employee Benefits

- Other qualifications of a QTR plan –
 - This benefit must be made available on substantially the same basis to each member of a group of employees and does not favor highly compensated employees;
 - Qualified expenses include tuition, fees, books, and equipment. **However,** CUNE does not allow for payment of personal expense which includes books for classes;
 - There is no requirement that the education be job related, nor is there a maximum dollar limitation;
 - There is no requirement that an employee be a candidate for a degree;
 - There is no restriction on the type of courses/classes taken except that they may not be graduate classes (except as noted below);
 - Graduate education exceptions – qualifying persons must be a graduate teacher or graduate research assistant for the institution.
 - All other tuition reductions for graduate education are taxable.

7.4.1.2 Education Assistance (IRS Code Section 127)

- In general, gross income of an employee does not include amounts paid or expenses incurred by the employer for educational assistance to the employee if:
- The assistance is furnished pursuant to a written educational assistance program established for the benefit of employees who qualify under a classification set up by the employer;
- This benefit is made available on substantially the same basis to each member of a group of employees and does not favor highly compensated employees;
- Reasonable notification of the availability and terms of the program is provided to eligible employees.
- Current Regulations allow:
 - Undergraduate and graduate course work.
 - Education does not need to be job-related.
 - A maximum cap of \$5,250.00 for non-taxable educational assistance per calendar year;
 - Payment of or provision for (waiver) tuition, fees, books, supplies, and equipment (does not include tools and supplies retained by the employee after completion of course). Current University policy does not allow payment of employee personal expenses which includes books for classes.
 - Current Regulations disallow:
 - Any payment for a course or education involving sports, games or hobbies (unless the course is required as a part of a degree program)
 - Any payments for meals, lodging, or transportation.

8 Other Benefits

8.1 Service Awards

Every year in January, workers are recognized for reaching 5 year increments in service to the University by the President and the Board of Regents. Each member receives a small gift of recognition.

8.1.1 Above and Beyond

Concordia seeks to reward employees for work done above and beyond their normal course of job duties. While these funds can be used at the time of annual increase, they are also available to give immediate rewards to employees, so that the reward can be associated with a specific, significant achievement. This might be done for various reasons.

Examples of such reasons follow:

- Employee's accomplishments exceed the normal standards/expectations for the job.
- Employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal, such as fulfilling additional duties while a fellow worker is out on leave or a position is vacant, waiting to be filled.
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc.
- The employee has made a significant contribution to either a verifiable cost savings or revenue generating idea for the University.

8.1.1.1 Employee Eligibility:

- Must have completed 1 year of service to the University
- Must be regularly employed
- Achieved "top" performance status on their evaluation.
- Has not received a bonus award within the last 2 years
- Executive (Cabinet) Officers are not eligible for this award

8.1.1.2 Bonus/Award Limit:

Award may not exceed \$500.

8.1.1.3 Taxable:

Above and Beyond Awards are considered taxable income and will be processed through the payroll office on the next scheduled payroll date, after the request is approved.

8.1.2 Responsibility for Administration:

The president's cabinet has general oversight of this process. All recommendation must be approved by a cabinet member and finally the president.

8.2 Athletic/Recreational

The University is blessed to have a new athletic facility named the Walz Athletic Performance Complex. Faculty and staff are welcome to use the facility. Please check with the Athletic Director's office for a schedule of availability and community times.

8.3 Discounted Meals and Other Food Service

Employees may sign up to have the cost of meals eaten at the Janzow Campus Center food service facility or coffee purchased from the 10:31 Coffee shop, during the school year, deducted from their paycheck. Please check with the Human Resource department to complete the appropriate form.

8.4 Library

Employees have access to Library services with the use of their Concordia University ID. Employees are encouraged to make use of the library with its numerous services.

8.5 Notary Public Service

The University can provide employees notary public service for either personal or professional use at no cost. For more information please contact the Human Resource Office.

8.6 ATM

Automated teller machines are located in the Janzow Campus Center and the Walz Athletic Performance Complex for use by students and University employees.

8.7 University Events

Employees may use their Concordia University ID's for free or reduced admission to home athletic events, concerts, plays, and other events which may be designated as requiring ID cards. Family members of employees are welcome to attend, as long as the employee accompanies their family members.

However, if an employee does not plan to accompany their family, the University has created a family pass. The following are the guidelines:

- \$5.00 Initial Fee.
- Renewable every year (August), without a fee – if the old card is turned in.
- \$10.00 Replacement Fee.
 - If lost.
 - If card is not turned in at the time of renewal and the member wants to renew the card. If they don't want to renew, then there is no issue.
- The card will allow a family member to include children, if they are accompanied by them at the time the card is presented.
- Family members that are 16 or older, have their own family pass – if the employee chooses. At age 16 – family member would have own ID to show.

9 Absence From Work

9.1 Jury Duty or Court Leave

Notification of summons to serve on a jury should be communicated to the employee's supervisor. As a matter of good citizenship, employees are expected to serve when called upon for jury duty.

Concordia grants full pay to an employee called to jury duty if the employee remits his/her jury duty pay to the University. This transaction is to be coordinated through the Human Resources Office. If jury duty does not require the full work day, the employee is expected to report for work for the remainder of the day.

If an employee is subpoenaed for University business reasons and is required to make a court appearance, such appearance will be considered work time. Any payment by the court made to the employee should be remitted to the University. Employees subpoenaed for reasons of a personal nature, will be required to take PTO for such absences and they will be allowed to retain any payment made to them for such appearances.

9.2 Voting

In the event that an employee does not have two consecutive hours to vote while the polls are open, Nebraska laws require that Concordia University must provide employees with paid leave to cast their vote. Employees have generally used their lunch hours or time after work (5-8pm) to cast their votes. If however circumstances prevent an employee from voting during those generally accepted times, they may request in advance time off to vote with the approval of their supervisor.

9.3 Election

Employees who are appointed by the county to serve as an election worker must give reasonable notice to the University prior to such service. If reasonable notice is given, the employee will be excused from regularly scheduled work and will receive full pay if the employee remits his/her election duty pay to the University.

9.4 Volunteer Fire & Rescue Calls

Concordia considers volunteer efforts for the community by way of Fire and Rescue calls to be a part of its servant leadership mission. Individuals trained and certified, who volunteer in this way, will be given time away for these purposes. Individuals should complete an absence form where required to acknowledge this type of absence.

9.5 Family and Medical Leave

9.5.1 General Provisions

It is the policy of Concordia University to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to 26 weeks of leave in any 12-month period in compliance with the expansion of FMLA under The Support for Injured Servicemembers Act of 2007. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

9.5.2 Eligibility

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

1. Generally, the employee must have worked for the employer for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Service that is more than 7 years old will not be counted toward the 12 months/52 weeks, unless the break was due to National Guard or Reserve military service, or a written agreement existed in which CUNE states its intention to rehire you after the break in service. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of the week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in an office or work site where 50 or more employees are employed by the University within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

9.5.3 Type of Leave Covered

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

- The birth of a child and in order to care for that newborn child.
- The placement of a child under the age of 18 for adoption or foster care and to care for the newly placed child.
- To care for a spouse, child or parent of the employee with a serious health condition.
- The serious health condition (described below) of the employee.

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

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

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition, which, if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition.

Section 9: Absence From Work

Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with the Human Resource department. Ultimately, decisions as to whether, in a close situation, a condition falls under the FMLA's protection must be made on a case-by-case basis.

The University may require an employee to provide a doctor's certification of the serious health condition.

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

- A covered family member's active duty or call to active duty in the Armed Forces.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service includes helping the family member prepare for the departure or caring for children of the servicemember. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

- To care for an injured or ill servicemember.

This leave may extend to up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the servicemember's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering servicemember. An employee is also eligible for this type of leave when the family servicemember is receiving medical treatment, recuperation or therapy, even if the servicemember is on temporary disability retired list.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

An eligible employee can take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill servicemember) under this policy during any 12-month period. The University will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the University will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks (or 26 weeks for the care of an injured or ill servicemember) of available leave, with the balance remaining being the amount the employee is entitled to take at that time.

If a husband and wife both work for the University and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of

12 weeks of leave. If a husband and wife both work for the University and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

9.5.4 Leave for Birth and Bonding

Under FMLA, eligible employees can take a full 12 weeks of FMLA leave (assuming that they have had no other leave-qualifying events during the 12-month period) for the birth, and to be with a healthy newborn child (so-called “bonding leave”). Bonding leave is available to either men or women, and no medical certification is required. However, bonding leave must be completed within 12 months of the date of birth or placement. When both husband and wife work for the same employer, the full amount of leave is limited to an aggregate of 12 weeks.

9.5.5 Employee Status and Benefits During Leave

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

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee’s family member or a circumstance beyond the employee’s control, the University will require the employee to reimburse the University the amount it paid for the employee’s health insurance premium during the leave period.

Under current University policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee’s share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resource department the last day of each month. If the payment is more than 30 days late, the employee’s health care coverage may be dropped for the duration of the leave. The employer will provide 15 days’ notification prior to the employee’s loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums; or the employer may elect to maintain such benefits during the leave and pay the employee’s share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee’s share of any premiums whether or not the employee returns to work.

9.5.6 Employee Status after Leave

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or virtually identical in terms of pay, benefits and working conditions.

The University may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

9.5.7 Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member will be granted use of any available FML. Once FML is exhausted, employees must use their PTO leave prior to being eligible for unpaid leave. All paid leaves run concurrent with FMLA approved leave.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with use of FML. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will then be required to use available FML and PTO prior to being eligible for unpaid leave for what remains of the 12-week entitlement.

An employee, who takes approved leave for the adoption or foster care of a child, will be granted use of their available FML leave. Once FML leave is exhausted, employees must use their PTO leave prior to being eligible for unpaid leave. All paid leaves run concurrent with FMLA approved leave.

9.5.8 Intermittent Leave or a Reduced Work Schedule

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

The University may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the University and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the University before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The University may require certification of the medical necessity.

9.5.9 Certification of the Serious Health Condition of the Employee or the Spouse, Child or Parent of the Employee

The University may ask for certification of the serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Certification of Health Care Provider for Employee's Serious Health Condition form or Certification of Health Care Provider for Family Member's Serious Health Condition form. Request for a medical certificate will be made in writing as part of the employer response to employee's request for leave.

Certification of the serious health condition shall include the date when the condition began, its expected duration and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a family member who is seriously ill, the certification must include a statement that the patient, the family member, requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The University has the right to ask for a second opinion if it has reason to doubt the certification. The University will pay for the employee to get a certification from a second doctor, which the University will select. If necessary to resolve a conflict between the original certification and the second opinion, the University will require the opinion of a third doctor. The University and the employee will mutually select the third doctor, and the University will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

9.5.10 Documentation of the Covered Family Member's Active Duty or Call to Active Duty in the Armed Forces

Employees requesting this type of servicemember FMLA leave must provide proof of the qualifying family member's call-up or active military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

9.5.11 Documentation of the Need for Servicemember FMLA Leave to Care for an Injured or Ill Servicemember

Employees requesting this type of Servicemember FMLA leave must provide documentation of the family member's or next-of-kin's injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the servicemember's injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

9.5.12 Procedure for Requesting Leave for:

- the birth of a child or in order to care for that child;
- the placement of a child for adoption or foster care and to care for the newly placed child; 3) to care for a spouse, child or parent with a serious health condition; or
- the serious health condition of the employee

All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will refer the worker to the Human Resource department.

The University will provide individual notice of rights and obligations to each employee requesting leave within five business days or as soon as practicable. For employees on intermittent or recurring leave for the same incident, this notice will be provided every six months.

When an employee plans to take leave under this policy, the employee must give the University 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the University's operations.

If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice. While on leave, employees are requested to report periodically to the University regarding the status of the medical condition and their intent to return to work.

9.5.13 Procedure for Requesting Leave for

- a covered family member's active duty or call to active duty in the Armed Forces
- to care for an injured or ill servicemember

All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will refer the worker to the Human Resource department. Leave may commence as soon as the individual receives the call-up notice.

The University's Human Resource department will provide individual notice of rights and obligations to each employee requesting leave within five business days or as soon as practicable.

An employee who anticipates the possibility of taking family or medical leave, or has any questions about the application of this policy to your particular situation, should contact the Human Resource department.

9.6 Family Medical Leave Time (FML)

Concordia University workers, eligible for Family Medical Leave based on their position status, will accrue 80 hours a year or 3.077 hours every two week pay period for Family Medical Leave. This leave is available to workers that apply for and qualify for Family Medical Leave based on the rules and regulations provided in section 9.5 of the Professional and Support Staff Handbook.

Individuals making use of this leave time have qualified due to:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for the newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition of the employee that leaves the employee unable to perform the functions of the employee's job.
- A qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Once an employee has exhausted their FML balance, they are required to use PTO leave, as long as there is leave available.

Maximum accrual for FML is 80 hours and employees will not accrue any additional FML while at this 80-hour cap.

Maximum carry forward balance on July 1 of each year is 80 hours.

Part-time employees, if eligible for Family Medical Leave, are granted FML on a pro-rated full time equivalency basis.

Because FML is provided to current employees, unused FML will not be paid out upon an employee's separation from employment for any reason.

9.7 Paid Time Off (PTO)

The purpose of PTO is to provide time off from work. With this type of leave, employees may choose to use it at any time for any reason with the approval of their supervisor. PTO may be used for a variety of reasons including vacation, rest and relaxation, doctor's appointments, dentist appointments, mental health days, attending school programs, care of sick children, care of family members, or to supplement unpaid family medical leave.

Section 9: Absence From Work

- PTO will accrue at the following rates:

PTO for PT and Support Staff		
Years of Service	Hours Accrued	
	Every 2 weeks	Annually
0-1	3.077	80
1-4	4.615	120
5-9	5.385	140
10-14	6.154	160
15-19	6.923	180
20 or more	7.692	200

- Maximum carry forward balance on July 1 of each year is 80 hours.
- Employees will be allowed to borrow PTO not yet accrued, up to 40 hours. However, a negative PTO balance at time of termination, will result in a deduction from final pay as authorized by you in the Acknowledgment section of this Handbook.
- PTO payout at time of termination is limited to 80 hours or the balance, whichever is less.
- Part-time regular staff are granted PTO leave on a pro-rated full time equivalency basis starting at 50% part-time regular staff.
- Exempt Professional Staff report PTO leave taken for 4 or more hours.
- Non-exempt Support Staff report all PTO leave taken.

9.8 Holidays

All staff employees who are regularly scheduled to work are eligible for holiday pay if the holiday falls on a normally scheduled workday. In the event they are regularly scheduled to work on the same day of the week as the holiday falls, they would receive the same number of paid work hours for that holiday as the scheduled workday. (For example, a staff employee normally scheduled for 4 hours of work on a Thursday would receive 4 hours of holiday pay if a paid holiday fell on Thursday.)

Staff employees are granted the following paid holidays per year:

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day (4th of July)
- Thanksgiving Day
- Christmas Day

Section 9: Absence From Work

The following conditions apply to CUNE's holiday pay policy:

- Holiday pay **will not** be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at individual employee's base rate of pay.
- If an hourly employee is scheduled to work on a holiday, he or she will be paid employee's regular rate of pay plus holiday pay. If a salaried employee is required to work on a holiday, the employee may choose a different day to take off for the holiday.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved paid time off will be recorded as holiday pay.

9.9 Floating Holiday

The University has historically granted some floating holidays per year. These holidays are determined annually by the President.

Generally, the Friday after Thanksgiving is a designated floating holiday. Other non-designated floating holidays may be used to observe other holidays of choice that are not granted by the institution, or any other day chosen by the employee.

You will need to receive advance approval from your supervisor for the day requested by completing a leave form. The day will be recorded and treated as a holiday.

Floating holidays are not carried over from year to year. They must be used in the year given. Unused floating holidays will not be paid out upon an employee's separation from employment for any reason.

9.10 Non-Paid Holidays

At the same time the Holiday calendar is established, the University cabinet may also choose to designate several days as non-paid holidays. These are days that are generally attached to another holiday to give the employee a longer holiday break. Support Staff may choose to take no pay, or take PTO leave. Professional/Technical Staff are required to take PTO leave.

9.11 Funeral Bereavement Leave

Compassionate leave of up to 3 days may be given to an employee for the death of a member of the employee's immediate family; spouse, children, parents, brother, sister, father-in-law, or mother-in-law; brother-in-law or sister-in-law; son-in-law or daughter-in-law, grandchildren and grandparents. The actual number of days involved may be determined by the responsibility an employee has in making funeral arrangements and the distance involved in attending the funeral. Such leaves are to be arranged and approved through mutual consent of the employee and the supervisor.

Members of the staff may be excused without loss of pay for the time necessary to attend funeral services of other relatives and close friends. Up to 1 day may be allowed for this purpose with no pay deduction at the discretion of the supervisor and the Human Resources Office.

9.12 Pregnancy

9.12.1 Maternity Leave

A pregnancy is treated in the same way as any other illness or disability for the purposes of determining whether disability benefits are payable. In this regard, the following will apply:

A pregnant employee may continue to work until her physician certifies in writing that she is disabled and should cease working. If the employee works until she establishes a disability by furnishing such medical certification, she will thereafter receive payments during the time of disability to the same extent that a person is paid during disability arising from any reason as previously described.

If a pregnant employee wishes to cease work without having furnished a physician's certificate that she is disabled, she must request a leave of absence without pay. As in all other instances where a person becomes disabled while on a leave without pay, such person is not eligible for disability benefits during the previously agreed upon period of the non-paid leave.

Within 30 days prior to anticipated delivery date or earlier if possible, the employee should discuss with the Human Resource department the matter of the anticipated absence due to pregnancy. This is to insure a mutual agreement between the University and the employee, and to clarify any questions.

See also Family Medical Leave section 9.5.

9.12.2 Paternity Leave

The University allows the use of FML for father's requesting time off due to the birth of a child. Time off will be granted through the use of Family and Medical Leave. Paternity leave should be arranged with the supervisor in advance so that your job duties may be appropriately covered during the absence.

See also Family Medical Leave section 9.5.

9.13 Emergency Closings

9.13.1 Inclement Weather

The University does not close for severe weather. (Classes may be canceled.) If, due to severe weather you are not able to work, PTO or dock in pay may be used. Please make sure you properly notify your supervisor regarding your absence due to inclement weather. Employees who are late because of weather conditions may be given a chance to make up their missed time if work schedules and conditions permit.

It is the nature of storms and emergencies that all aspects of the problems they create cannot be predicted. Considerable individual judgment will usually be needed and sometimes the necessary decisions will affect some employees differently than it affects others.

If a storm or severe weather condition develops during the working hours, all employees are encouraged to monitor the progress of the storm, and to seek appropriate cover if the alarm is sounded by civil defense sirens, or if instructed to do so by announcements aired on local radio or television stations. All employees are encouraged to become familiar with the best route to the emergency shelter area designated for their building. During these emergencies, no employee will be released to leave the campus, and any who choose to do so will be taking this action at their own risk.

Section 9: Absence From Work

Since the University also operates out of a Lincoln campus, employees in approved positions and who live in or around the Lincoln area may receive approval from their supervisor to use the Lincoln campus as an alternative worksite when the weather does not permit them to travel to Seward. Arrangements should be made with the Operations Manager at the Lincoln campus to use the Lincoln campus as an alternate worksite. Arrangements should be pre-approved and communicated to the Operations Manager at the Lincoln campus.

If staff are unable to work due to factors beyond the control of the University, (power failure or property destruction), and are requested to remain at home or leave work early, PTO or dock in pay may be used. Employees may be given a chance to make up their missed time if work schedules and conditions permit.

9.13.2 Environmental Conditions

If environmental conditions in a building or work area are inappropriate for members of the staff to perform their normally assigned tasks (such as lack of heat or water, chemical spills, emergency asbestos abatement), the head of the department should report this condition to the Human Resource department, and with approval, the staff will be excused if no other alternative is practical.

Other alternatives will be considered, such as:

- Arranging for use of another building,
- Rescheduling work for a Saturday, or
- Allowing employees to take work home

If these alternatives are not possible due either to the institution's inability to make arrangements or the employee's inability to make the accommodation attempted by the employer, employees will be excused with pay. These absences would be only for those who reported for work at the time the decision was made.

When it can be determined in advance that a department or work area will be temporarily closed down or facilities or equipment for work cannot be provided and employees are notified, the above policy is not applicable. Alternatives will be considered. If advance arrangements cannot be made, employees will be given at least one week prior notice that they will be placed in a non-working status without pay. Employees may use their PTO before being placed in a non-working status without pay.

9.14 Tardiness

University employees are expected to arrive on time, based on their work schedule. Individuals arriving late for work may be subject to discipline, up to and including termination.

9.15 No Call/No Show

Failure to show up for work along with failure to notify one's supervisor or manager of one's absence within one (1) hour of their scheduled begin time, will result in an absence being classified as a "No Call/No Show." Three such absences within a rolling six (6) month period will be considered a voluntary resignation on the part of the employee. A rolling six (6) month period is defined as the six (6) month period that immediately precedes the current date. Any "No Call/No Show" is a serious violation of University attendance guidelines and will result in disciplinary action, up to and including termination.

9.16 Military Leave/Uniform Services

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

9.16.1 Procedure/Guidelines

Temporary (Two-week) Military Leave

In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), eligible employees who must be absent from their job for a period of not more than ten working days each year in order to participate in temporary military duty are entitled to as many as ten days unpaid military leave. All benefits will continue during an employee's temporary military leave.

All Other (Extended) Military Leave

Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed ten working days will be placed on an unpaid military leave of absence status for a period of as long as five years and will be entitled to the rights and benefits described below, subject to the procedures outlined below.

9.16.2 Procedures for All Military Leave

- The employee will provide his or her immediate supervisor with notice that the employee will be engaging in military service, including, where feasible, a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity. Employees are requested to provide such notice within 30 days of active military service. Failure to provide adequate notice may render the employee ineligible for the rights and benefits described in this policy.
- To request a temporary or extended military leave of absence, the employee should, unless prevented from doing so by military necessity, obtain a Request for Leave of Absence form from Human Resources.
- Human Resources will review and sign the Request for Leave of Absence Form, collect any applicable insurance premiums from the employee, generate other applicable documents, and process accordingly.
- Employees on temporary or extended military leave may, at their option, use any or all accrued PTO during their absence.
- When the employee intends to return to work, he or she must the Human Resources department within the period set forth below.
- If the employee does not return to work, the supervisor must notify Human Resources so that appropriate action may be taken.

9.16.3 Benefits

If an employee is absent from work due to military service, benefits will continue as follows:

- An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. For ongoing coverage, Human Resources will consult with Concordia Plan Services.
- The group term life insurance provided by the University will terminate the day the employee becomes active military.
- Employees do not accrue PTO or FML while on military leave of absence status.
- With respect to the University's retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated University match for such contributions.
- Voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military.
- All benefits relating to health care, group term life, accident insurance and disability are managed by Concordia Plan Services. Summary Plan Document information will take priority over any policy and regulation in effect by the University.

9.16.4 Reemployment

Upon an employee's request for reemployment after being deployed for military service (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

- *Less than 91 days of military service* - (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by the University, in the position in which the employee had been employed prior to military service.
- *More than 90 days and less than 5 years of military service* - (i) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by the University, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
- *Employee with a service-connected disability* - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the University; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

9.16.5 Request for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit a request for reemployment according to the following schedule:

- *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service) - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.*
- *If service is for 31 days or more but less than 180 days - the employee must submit a request for reemployment with Human Resources no later than 14 days following the completion of service.*
- *If service is over 180 days - the employee must submit a request for reemployment with Human Resources no later than 90 days following the completion of service.*
- *If the employee is hospitalized or convalescing from a service-connected injury - the employee must submit a request for reemployment with Human Resources no later than two years following completion of service.*

9.16.6 Exceptions to Reemployment

In addition to the employee's failure to request reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- The University's circumstances have so changed as to make reemployment impossible or unreasonable
- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

9.16.7 General Benefits upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. In addition, an employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at the University.

9.16.8 Documentation

The Human Resource department will request that the employee provide the University with military discharge documentation that establishes the timeliness of the application for reemployment and length and character of the employee's military service.

10 Employee Relations

10.1 Non-solicitation

The University does not generally permit person to person soliciting, peddling, or the canvassing of employees during working hours by fellow employees or non-employees. Employees may use their break time to review information left in a general location by fellow employees for school type fundraisers, etc. In no way should any type of soliciting interrupt the normal work schedule. Any solicitation activity that is deemed to be inappropriate should be reported immediately to the Human Resource department.

Fundraising activities for institutional purposes should have written authorization by the Vice President of Institutional Advancement.

10.2 Discipline Procedure

Employees are expected and required to meet acceptable performance standards and to otherwise conduct themselves in an appropriate manner, both on-and off-duty. The University retains the sole discretion in how to address performance problems and violations of University policies and procedures. Depending upon the circumstances, the University may determine that immediate termination is warranted for the first-time violation of a policy that in other situations would only result in intermediate disciplinary action, such as a warning or suspension. If the University determines, in its sole discretion, that immediate termination is not warranted, disciplinary action of a lesser nature may occur.

10.3 Complaint Procedure (Grievance Procedure)

While we hope there are never disagreements in the course of working together, we understand that differences of opinion can occur with regard to work situations. All parties should work to resolve the difference. The intent of this process is to provide an opportunity for fair and equitable consideration of an employee's grievance. At no time should any supervisor criticize or cause an employee to lose status, nor fear criticism or loss of status because he or she sought a solution to a problem by following this process.

Since understanding of the matter by both parties is essential to resolving any disagreement, the employee should speak with his or her supervisor first. If they are unable to resolve the grievance, the employee should discuss the problem with the dean or vice president to whom they ultimately report. The dean and/or vice president will resolve the grievance with the input of the president if necessary. The employee should be as specific as possible when describing the nature of the issue. Include such information as date, specific events, written correspondence, background information, and any other data that could be helpful in determining the facts of the issues. Those on the Synod Roster have the right to avail themselves of the appropriate Synod bylaws as applicable.

11 Work Rules

11.1 Respectful Workplace

Concordia University strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. Our University believes in going beyond what is required by law and expects our employees to treat each other in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, member of management, customer, student, vendor or visitor to our campus. CUNE prohibits any behavior that is discourteous or demeaning to other employees. Disrespectful behavior may include, but not be limited to, the following:

Jokes that demean another individual or group of individuals; Name calling or nicknames that may be offensive; Taking credit for another individual's work or ideas; Refusing to communicate or speak with another individual; offensive verbal, visual, or physical conduct; repeated negative comments about others either orally or in writing; threatening another individual; invading another's privacy; knowingly blaming other individuals for a mistake they did not make; purposely invading another's person space; gossiping about another individual; and any type of "bullying" behavior.

The University expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of disrespectful behavior, the employee should report that conduct to his/her immediate supervisor, another member of the administration or Human Resources within three calendar days of the offense. Employees are not required to approach the person who was disrespectful to them and may bypass any offending member of the administration. All employees should notify a member of the administration regarding any disrespectful behavior that they witness or are told another person received. CUNE will conduct its investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible. However, CUNE will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in disrespectful behavior. The corrective action issued will be proportional to the severity of the conduct. The alleged perpetrator's employment history and any similar complaints of prior disrespectful behavior will be taken into consideration. CUNE reserves the right to determine whether any type of behavior is disrespectful and injurious to the morale of the organization.

11.2 Violence in the Workplace

It is the policy of Concordia University that there will be zero tolerance for violence. This includes joking and talking of violence. If violence in the workplace is displayed or threatened, the person responsible for such conduct will be subject to immediate disciplinary action. In addition to the appropriate disciplinary action, the employee and/or other parties involved will be subject to criminal proceedings as appropriate.

For purposes of this policy, violence includes physically harming another, shoving, pushing, intimidation or coercion; however, your employer reserves the right to review incidents and expand on what may be considered violence. No weapons are allowed on the premises and no threats or talk of violence will be tolerated.

All employees are to assist in preventing violence in the workplace. You can help by reporting incidents that could indicate a coworker is in trouble. All reports will be investigated.

11.3 Telephone

Occasional use of University telephones for local calls for personal reasons is permitted, but calls should be limited in number and length. Personal long distance calls are not permitted on University phones.

Use of a personal cell phone is allowed during break time or may be carried for emergency purposes. If the use of your personal cell phone interrupts your work and is not an emergency, your supervisor may ask you to leave your cell phone at home.

Use of the 1-800 line by employees is permitted for work purposes only and should not be used by family members for personal calls to employees.

11.4 Dress Code

While it is the intent of this organization that all employees dress for their own comfort during work hours, the professional image of our organization is maintained, in part, by the image that our employees present to co-workers, students, parents and other visitors.

Employees working in office areas should dress conservatively and professionally. Blue jeans, T-shirts, leggings, as well as shorts are not appropriate office dress. There may be special occasions when supervisors approve wearing blue jeans. Dress standards always require a neat and clean appearance.

Employees working maintenance, grounds or custodial jobs may wear blue jeans and T-shirts as well as shorts. No open-toe shoes may be worn for safety reasons.

Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops (unless worn under a shirt or sweater), cropped tops, tee shirts with offensive wording on them, clothing that shows undergarments (sheer), torn clothing, or clothing with holes in it.

Flip-flop sandals are not considered appropriate foot wear for staff during working hours. All clothing must be clean, neat and fit properly.

Clothing must not constitute a safety hazard. All employees should practice common sense rules of neatness, good taste and comfort. Provocative clothing is prohibited.

Concordia University reserves the right to determine appropriate dress at all times and in all circumstances and may send employees home to change clothes should it be determined by their supervisor that their dress is not appropriate.

11.5 Clean Desk

It is crucial to protect sensitive information from disclosure. Office space is frequented by visitors, students, vendors, maintenance, cleaning crews, and fellow employees. Please keep your workspace neat. If it is messy, you may not notice when something is missing. Throughout the day:

- Lock sensitive documents and computer media in drawers or filing cabinets.
- Secure your workstation before walking away (ctrl+alt+delete)
- Do not post sensitive documents – examples include:
 - User IDs & passwords must not be written down and visible
 - Intellectual property
 - Employee records
 - Anything you wouldn't want disclosed.

At the end of the day, take a moment to:

- Tidy up and secure sensitive materials
- Lock drawers, file cabinets and offices
- Secure expensive equipment (laptops, PDAs, etc.)

11.6 Children in the Workplace Policy

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Employees are not permitted to bring children to work with them when other childcare arrangements have fallen through. Employees should make arrangements with their supervisor in the event that childcare is not available.

11.7 Social Media and the Workplace

Social media has been defined as a group of Internet-based applications that allows the creation and exchange of user-generated content. This includes such virtual communities as Facebook, MySpace, Twitter, etc. Regardless of whether employees are positing at home or during working hours, employers may face legal liability when employees misuse social media.

Misuse of such media in relation to your job, the University or the policy found in Appendix B, may result in discipline up to and including termination.

Please see Appendix C for: Guidelines for Use of Social Networking Sites and Concordia-Related Web Content

11.8 Animals in the Workplace

The University recognizes the important role animals can play in the lives of employees and students. At the same time, certain animals are not appropriate companions to bring on campus, and there are people who have fears or allergies associated with certain animals. Therefore, no animals, with the exception of service animals and animals being used for instructional purposes, are allowed on campus. Any exceptions to this policy must be approved by the Executive Vice President/CFO,COO. Employees with service animals should refer to Section 17.4.

12 Terminations

In accordance with the Laws of the State of Nebraska, all employees are employees-at-will. Called workers have certain rights and privileges as guided by the synodical handbook. The employment relationship between the University and the employee is completely voluntary, and either the employer or employee can terminate the employment relationship at any time. However, it is appropriate if possible, to give advance notice of termination, either 10 working days for hourly employees or at least 30 days notice (unless otherwise documented in the contract) for exempt employees.

Notices of employment termination shall always be written.

12.1 Types of Resignations and Terminations

- **Retirement:** When an employee anticipates entering retirement, they are encouraged to make early contact with the Human Resource department. This contact can assist the employee in initiating the preliminary contacts with such agencies as the Social Security Administration for social security and Medicare benefits, Concordia Retirement Plans, to assure an orderly transition without any interrupted pension payments or medical benefits.
- **Resignation:** Resignation occurs when an employee voluntarily ceases employment with the University. When possible, employees who wish to resign should submit a letter of resignation to the appropriate person (see below) at least two weeks before they plan to leave.
- **Support Staff:** A letter should be written to the supervisor with a copy to Human Resources.
- **Professional/Technical Staff:** A letter should be written to the President, with a copy to the supervisor and Human Resources.
- The University appreciates such official notification as early as possible to permit an orderly transition for the employee and the employer, with minimal impact on the employee's fellow co-workers.
- **Termination:** When the employer initiates a termination for an employee-at-will, the employee's supervisor will consult in advance with the Human Resource department to provide the reason(s) why the recommendation to terminate is being made. If the termination is due to a change in institutional policy or program, the Human Resource department will be alerted as early as possible in the process to permit alternatives to be reviewed for both the employee and the institution.
- If the employee is serving under a written contractual arrangement, a recommendation for termination by the supervisor will be made to the Human Resource department. This recommendation will indicate the reason for recommending the termination of the contract.
- **Release:** Release occurs when the University ends an individual's employment because of a reduction in the work force, the end of an assignment, reorganization, expired family medical leave time or unsatisfactory work performance.
- **Discharge:** Discharge means separation, as determined by the University in its sole discretion, as a result of performance issues or failure to abide by the University rules, policies or procedures.

12.2 Accrued Paid Time Off (PTO)

At the effective date of termination, 80 hours or the balance of PTO leave, whichever is less is, converted to the cash equivalent and paid out as a part of the final process.

12.3 Release of Pay

Prior to release of pay, employees must complete a "Clearance Form". These forms are available in the Human Resource department.

Your final pay will be issued as a check, to ensure that you have completed the "Clearance Form", and returned all of the appropriate items such as keys, ID card and any other University property items.

Your final pay will be available within 2 weeks of your last day of work, or the next regularly scheduled payday, whichever is sooner.

12.4 Exit Interview

Regular staff employees will be contacted by the Human Resource department for an exit interview prior to or on the final day of employment. The interview will give you the opportunity to provide feedback to your employer regarding its policies and services.

12.5 Release of Information

Upon request, verification of your employment date and position title will be released by the Human Resource department. All requests for information about present or past employees are to be referred to the Human Resource department for appropriate response. Information about your salary will be released only upon receipt of your signed request or as required by law.

13 Health and Safety

13.1 Drug Free Work Place

13.1.1 Alcohol, Illegal Drugs and Controlled Substances

In compliance with both the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act amendments of 1989, Concordia University prohibits the use, sale, transfer, possession, or being “under the influence” of alcohol, illegal drugs, or controlled substances while on the job, operating University vehicles, or on University property. “Under the influence” is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or University property.

Employees using prescription drugs according to a physician’s instructions or using over-the-counter drugs for medicinal purposes and who work in positions that are safety-sensitive are required to notify their supervisor or Human Resource department regularly in the event such drugs would impair the employee’s physical, mental, emotional, or other faculties.

All new employees will be provided with a copy of the Employee Drug & Alcohol Program, which states our policy program and lists the local, state and federal laws which regulate and prohibit possession, use and distribution of illicit drugs and alcohol.

Annually, a distribution of the policy program approved by the Board of Regents along with a condensed version of applicable local, state or federal laws and penalties is provided to each employee through CUNE’s web portal called *connectCUNE*.

Violation of this policy may result in disciplinary action up to and including termination.

As a regular part of your benefits, your employer offers assistance through its Employee Assistance Plan. Employees and their family members are encouraged to seek professional help for assessing and treating substance abuse problems through the Employee Assistance Plan and Concordia Health Plan (Contact CIGNA at 1 -866-726-5267).

13.2 Environmental Health and Safety Committee (Safety Committee)

CUNE convenes a safety committee on a quarterly basis to review current safety standards, ensure compliance with federal and state regulations regarding environmental and safety issues, recommend programs and actions for compliance, develop procedures, provide training, and review current incidents and injuries.

If an employee has a safety or environment concern, please contact a building manager, one of the committee members, or the Environmental Health, Safety and Security Officer.

13.3 Critical Incident Management Team

CUNE has established a Critical Incident Management Team (CIMT) which meets on a regular basis. This team develops, implements, and evaluates strategies for handling critical incidences that may occur on campus. This team is made up of various members across campus, representing many offices. The Executive Vice President/CFO,COO is in charge of managing this program.

13.4 Other Emergency Procedures

CUNE has established procedures and guidelines for other emergencies such as:

- Fire
- Bomb Threats
- Civil Protests
- Explosions
- Floods
- Hazardous Materials Incident
- Infrastructure Failure
- Snow or Ice Storms
- Tornados
- Violent Incidents

Please consult the Safety Manual, Chapter 24 – Critical Incident Management Plan for step by step processes for handling these types of emergencies. This Chapter may be accessed through the *connect*CUNE portal site, home tab, lower right hand corner.

13.5 Flu Season

The University seeks to ensure that workplace health and safety and the well-being of students, faculty, staff, family, and visitors to the University by reducing the potential or actual exposure to the Novel Influenza A (H1N1) Virus or seasonal flu.

The University will monitor guidance and recommendations from the Centers for Disease Control (CDC) and World Health Organization (WHO), as well as state and local health officials. The University may engage its Critical Incident Plan, based on the severity of the type of flu and the season length.

Every employee is encouraged to engage in preventing illness by following preventive measures such as:

- Practicing good hygiene by washing hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective. Frequently clean commonly used surfaces such as door knobs, refrigerator handles, remote controls, keyboards, counter tops, faucets, and bathroom areas.
- Cover our mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth.
- Stay home or at your place of residence if you are sick for at least 24 hours after you no longer have a fever or signs of a fever (have chills, feel very warm, have a flushed appearance or are sweating), except to get medical care. Staying away from others while sick, even if you are taking antiviral drugs for treatment of the flu, can prevent others from getting sick too.

- Talk to your health care provider to find out if you should be vaccinated for seasonal flu and/or H1N1 flu. People under age 25 are one of the key groups recommended by the CDC to be among the first to receive the H1N1 flu vaccine. Individuals who are at higher risk of complications may benefit from early treatment and time to recovery may be shorter for person treated promptly with antiviral medicines upon the onset of symptoms.

The CDC discourages members of the public who are ill from visiting campus or attending institution-sponsored events until they are free of fever for at least 24 hours.

Staff who display influenza-like illness symptoms, may be sent home. Those who display symptoms and refuse to leave after being asked to do so may be subject to disciplinary action.

All procedures governing sick leave remain in effect. Staff must continue to follow normal leave notification procedures. Family Medical Leave may be available depending on the severity of the illness.

13.6 Accident, Injuries and Medical Emergencies

Any accident, injury or illness – such as seizures, fainting, heat exhaustion, or work related accidents, etc. that occur on campus should be immediately reported to Security (643-3033) so that the proper emergency or medical response can be made and the incident can be documented. If the incident involves the spilling of blood or other bodily fluids, advise Security at the time of the initial notification along with the exact location and as much information as is known about the nature of the illness or injury. Bleeding should only be attended to if the wound is sufficient to be life-threatening. Always wear proper personal protective equipment where blood is present to avoid the dangers associated with blood borne pathogens.

If a person has fallen, struck his/her head, or hurt his/her back or neck, do not attempt to move him or her. The best treatment you can provide while awaiting medical personnel is verbal comfort.

If you feel the injury or illness constitutes an emergency, call 911 immediately to hasten the response of paramedics. Do not attempt to administer first aid unless directed to by a 911 operator. Then contact Security.

If you know the person who is injured and have information concerning existing medical conditions, medications taken, or parental information in the case of juveniles, remain available to provide any knowledge you have to paramedics and Security. Do not engage an injured person unnecessary conversation and never discuss who was at fault or who will be responsible for paying medical bills. If the injured person is a CUNE employee, the supervisor must be notified and a report of injury must be prepared and submitted to the Human Resource department.

Work related accidents should be reported to the supervisor as soon as possible (within 24 hours for worker's compensation reporting – see section below).

13.7 Workers' Compensation

CUNE provides Workers' Compensation benefits for those employees covered as determined by the laws of the State of Nebraska. No premium for this coverage is charged the employee.

All injuries sustained on the job, even those that are minor, must be reported immediately to the employee's supervisor. If the accident or injury does not require immediate medical attention, the supervisor should refer the employee to the Human Resources department to complete a workers' compensation claim form. In an emergency, the supervisor should immediately contact 911, arrange for emergency medical assistance, and then notify the University's Environmental Health, Safety and Security Officer and the Human Resource department.

The University's Environmental Health, Safety and Security Officer will thoroughly investigate any incidents or accidents by questioning the injured worker, as well any witnesses in the immediate area. Medical expenses for work related injuries will be paid in accordance with the provisions of the Nebraska Worker's Compensation Act.

Work related accidents should be reported to the supervisor immediately so that a Worker's Compensation report can be completed within 24 hours of the accident occurring. Failure to report an accident or injury within 24 hours may result in the delay or denial of a worker's claim. If an injury is sustained on the job and the effect of that injury is not known within 24 hours, worker should report the work related injury to the Human Resource department as soon as is practical. Work related injuries reported outside of a 3 month timeframe, will be deemed to have been reported in an unreasonable time frame and may be denied.

13.8 Investigation Cooperation

Employees are expected to fully cooperate and not interfere with internal or external investigations. Forms of interference may include but are not limited to destruction or withholding of documents and evidence, refusal to participate in an investigation, or providing false information, which may result in disciplinary action up to and including termination.

13.9 Safe Workplace

State and federal law as well as Concordia policy, make the safety and health of our employees the first consideration in operating our University. Safety and health in our University must be a part of every operation, and every employee's responsibility at all levels. It is the intent of CUNE to comply with all laws concerning the operation of the University and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

13.9.1 Danger to Oneself or Campus Community

Behaviors that cause or threaten to cause harm to oneself or other individuals will be taken very seriously. If an employee or a student indicates to a member of the CUNE, Nebraska community (students, faculty, staff, parents, etc.) that they are considering self harm, or indicate a potential danger to oneself or others, intervention will be required. The communication and/or behavior will be reported to appropriate personnel. If the threat pertains to a fellow employee or a student, report the communication/behavior to your immediate supervisor. If your supervisor is unavailable, report the communication/behavior to the Campus Pastor, or the Human Resource department immediately. Supervisors should relay the information as quickly as possible to the appropriate personnel: Campus Pastor, Cabinet Officer, medical professional, or mental health provider, so that timely intervention may occur.

If the individual reported is an employee, a determination regarding return to work will be made in conjunction with the seriousness of the situation.

13.9.2 Suspicious Persons

It is sometimes difficult to determine who does or does not belong on campus. There are occasions, however, when we encounter an individual who does not appear to have a valid reason to be on campus. There are other situations where a person's actions, such as prowling parking lots and peering into vehicles, or their comments raise suspicion. If you encounter an individual or situation you feel is out of place or suspicious, contact Security immediately (643-3033) and provide a description of the person's actions and any other pertinent information. Security will attempt to identify the individual to determine if they have a legitimate reason to be on campus.

13.9.3 Court Orders

Any person who has filed an Order of Protection or Harassment Injunction and believes the named person may attempt to contact him/her on campus, should notify Security (643-3033). Security will require a copy of the Civil Court Order and will ask for a physical description of the person named in the order as well as a photo, if possible, and a description of their vehicle. If a violation of the order occurs, Security will assist in filing a report of the incident and will also assist the Police Department in follow-up actions.

13.9.4 Right to Know - Campus Crime Report

The Crime Awareness and Campus Security Act of 1990 requires each educational institution to prepare and distribute a security report annually or make it available to employees on the website. You can access this report at: www.cune.edu/campuslife/righttoknow.htm. This report must provide statistics concerning the occurrence on campus of certain crimes reported to campus security or local police agencies. The crimes that must be reported are:

- Murder
- Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Liquor Law Violations
- Drug Abuse Violations
- Weapons Possessions

The Director of Student Life and Student Activities updates this report annually.

13.9.5 Hazardous Materials

For information regarding blood borne pathogens, infectious waste, and hazardous waste please consult the safety manual, Chapters 3 and 4.

<http://www.cune.edu/safety/safety3.doc.pdf>, <http://www.cune.edu/safety/safety4.doc.pdf>.

Any employee who may be exposed to bodily fluids in the course of employment duties will be given protective wear in order to minimize the risk of transmission of communicable disease. The University will make available the Hepatitis B vaccination series to all employees who have been identified as having the potential for occupational exposure. Training is provided at the time of initial assignments to tasks where occupation exposure may occur.

Employees who have not received special blood borne pathogens training should immediately notify the Environment Health and Safety Officer (7415, 7286 or after hours 643-3033) of any situation involving contact with bodily fluids such as blood.

DO NOT ATTEMPT TO CLEAN UP BODY FLUID SPILLS YOURSELF!

13.10 Contagious Diseases/Life Threatening Illness

CUNE understands that employees with life-threatening, contagious, and/or debilitating illnesses such as cancer, heart disease, hepatitis, acquired immune deficiency syndrome (AIDS), and other medical conditions may wish to continue working. The organization respects and supports this wish, provided the employee can maintain required performance and attendance standards and the condition does not pose a health or safety threat to the employee, his/her fellow employees, or the general public.

Employee's health condition is generally a private and personal matter and consequently the University will protect the confidentiality of the situation and any information or documentation relating to it. CUNE will instruct its employees to do the same to the extent consistent with the organization's obligation to the employee, the general public, and the organization itself. CUNE recognizes and retains the right to request medical examinations and/or consultations at organization expense regarding the employee's medical condition.

When supervisors become aware of potentially life-threatening, contagious, and/or debilitating conditions, Human Resources should be consulted as soon as possible. The evaluation of the potential challenges that accompany these conditions will be handled on a case-by-case basis and will consider existing medical and scientific evidence. Human Resource will consult with legal counsel regarding the appropriate employee and safety related laws and regulations that may be applicable.

When dealing with situations involving life-threatening, contagious, and/or debilitating illnesses, supervisors should:

- Contact Human Resources if there is a concern that the nature of an employee's illness may endanger the employee, fellow employees, students, vendors or the general public;
- Contact Human Resources to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no danger to the employee, fellow employees, students, vendors or general public;
- Make reasonable accommodations for employees with these illnesses consistent with business needs;
- Consider transfer of an employee with a life-threatening, contagious, and/or debilitating illness who requests such a transfer. Unless there is objective evidence of an illness and/or disability posing a threat to fellow employees, the organization will not transfer other employees out of the work area except by normal practice and procedure;

- Be sensitive and responsive to fellow employees' concerns and utilize the employee education available through Human Resources;
- Arrange for any leave time the employee may need, including FMLA; and
- Be sensitive to the fact that continued employment for an employee with a life-threatening, contagious, and or debilitating illness may sometimes be therapeutically important in the remission or recovery process or may help to prolong that employee's life.

13.11 Auto Safety

Please consult the University's safety plan for information relating to auto safety, Chapter 18, through the *connectCUNE* portal, Office Life tab, Campus Security & Safety channel, University Safety Plan. When using a University vehicle, please remember that there is no smoking allowed in the vehicle and no use of a cell phone while the vehicle is being driven.

13.12 Weapons

To ensure that Concordia maintains a workplace safe and free of violence for all employees, students and visitors, Concordia prohibits the possession or use of Dangerous Weapons on University Property or while performing University business. A license or permit to carry or possess any weapon does not supersede Concordia policy.

"Concordia Property" is defined to include all University/Foundation-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, green spaces and parking lots under the Concordia's ownership or control. It also includes all Concordia-owned or leased vehicles and all vehicles that come onto Concordia Property.

"Dangerous Weapons" includes, but is not limited to, firearms, explosives, knives (except knife-like tools necessary for work), swords and other weapons or objects that might be considered dangerous by the Concordia that are capable of being used to inflict severe bodily injury upon another. Employees are responsible for making sure that any item possessed by the employee is not a "Dangerous Weapon."

Any employee who violates this policy is subject to disciplinary action, up to and including termination. Any visitor who violates this policy will be denied access to the Concordia property.

If you observe a person on campus with a firearm or other deadly weapon, contact Security (643-3033) immediately. If a person is threatening others, call 911 immediately.

13.13 CUNEAlert

13.13.1 What is CUNEAlert?

CUNEAlert is a service of Connect-ED. This service will allow the University administration and security professionals to reach students, faculty and staff with time-sensitive information during unforeseen events or emergencies through voice, e-mail and text messaging. During critical situations, the University can use this system to reach you with pertinent information and provide details on the appropriate response.

This information will not be shared with other entities, and it will be kept private and confidential. This is used only for Concordia University, Nebraska's communication purpose with you.

Keep in mind that the most important purpose of this system is for the University to contact you with details and instructions for your immediate safety, so be sure that you have provided information for us to contact you. There is room for additional numbers, and you are welcome to provide information about others whom you wish to receive these messages.

The system will be used in a natural disaster, accident or intentional critical event on campus.

The University administration, campus security personnel and/or Critical Incident Management Team will initiate emergency communication. If applicable, messages will be coordinated with law enforcement and emergency management authorities.

What does CUNE Alert look or sound like?

Phone: When you receive a call from CUNE Alert, your caller ID will display “402-643-7350.” When you receive a CUNE Alert text message, your caller ID will display #23177.” You may wish to save this number in your contact list as “CUNE Alert.” It is best if you do not call back to the caller ID number, because you will likely get a busy signal, rather check your voicemail, text message inbox or e-mail inbox for a message from CUNE Alert.

E-mail: For e-mails, the e-mail ID will be from cunealert@cune.edu

Recording via phone: When listening to a message, please be aware that background noise will cause the system to ‘stop and start.’ It is calibrated very delicately to determine whether a person or a voicemail box has picked up the phone, the background noise may affect the delivery. If possible, move to a quiet area, or press, the “mute” button on your phone.

Recording via phone: If you missed any part of the message, please stay on the line and press “*” (star) to hear the message again.

13.14 Terms to Know

13.14.1 Evacuation

It may become necessary to evacuate a building, several buildings or the entire campus. Follow the instructions given to you if this situation becomes necessary. Buildings and Grounds staff will secure any evacuated buildings and place systems in a safe condition.

13.14.2 Lockdown

When/if a situation arises (active shooter or other event) that endangers people; it may become necessary to temporarily lock-down a building, several buildings or all buildings. The action required of the building occupants will be to lock all doors and windows, not allowing entrance or exit to anyone until the all clear has sounded.

13.14.3 Shelter-in-place

“Shelter-in-place” means to take immediate shelter where you are-at home, work, school or in between. It may also mean “seal the room;” in other words, take steps to prevent outside air from coming in. This is because local authorities may instruct you to “shelter-in-place” if chemical or radiological contaminants are released to the environment. It is important to listen to TV or radio to understand whether the authorities wish you to merely remain indoors or to take additional steps to protect you or your family.

13.14.4 Tornado warning

A tornado warning is issued when a tornado is indicated by radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately.

13.14.5 Tornado watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.

14 Work Areas

14.1 Smoking

Smoking is prohibited in all campus buildings and in all campus vehicles. Care must be exercised by smokers when extinguishing smoking materials out-of-doors. Each building has an outside designated smoking area. Entrances that are to remain smoke free are labeled with no smoking signs. Areas designated as smoking areas: Janzow Campus Center – North and South entrances, Weller Hall, North Center entrance, PE – North and Southeast entrances, Brommer – Southeast entrance, Music – Southeast entrance, Buildings and Grounds – North and South entrances. If you are unsure, please check with a building manager.

14.2 Safety

Every effort is made to keep work areas safe and free from hazards. Supervisors are to assist employees with safety and health requirements. Employees are expected to observe all applicable safety requirements, and to immediately report any unsafe or hazardous condition to your supervisor.

Chapter 1 of the University Safety Plan is provided to all employees on their first day of work. The full version of the University Safety Plan can be found on the *connectCUNE* portal, Office Life Tab, Campus Safety & Security channel.

14.3 Work Related Injuries

See section 13.6 and section 13.7.

14.4 Concordia University Property

University property is provided and maintained to help all of us do our jobs properly. It should be treated with care and used according to standard procedures. University property (other than University laptops) is not to be removed from the University premises.

14.5 Personal Property Protection

The University assumes no responsibility for the personal property of staff. This is also true with personal property used in the course of job-related activities. Theft and damage are often covered under home owners or renters insurance, and if not presently covered, they may be included by requesting an endorsement from your insurance agent. The University cannot assume reimbursement for the loss or damage of personal items, including vehicles, for any cause.

14.6 Telephones

Personal phone calls during working hours distract employees from their job responsibilities and may be disruptive to coworkers. Employees should therefore limit the placing or receiving of personal calls during working hours to those required only in emergency situations.

This policy applies to the use of University phone equipment as well as cellular phones.

Employees are expected to inform friends and family members of this policy and will be held accountable for their actions under the University's disciplinary procedure.

Employees contacted by creditors or collection agencies should immediately inform the caller of this policy and end the call. They should then follow up with the agency in writing advising them not to call them at work. Creditors failing to honor such a request can be reported to the Federal Trade Commission at www.ftc.gov.

14.7 Bulletin Boards

Employee bulletin boards are located in the Human Resource department, the Maintenance Building, the St. Louis Office and the Lincoln campus. The following items may be posted on bulletin boards:

- required state and federal labor posters
- management and human resources announcements such as promotional and educational opportunities

Community Bulletin Boards are provided in most campus building to display notices of University social events and items for lease or sale by employees.

Any employee who wishes to have an item posted on a building's community bulletin board should contact the building manger.

14.8 Mail

The University has an established mail system. The mail system can be used for mailing documents internally and externally. Employees may make use of the mail system for their own personal items. However, employees are responsible for placing their own postage on personal items.

14.9 Housekeeping

The University expects that each employee will make sure that their office area is kept in an orderly and presentable fashion. Any repairs needed should be reported to the Buildings and Grounds Department.

15 Technology

As an employee of Concordia University your position may require privileges which include access to the University's information resources including the network, computers, applications and the internet. Upon acceptance of your account information and signed acknowledgement of receiving this handbook you will be granted Network and Internet access in your office.

If you or anyone you allow to access your account (itself a violation) violates these terms of usage your access may be denied or withdrawn. In addition, you may be subject to disciplinary action, up to and including termination.

By accepting your account password and related information and accessing the University's information resources, you agree to adhere to these provisions. You also agree to report any network or internet misuse to Computing Services. Misuse includes interfering with the operation of Concordia's information resources and electronic data, interfering with the work of other staff, using University resources to harass individuals or using information resources to engage in illegal or unethical activities. Note that interfering with computer resources might violate Nebraska law.

Access to University information resources extends throughout the term of your employment. Specific access to particular resources is controlled based your position's needs.

Employees are required to adhere to the University's electronic writing and content guidelines and use information resources appropriately and legally. In particular, you should use electronic communication tools with civility, politeness and a concern for the welfare of others. The University will determine what materials, files, information, software, communications and other content and activity are permitted or prohibited as outlined below.

15.1 Banned Activity

Banned activities include but are not limited to the following:

- Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory, or misleading language or materials.
- Revealing personal information to anyone, such as the home address, telephone number, birth date, Social Security number, registration data or personnel information of any person.
- Making ethnic, sexual-preference or gender-related slurs or jokes, particularly in electronic communication or stored documents.
- Using University information resources to engage in illegal activities, violating the Employee Handbook or encouraging others to do so. Examples:
 - Selling or providing substances prohibited in the University's employment policy or the Employee Handbook
 - Accessing, transmitting, receiving or seeking unauthorized, confidential information about students, faculty, staff, donors and constituents.
 - Conducting unauthorized or non-University business.
 - Viewing, transmitting, downloading or searching for obscene, pornographic or illegal materials.

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- Accessing folders, files, work product, documents or other information to which you do not have authorized access or intercepting communications intended for others.
- Using the user name and password of any other user to access any University information resource for any purpose, even if that user provides the user name and password to you. Note that you should report this action to your supervisor.
- Downloading or transmitting the University's confidential information.
- Causing harm or damaging property and data of the University or any other user.
- Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the network or the internet are not marked with the copyright symbol, employees should assume all materials are protected under copyright laws – unless explicit permission to use the materials is granted.
- Using another employee's account in a manner that deceives recipients into believing someone other than you is communicating or accessing the network or internet.
- Uploading a virus, other harmful software or corrupted data onto the University's information resources or vandalizing the University's information resources by disclosing or sharing passwords and/or impersonating others.
- Using software that is not properly licensed from the vendor or is not approved by the University.
- Jeopardizing the security of access, the network or other internet networks by disclosing or sharing passwords and/or impersonating others.
- Accessing or attempting to access controversial or offensive materials. Network and Internet access may expose employees to illegal, defamatory, inaccurate, or offensive materials. Employees must avoid these sites. If you know of employees who are visiting offensive or harmful sites, report that use to the Computing Services Department.
- Using University information resources to conduct unauthorized personal business, including operating a commercial vendor. Limited personal use (e.g. purchasing a book from Amazon, making an airline reservation for paid time off) is generally permitted. Always check with your supervisor to make sure your use is permitted.
- Wasting the University's computer resources. Specifically, do not waste printer toner or paper. Do not send electronic chain letters. Do not send e-mail copies to nonessential readers. Do not send e-mail to group lists unless it is appropriate for everyone on a list to receive the e-mail. Check with your supervisor for appropriate use of University-wide e-mail tools, including University listserves.
- Encouraging associates to view, download, or search for materials, files, information, software, or other offensive, defamatory, misleading, infringing or illegal content.

15.2 Confidential Information

Employees may have access to confidential information about the University, our employees, and students. Except with the approval of your supervisor, do not use e-mail to communicate confidential material. It is extremely easy for e-mails to be accidentally or inappropriately forwarded, printed or distributed. This can result in a breach of the University's privacy policy. When a matter is personal, it may be more appropriate to send a hard copy, place a phone call, or meet in person.

15.3 Privacy

TECHNOLOGY AND PRIVACY OF INFORMATION POLICY

Computer and telecommunication technology provide a variety of means for communicating and transferring information. These include, but are not limited to, electronic mail, voice mail, telephone communication, cellular communication, and video communication. Technological developments may incorporate other forms in the future.

All faculty, staff members, and students are advised that:

1. The technology to which you have access, the information stored in it, and the information transferred through it are the property of Concordia. These facilities and resources are for use in carrying out your duties as an employee or as arranged by Concordia with students. Appropriate personal use is also permitted within these same limitations. Commercial use is prohibited.
2. During the course of normal maintenance operations, during checks to insure security, or at the request of the president, authorized personnel may monitor the use of these facilities and resources, and they may examine information found there. You have no reasonable right of privacy while using these Concordia-owned systems. You have no reasonable expectation of privacy while using these or any other Concordia-owned systems or property. The University reserves the right to monitor the work, work areas and work product of its employees.
3. Any activities or information deemed inappropriate by Concordia or which may be unlawful will be reported to the proper authorities for further action. Inappropriate activities include, but are not limited to, viewing or transmitting obscene materials, harassment of any sort, and interfering with the use of these facilities by others. Concordia will cooperate fully with law enforcement agencies in their investigation of unlawful events.

15.4 Noncompliance

Your use of the University's information resources is a privilege, not a right. Violate these guidelines and, at minimum, your access to these information resources will be terminated, perhaps for the duration of your tenure with the University. Breaches include violating provisions described in this Handbook and by failing to report violations of other users. ***Permitting another person to use your account or password to access the University's information resources, including, but not limited to someone whose access has been denied or terminated, is a violation of these guidelines.*** Should another user violate these guidelines while using your account, you will be held responsible and both of you will be subject to disciplinary action. Criminal violations may lead to criminal or civil prosecution.

15.5 Electronic Mail

The University provides employees with electronic communications tools, including an email system. These guidelines govern employees' use of the e-mail system, apply to use of the University's email systems whether such access is from on-campus or from off-campus locations, including, but not limited to the employees' homes, airports, and hotels. The University's email rules and guidelines apply to full-time employees, part-time employees, independent contractors, interns, consultants and other third parties. Any employee who violates these guidelines is subject to disciplinary action, up to and including termination.

The University e-mail system exists primarily for business purposes. Employees may use the University's e-mail system for personal use only in accordance with this policy. An employee should not use personal email software (Hotmail, etc) for business or personal communications at the office, without prior approval of your supervisor.

Employees may use email to communicate with spouse, children and other family members. Personal use of email should normally be limited to lunch breaks and work breaks and, in any case, must not interfere with worker productivity during business hours. Employees should not use email during otherwise productive business hours. Employees are prohibited from using email to operate a business, conduct an external job search, solicit money for personal gain, campaign for political causes or candidates, or promote or solicit fund for other personal causes.

E-mail messages created, transmitted and stored on University computer systems are the property of the University. The University reserves the right to monitor all e-mail transmitted via the University computers system. Employees have no reasonable expectation of privacy when it comes to business and personal use of the University's e-mail system.

At any time and without notice, any and all usage of email and any and all files, information, software and other content created, sent, received, downloaded, uploaded, accessed or stored in connection with employee usage, may be monitored, inspected, copied, reviewed and stored.

Employees are prohibited from using email to engage in activities or transmit content that is harassing, discriminatory, menacing, threatening, obscene, defamatory, or in any way objectionable or offensive.

Unless authorized to do so, employees are prohibited from using email to transmit confidential information to outside parties. Employees may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about the University, employees, students, vendors and other business associates. Confidential information includes, but is not limited to employee lists, credit card numbers, Social Security numbers, employee performance reviews, salary details, student lists, passwords, and information that could be detrimental to the University and employees, students, alumni, donors and others in the Concordia community were it to be inappropriately distributed.

Email messages are considered to be written business records and are subject to the University's written and consistently applied rules and policies for retaining and deleting business records. E-mail records are also written documents that are discoverable as evidence for legal purposes.

15.6 Software

The University requires that all software used by Concordia-owned computer systems be properly and legally licensed for use at the University. All University employees, in the performance of their duties, will refrain from aiding others in using software that is not properly licensed. Should any Concordia employee use inappropriately licensed software on a University-owned computer, the responsibility for the consequences of such activity shall remain the sole fiscal and legal responsibility of the offender.

Computing Services is responsible for the administration of all software products and the deployment of such software. Please contact Computing Services for questions regarding acquiring and using software legally and appropriately.

15.7 Data Security

Data is considered a primary asset for Concordia University. As such, security of data is necessary in today's environment because data processing represents a concentration of valuable assets in the form of information, equipment, and personnel. Dependence on information systems creates a unique vulnerability for the University.

Security and privacy both focus on controlling unauthorized access to data. Security compromises or privacy violations could jeopardize our ability to provide service; lose revenue through fraud or destruction of confidential data; violate student and employee privacy; or reduce our credibility and reputation with other entities.

Our objective here at CUNE is to ensure that data is protected in all of its forms, on all media, during all phases of its life cycle, from unauthorized or inappropriate access, use, modification, disclosure or destruction. This policy applies to all of our data assets that exist in any of our processing environments (collectively all applications, systems, and networks that we own or operate or that are operated by our agents).

Other than data defined as public, which is accessible to all identified and authenticated users, all data and processing resources are only accessible on a need-to-know basis to specifically identified, authenticated, and authorized entities.

A data security breach would have severe consequences to CUNE and its ability to provide services. Intentional misuse resulting in a breach of any part will result in disciplinary action up to and including termination and criminal investigation where warranted and subject to civil criminal penalties.

It is the responsibility of all employees to immediately report any data breach, intentional or accidental, to both your supervisor and to Computing Services (643-7321).

While the data security is the responsibility of every employee, it is overseen by Computing Services and the Critical Incident Management Team.

15.8 Destruction of Sensitive Materials

Hackers and industrial spies have long used "dumpster diving" as a method for gathering sensitive information which has taken on new meaning in the electronic information age. Sensitive materials must be thoroughly sanitized before being discarded whether in print or electronic form.

Papers with sensitive and personally identifiable information should be placed into the locked shred bins located in various buildings on campus. CUNE has hired a shredding company to come to campus and shred these types of documents. Check with your supervisor to determine the location of the shred bin for your work area.

For disposal of other types of electronic media – CD-ROMS, external storage devices, or magnetic media, please consult Computing Services for assistance.

15.9 Backup Your Data

In order to ensure that any University documents are properly backed up, they must be stored on a University file server. Check with your supervisor and Computing Services for proper access procedures. Specifically, any files stored locally on your computer rather than on a University file server may be lost in the event of a hardware failure.

15.10 Systematic Removal of Access

Unauthorized access to University information resources can cause serious damage to the organization. Disgruntled employees can use lingering accesses to enter systems or office space. Hackers can use inactive accounts to enter systems unnoticed. Potential damage includes theft of funds, equipment or intellectual property, disclosure of confidential information, and/or damage to property or personnel.

When an employee leaves the University's employ their accesses must be immediately revoked. Human Resources initiates systematic removal of accesses with Computing Services. When a consultant, vendor, or volunteer leaves, their supervisor must ensure accesses are removed. Employees must only have the accesses their position requires. When roles change, supervisors must rescind unneeded accesses.

Each department has unique accesses that must also be addressed. When an employee leaves, the employee or their supervisor will contact financial institutions, vendors, and any other external organizations where the individual is listed as a point of contact in order to update external contact lists and change authorization passwords. Removal of access should be documented and routine.

15.11 Laptops

The loss of a laptop can cause irreparable harm to the organization. Laptops must be secured and used responsibly to prevent compromise of sensitive information or unauthorized network access.

Computing Services has taken measures to address the threats laptop users face. Your active involvement is critical to complete the equation.

- Do not leave a laptop unattended at any time.
- Laptops are equipped with firewall software to defend against hacking attempts on public networks and the Internet.
- Electrical surges: You may wish to protect your laptop from electrical spikes by plugging its power into a working surge protector when possible.
- The loss of a laptop is a serious security incident. In the event a laptop is lost or stolen, or you believe it may have been used or compromised by a third party, immediately contact Computing Services.

15.12 Unauthorized Disclosure

Unauthorized disclosure of sensitive information represents a serious threat to the organization. Unintentional disclosure can occur over the many distribution methods available today: Websites, databases, application software, files, printouts, e-mail, phone, and voicemail. Each must be carefully controlled. One common mistake is forwarding internal e-mail to external parties with sensitive information attached in a file or buried at the bottom of a long string of messages. Internal e-mail addresses may be inappropriately shared in this manner as well.

Do not disclose sensitive or personally identifiable information to consultants or coworkers, unless they have a business related need-to-know that has been approved by your supervisor. Key questions for both you and your supervisor are “What are you using the information for?” and “Who will you share it with?”

There may be penalties for disclosing sensitive information to unauthorized persons.

16 Expenses

16.1 Expense Reporting and Requirements

Employees that will be required to travel or hold positions that require use of a purchase card (p-card) are expected to abide by all the rules and regulations established by way of University policy for expenditures. For that reason, the University has developed a set of guidelines which governs expenses incurred for the University.

The primary responsibility for determining the appropriateness and validity of expenditures lies with the employee incurring the expenses and the approver of the expenditures. Employees are expected to be conservative in their spending; managers are expected to be diligent in their review.

Our policy relies upon the mature, reasoned judgment of employees and the recognition of their fiduciary obligations to senior management and the University.

Travel, entertainment, meetings and expenses incurred for the advancement of University business are a required and generally recognized means of conducting business. All reasonable expenses incurred to further the University interest will be reimbursed.

Exceptions are expenses that:

- Did not benefit the University's purposes
- Are of a purely personal nature
- Are not reasonable in the circumstances

The University expects that employees will treat expenses with the same discretion and prudence as if they were using their own money.

Please contact the Business Services Office for guidelines regarding expenses and reporting requirements.

16.2 Purchasing Card

What is a Purchasing Card or P-Card?

The Purchasing Card program is designed and intended to more effectively meet your purchasing and travel needs. The card streamlines and simplifies the purchasing and accounts payable functions, reduces transactions costs, and improves vendor relations. The Purchasing Card (P-Card) is a tool that facilitates the timely acquisition of materials, automates data transactions for accounting purposes, supports travel services and offers flexible controls to help ensure proper usage.

The Purchasing Card Program reduces the time and paperwork associated with purchases under \$1000, invoices and checks. The P-Card also offers an alternative to a variety of processes including petty cash, check requests, low dollar purchase orders, and travel reimbursement. The Purchasing Card is to be used for all of your purchases of goods or services on behalf of your organization, including travel-related purchases, if your card is authorized for travel. **The Purchasing Card Program is not intended to avoid or bypass** applicable procurement and travel policies, but rather to complement the existing policies.

16.3 Electronic Devices – Cell Phones/Smart Phones

16.3.1 Eligibility for Financial Support of Cell Phone Expenses

Employees shall be eligible for financial support based upon the University's expectations and the following general guidelines:

- Employees serving as officers or senior management of the University.
- Employees serving in a management position which requires them to be available on a 24/7 basis.
- Employees who travel regularly on behalf of the University.
- Employees who hold positions where job demands immediate access to them as an employee.

16.3.2 Eligibility Classifications Based on Job Expectations

Cell phone financial support is based on Concordia's job expectations of the employee. Before purchasing a phone, an employee will fill out the *attached form* for approval and submit a final approved copy to Human Resources. A copy also needs to be attached to an expense reimbursement form for the purchase of a phone.

- Major User:
 - Expected to have 24/7 access to e-mail, incoming calls and voicemail messages.
 - Job description will include phone requirement.
- Minor User:
 - Supports employee's position while traveling, but not required.
 - Allows the employee to make and receive calls as well as check voicemail.
 - Employee has access to e-mail through their University provided laptop during appropriate times.
 - Cabinet approval is required and the cost associated must fit into the department's current budget.

16.3.3 Phone Plans and Equipment

A member of the cabinet must authorize an employee for financial support of a cell phone based upon the eligibility requirements of this policy. An employee who incurs business charges on a personal cell phone will not be reimbursed.

- Major cell phone users:
 - Are provided a reimbursement to purchase a phone every 3 years for up to \$100 (receipt required).
 - Are provided a monthly stipend of \$60.
 - The phone and plan are owned by the employee.
 - In order for a MAJOR user to receive e-mail, the phone must be able to interact with our exchange e-mail server. To accomplish this, the phone must have ACTIVESYNC and an e-mail client.

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- Minor cell phone users:
 - Are provided a reimbursement to purchase a phone every 3 years for up to \$40 (receipt required).
 - Are provided a monthly stipend of \$25.
 - The phone and plan are owned by the employee.

IRS Notice 2011-72 and a Memorandum for All Field Examination Operations considers business use of a cell phone as excludable from the employee's income as a working condition fringe, provided that the cell phone is for primarily noncompensatory business reasons. In addition the memo indicates that reimbursement plans are reasonable if calculated so as not to exceed expenses the employee actually incurred in maintaining the cell phone (i.e, not unusual or excessive expenses). Based on this information, the stipend amount received will not be considered as taxable income.

16.3.4 Safety Issues for Cell Phone Use

Concordia University is aware that many employees use mobile, cellular and/or wireless communication devices (collectively "cell phones") in the course and scope of performing their duties and responsibilities for Concordia. Concordia understands that distractions may arise when cell phones are used by employees, especially while operating a motor vehicle. Because Concordia prides itself on providing a safe and healthful workplace for its employees and Concordia desires to minimize any potential safety risk to its employees and others, Concordia has adopted the following rules with respect to the use of cell phones by University employees:

Employees must at all times act prudently in their use (i.e., dialing, talking or listening) of cell phones in the course and scope of their employment with Concordia.

Employees should avoid discussing confidential University information during any cell phone conversation.

Employees whose job responsibilities include regular or occasional driving and use of a cell phone for business are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road.

Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves or others at risk of harm to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

16.3.5 State Laws and Cell Phone Use

It is also the responsibility of the employee to know and abide by the cell phone use laws of any state they are traveling in and through. Any violations of state law and consequences of such violation will be at the expense of the employee. The employer shall not be held liable for any such actions.

For a list of state laws regarding cell phone use please visit the website:
http://www.ghsa.org/html/stateinfo/laws/cellphone_laws.html

16.3.6 Special Responsibilities for Managerial Staff

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Violations of this policy will be subject to possible disciplinary action, which could include termination.

16.3.7 Accounting

In all cases, documented cell phone costs incurred while performing Concordia business will be expensed to the department for which the phone is primarily used.

16.4 Cell Phone Privacy Expectation

Employees that use a cell phone for business purposes, understand that the Privacy policy applies to cell phones, including text messages and phone calls/messages in the course of business and that employees have no reasonable expectation of privacy in their use of such technology for Concordia business. See Technology 15.3 Privacy.

16.5 Interview Expense Reimbursement

16.5.1 Employee Expense

Interview expenses are managed by the Human Resource department. Employees who have incurred interview expenses with a potential candidate for a position should complete their p-card report and forward it to the Human Resource department for final signoff of the expense. The itemized receipt for the expense should be submitted, listing on the receipt what it was for. If the expense was for a meal, the names of the individuals attending the meal should be listed on the backside of the receipt. Meal expenses should be kept to a minimum and be conservative in nature. Meal expenses for more than 2 Concordia University employees must be approved by the Human Resource department. Reimbursement for alcohol is not allowed by University policy.

16.5.2 Candidate Expense

Candidates who have incurred expenses will complete a request for reimbursement form. The Human Resource department will work with the candidate to make sure all expenses incurred were pre-approved or pre-arranged and known. Generally candidates for professional/technical positions from outside of the Lincoln/Seward area are reimbursed for reasonable travel expense incurred while traveling to the University's campus.

17 Miscellaneous

17.1 Visitors

Throughout the course of every year, the University welcomes many visitors and guests to campus. As an employee of the University you are expected to greet and help direct visitors and guests to the places they need to go. While our guests generally do not wear name tags, we do expect that as an employee wearing an ID, individuals may approach you to help them should they have questions or need directions. Employees and students are the face of Concordia University and as such, you are expected to treat our visitors and guests in a respectable manner.

17.2 Political Activities

Section 32-1537 of the Nebraska Revised Statutes prohibits any person from coercing employees in their voting or political action or attempting to influence employee political action by threats or retaliation:

Any person who:

- Coerces or attempts to coerce any of his or her employees in their voting or in any other political action at any caucus, convention, or election held or to be held in this state, or;
- Attempts to influence the political action of his or her employees by threatening to discharge them because of their political action or by threats on the part of such person to close his or her place of business in the event of the passage or defeat of any issue on the ballot, in the event of the election or defeat of any candidate for public office, or in the event of the success or defeat of any political party at any election shall be guilty of a Class IV felony.

While employees are encouraged to participate in political activities, political activities or discussion should take place outside of the work place. Political views may differ among workers and may cause offense to coworkers and may be deemed as unwanted harassment.

17.3 Media Relations

All employees are alerted that Concordia University considers all media containing official institutional information as owned and accessible by the institution. This includes "campus" mail, U.S. Mail, electronic mail, voice mail, FAX documents, "Overnight" and "express" documents, and the like. As the institutional owner, appropriate administrative employees are granted the right to search for, look at, and otherwise utilize these documents in the course of performing institutional duties. Employees should not commingle personal communications in these media, and not use campus facilities for utilizing these media. Concurrently, any employee accessing such information in the primary custody of another employee is expected to use such information only in the performance of their duties, and not share any personal information they may have come upon in the course of the performance of their services to the institution.

17.4 University Photography and Video Policy

The University reserves the right to photograph and/or videotape students, faculty, staff and guests while on University property, during University-sponsored events or during activities where they are representing the University. These images and audio may be used in the student yearbook or by Concordia for promotional purposes, including use in University magazines, newspapers, press releases, booklets, brochures, pamphlets, newsletters, advertisements, the University website and associated sites, and other news or promotional materials.

17.5 Service Animals

Service animals are welcome in all buildings on campus and may attend classes, meetings or events along with any person with a disability, including members of the general public.

Service animals perform some of the functions and tasks that an individual with a disability cannot perform for him or herself. "Service animal" is defined in Title III of the ADA regulations (28 C.F.R. & 36.104) as follows:

A service animal means any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

If an animal meets this definition, it is considered a service animal under the ADA, even if it has not been licensed or certified by a state or local government, or by a private agency. It is University policy to permit service animals on campus for those individuals who are disabled or who indicate that the animal with them provides a specific service to them.

Therapy animals are another type of service animal that is also welcome on campus. Therapy animals must be accompanied by their handler at all times and be easily identified as such.

18 Handbook Administration

The Human Resource department is responsible for the administration of this Handbook.

18.1 Handbook Dissemination

The Professional/Technical and Support Staff Employee Handbook is given as a hard copy document to all new employees. Employees are expected to read and understand the guidelines listed in the handbook. The Professional/Technical and Support Staff Employee Handbook is also available to employees through the *connectCUNE* web portal, located on the “employee” tab.

18.2 Annual Review

Each year the Human Resource department reviews the Professional/Technical and Support Staff Employee Handbook to make sure it is current with Federal and State rules and regulations. However, there may be times that require the handbook to be updated during the year. At these times, employees will be notified by e-mail regarding changes.

18.3 Legal Review

Periodically the Professional/Technical and Support Staff Employee Handbook is reviewed by Legal Counsel to insure the handbook is in compliance with Federal and State laws as well as its appropriateness regarding the University’s rules and requirements.

Attachment A: Tuition Waiver Policy for Courses Offered by Concordia University, Nebraska

- Tuition waivers are a Concordia University employee benefit, available only to current full-time employees, their spouse, or an unmarried, dependent child age 23 or younger (exceptions for military/mission service). Employees are granted a 90% tuition waiver after a minimum of 1-year employment. Spouse and dependents are eligible for a 50% tuition waiver after 1 year of employment and 90% tuition waiver after 2 years of employment.
- Employees and spouses are eligible for undergraduate, continuing education, or graduate –level course tuition waivers. Dependents are eligible for undergraduate level coursework only.
 - Graduate level coursework for the MBA program is waived at the 70% tuition waiver rate (instead of the 90% as stated above).
- Tuition waivers for spouses taking continuing education or graduate coursework may be considered a taxable fringe benefit by the IRS and will be added to the employee's payroll for taxation purposes.
- Application for eligibility for tuition waivers is required to be turned into Student Financial Services BEFORE classes begin for any semester or session (Form is available from the Financial Services Office by request or on the web through the connectCUNE portal).
- Full-time students MUST complete Institutional Financial Aid Form (IFAF). Please visit the CUNE website @ www.cune.edu/2937 to complete the form.
- For full-time students, the FAFSA is required to be filed by the May 1 deadline prior to the new academic year.
- There is no waiver of any fees or special charges, including laboratory fees, applied music fees, application fees, online course fees, general fees, or any other fees.
- Only regularly scheduled academic year or summer school Concordia University courses are included in the tuition waiver program. Students who enroll may have their tuition waived provided class enrollment minimums are obtained without counting waived students. Students should check with the registrar's office regarding class enrollment size. If minimum enrollments are not achieved the administration reserves the right to bill students at the established rates.
- Independent study courses cannot be waived under this policy.
- Full-time employees must have supervisor/manager approval of their class schedule prior to the beginning of a class to be eligible for the waiver in that period. Staff tuition waiver forms can be found through the web on the connectCUNE portal, employee tab, Tuition Waiver – All others.
- Dependent children of employees are eligible for tuition waivers for undergraduate programs, including dual credit high school courses (taken for college credit). Total hours taken can not exceed 164 credit hours. These hours can be taken during regular

Attachment B: Tuition Exchange Program

semester or summer sessions. To receive the tuition waiver for a semester, the 10% employee cost must be paid each semester or summer period prior to census (Free Add/Drop) date.

- Tuition waivers will not be granted for classes that are needed to repeat a class that was failed by the student earlier. If a student does not meet standard minimum academic requirements established for scholarship at Concordia University, Nebraska, they are ineligible to receive tuition waiver, but may reapply for the waiver in future semesters provided their GPA achieves minimum standards. Reacceptance into the program requires approval from the Provost.
- Tuition waivers are defined as the balances to be waived after all government, district, NACC and institutional awarded financial aid funds have been applied to a student account. All full-time students are required to file for government, district or NACC aid. Other outside aid/scholarships can be applied against remaining tuition, fees or room and board charges. Outside scholarships and aid in excess of University charges for tuition, fees, and room and board will be netted against the tuition waiver.
- Graduate assistants (not spouses or dependents) are eligible for full tuition waivers for courses approved by the Provost. The number of credit hours allowed for a graduate assistant must be approved by the graduate assistant supervisor and designated Vice President. Graduate assistant tuition waiver forms can be found through the web on the connectCUNE portal, my records tab, student employment, Tuition Waiver – graduate assistant.
- Members of the Board of Regents and their spouses are eligible for the graduate tuition waiver and their dependent children are eligible for the undergraduate tuition waiver only. The waiver will be reported as income to them on a 1099 to the IRS.
- The Tuition Waiver Policy is administered by Student Financial Services.

Attachment B: Tuition Exchange Policy for Families of Concordia University, Nebraska

In the spring of 2000, Concordia University, Nebraska (CUNE) joined The Tuition Exchange, Inc., which is a network of over 600 colleges and universities providing exchange opportunities for students from families with a member employed full-time at a participating institution. CUNE entered this network in order to recruit new faculty whose dependent children were already participating in the Tuition Exchange (TE) program. In 2007, we were pleased to be able to expand our participation to include full-time faculty and staff already employed at CUNE as described below. While the program will continue to have as its prime objective, the recruitment of new faculty, we anticipate that current faculty and staff will wish to explore this opportunity.

TE is a CUNE employee program. It is available only to current full-time faculty, professional/technical and support staff, their spouses, or an unmarried dependent children age 23 or younger (exceptions for military/mission service).

This TE policy is administered by the CUNE Tuition Exchange Liaison. This position is appointed by the president's cabinet.

- Applications for eligibility in TE are required to be turned into the Tuition Exchange Liaison. No employee is guaranteed acceptance into the program. CUNE must have students from other participating TE institutions in attendance to keep the number of import students and export students in balance. The president's cabinet reviews this balance annually and then determines the number of open spots that will be made available for each academic year through the lottery system.
- Requirements for those wishing to enroll in an institution that is not a member of the TE Cooperative:
 - The eligibility of applicants will be reviewed based on the following criteria:
 - Minimum of three (3) years of employment at CUNE. Exceptions made to the minimum years of employment requirement will be reviewed by the president's cabinet.
 - High school cumulative GPA of 2.5 and ACT 18.
 - Must have applied to a participating institution.
 - Applications are due by September 30th and, if necessary, the selection of approved applications will be through a lottery system held on October 1st of each year. A student chosen in the lottery drawing are then eligible to apply for TE scholarships at participating institutions. If a student decides to forfeit this opportunity, prior to December 31 of that year, another drawing will occur for those individuals not selected, if still interested.
 - Each student export will be charged a fee equal to 10% of CUNE's tuition in order to participate.
- As part of the TE program, CUNE is a member of the TE Cooperative. Co-op members are permitted to exchange students between each other and not be charged for exports resulting from these exchanges. Because these exports are not counted against our balance the criteria for eligibility is not the same as those wishing to enroll in an institution not participating in the TE Co-op and there is not a limit on the number of open spots available for each academic year.

Attachment B: Tuition Exchange Program

- The eligibility requirements of applicants wishing to enroll at a Co-op member institution is the same as the CUNE Employee Tuition Waiver policy which can be found in the employee handbook.
- Each student will be charged a fee in order to participate equal to:
 - 50% of CUNE's tuition with a minimum of one (1) year of employment.
 - 10% of CUNE's tuition with a minimum of two (2) years of employment.
- Since there is not a limit on the number open spots, there is no deadline for the application and the approval of the application is automatic.

- All CUNE approved applicants are then eligible to apply for TE scholarships at participating institutions. TE scholarships are indeed scholarships, not fringe benefits. Some TE institutions limit the number of incoming TE scholarships; therefore, the fact that an institution belongs to TE does not guarantee a scholarship offer from that institution.

- Once approved for a TE scholarship, you are eligible to participate for 4 years or 8 semesters. This term must be continuous. If the student discontinues for a semester he/she will have to re-apply but is not guaranteed re-acceptance into the program.

- Each student is required to maintain the minimum requirements of the receiving TE institution's guidelines for annual re-certification into the program. The receiving institution may deny renewal if the student has failed to meet its conditions and terms of the scholarship award.

- Visit **www.tuitionexchange.org** for a list of participating TE institutions (including a list of institutions participating in the Co-op program). Contact the Tuition Exchange Liaison directly with questions.

Attachment C: Guidelines for Use of Social Networking Sites and Concordia-Related Web Content

Attachment C: Guidelines for Use of Social Networking Sites and Concordia-Related Web Content

Introduction

These guidelines are set forward in the spirit of a collective commitment to communicating well on the social web and to assist the marketing department in implementing a social media strategy. This strategy has been designed to support our community first, but also to give prospective students, alumni, and friends of the University a chance to see the vibrancy of our campus and academic life.

Additionally, this strategy relies on members of our community engaging with prospective students, alumni and friends of the University across the social web. Our goal to grow enrollment and donors is supported when our community has conversations with those outside of our campus grounds.

To that end, it is assumed that our policy has to be flexible enough to allow our faculty and staff to approach relationship building online on their own terms.

Summary of Guidelines

The following is a quick summary of the guidelines set out below:

- Make sure to register all pages and profiles you create with your supervisor and the marketing department (see www.cune.edu/socialmediapolicy for a quick form to do this)
- Competing sites—those that overlap with the aims of the official Concordia website or social media strategy—are not allowed.
- Before you create a page or profile, make sure that you have clearly sorted out your purpose for creating that page or profile.
- If you are creating a profile that will expire after a year, term or season, make sure you have a clear exit strategy in place before you start.
- Remember that you are representing the University when you converse online.
- You may use official Concordia logos on your pages. Make sure to follow any applicable guidelines for logo use.
- When interacting online, authenticity, openness, transparency, and ethics should guide your dealings. Seek dialogue. Don't treat social network sites as virtual billboards.
- Negative comments on your pages or profiles are okay from time to time, but you should remove any harmful, offensive or illegal posts immediately.
- Be sure to carefully vet any and all friends before you approve a friend request.
- Make sure to include a disclaimer stating that you are not speaking on behalf of Concordia on all personal sites or profiles you maintain.
- Be sensitive to the terms and conditions of any third-party site you join. Make sure you understand copyright implications.
- Make sure that all profiles you create on behalf of Concordia link back to cune.edu.

Registering your pages and profiles

You are free (and encouraged) to create new sites and pages that help you communicate with prospective students, alumni and friends of the University, but before you do, you should speak with your supervisor (or the student life office in the case of student groups) and the new media director.

For a quick form to do this visit www.cune.edu/socialmediapolicy

Attachment C: Guidelines for Use of Social Networking Sites and Concordia-Related Web Content

This isn't simply about getting approval; it's also about making sure the marketing department knows which profiles are active so we can track our engagement across departments. You do not need to register personal accounts with Concordia.

For example, you don't need to let us know about the following (but if you want to, we'll add you as friends):

- A personal Facebook account
- A personal Twitter account
- A personal LinkedIn profile

However, you should let us know about the following (including, but not limited to):

- A department Facebook page
- A team Twitter account
- An arts photo album on Flickr
- A student activity tumble log on Tumblr
- A student organization YouTube Channel

Alerting the marketing department will also help us avoid duplication of pages and any competing sites issues (see the next section). As soon as possible, the marketing department should be given administrative privileges for any new pages or profiles that represent departments, clubs or teams. Access allows us to respond more quickly in the event of a problem (such as the unavailability or departure of the staff member who has administrative control of the page). Also, if you plan to transfer administrative rights to a registered page you're administering, you should notify your supervisor and the marketing office before you do so.

Ownership of Concordia-associated social networking sites

Concordia-associated social networking sites should be created with Concordia's future social networking efforts in mind. For this reason, a Concordia-associated social networking site is considered an asset of the University that may continue regardless of who created it. It is not owned or co-owned by an employee of Concordia, his or her proxy, or another organization. If a history professor leaves the University, for example, Concordia would want to retain his or her Concordia-associated social networking or at least retain that option. The professor may remove his own administrative rights, but should make it a simple matter for the University to add the succeeding professor in an administrative role. Typically this will be taken care of by including the new media director as an administrator. It may, however, mean passing along a password and account information.

Competing Sites

You should contact your supervisor and Concordia's new media director prior to establishing websites/pages that may overlap the goals of official pages within cune.edu.

The aim of the competing pages/sites policy is intended to protect the efficiency, quality and long-term expectations of users.

Efficiency and quality: We want to efficiently maintain our institutional site and make sure it gets the attention needed to accomplish goals related to recruitment, reputation (branding), and development efforts.

Long-term safety: Pages within cune.edu should and will continue to be maintained regardless of whether specific personnel are employed by the University or available from one day to the next.

Goals, for example, of institutional web pages for academic departments, offices, events, performance groups (programs) at Concordia:

Attachment C: Guidelines for Use of Social Networking Sites and Concordia-Related Web Content

- Provide an institutionally backed web address for the public (i.e. cune.edu/program)
- Market the program to potential recruits, their parents and donors
- Make available news/features about the program

Sites/pages that are clearly okay:

A personal blog with comments from a coach, for example, about the season is clearly okay. As long as this type of site is clearly and directly associated with the coach rather than the team in general, there should be no "competing sites" problems.

While there would obviously be some overlap as far as the information shared, the site is not attempting to also replicate the aims of the institutional site. News about the team is shared, for example, in a coach or player comments or with links to cune.edu rather than in a game recap or another type of press release. Contact information about joining the program, etc., refers people to pages within the cune.edu site.

Sites/pages that are clearly out of bounds for employees or proxies:

Site/pages that, because of the domain name chosen, the site's title, or in other information, may create confusion as to whether they are the primary Concordia-backed site for a program are out of bounds.

For example, www.concordiaspeech.org would cause confusion about the official source of news about forensics at Concordia.

Stating Your Purpose

Before you start your page or profile, it's a good idea to think through what you're committing to and why you're doing it. If you'd like some help thinking through it, give the marketing department a call. We're glad to help.

In general though, here are some things to think about:

- What's the goal of the page? How does it fit within your team or department goals?
- Does a similar page already exist? Could you achieve the same using a page that already exists?
- Does the site you're planning to use reach your audience's demographic?
- How much time are you willing to spend keeping content up-to-date and relevant?
- Do you have the resources you need (both time and technology) to actively participate on the site?
- How long are you planning to maintain the page?
- Will users be able to upload photos or videos?
- How do you plan to protect the Concordia brand?
- How will you measure success?

Exiting a Profile

Before you start a new page or profile, you should have a plan in place for how long the association between Concordia University and the page will last. In many cases, the association will be indefinite (as in departmental or team pages), but in other cases it may be only for a season or term.

If you plan to shut the page down or stop engaging with the community after a specific time, please make sure to have an exit strategy in place. Our aim here is to avoid damage to the Concordia University, Nebraska brand due to neglect of a site.

If you are unsure how to plan for an exit, contact the marketing department.

Attachment C: Guidelines for Use of Social Networking Sites and Concordia-Related Web Content

Use of the Concordia University, Nebraska Brand

We encourage you to put the logo of your team, club or group on third party sites. If your page doesn't have its own logo, you are free to use one from www.cune.edu/logo, provided you agree to follow the usage guidelines listed there.

Remember that using an official Concordia logo gives the impression that your page or profile is an official, authorized page of the University as a whole, so your engagement should reflect that.

Whenever possible, any logos you place on third party sites should link back to cune.edu. If this isn't possible, please make sure to list cune.edu in your profile or another prominent place on your page.

If you have a question about logo usage, please contact the marketing department.

Engaging with your audience

When engaging with users online, use common sense, be authentic and take responsibility for posts. Have fun, but treat each interaction as if it was something that a prospective student, a prospective student's family, alum or donor would see. They likely will. Remember that our audience also includes folks who may know nothing at all about Concordia.

Look for opportunities to participate and interact. The goal of interaction online is to start conversations with posts, not to post ads.

In addition, look for way to add information or news that may not be available through institutional channels like the *Broadcaster*, website or news releases.

Remember that users expect different types of interaction on each network (e.g. what's appropriate for Facebook might not always work for Twitter, etc.), so be sensitive to their preferences. We want to avoid the sense that we are infiltrating a user's space in order to broadcast our message.

Before you post, ask yourself, "Will what I post add value to this specific community?"

Negative, Harmful, Offensive, and Illegal Content

Should your audience post *negative* content on your page, site, or profile, it may be your first impulse to delete it, but unless the comment is slanderous or offensive, you should allow it to remain, publishing a public response in defense of your position instead.

The goal in these instances is not to start a mud-slinging match, but to show the online community that you are able to handle criticism positively. In many cases, you may be surprised that people who agree with you will come to your aid in supporting your position.

If all negative comments are removed all of the time, the site will lose credibility because it lacks authenticity. Think of negative comments as a pinch of salt in your batch of cookies.

However, should a comment be *harmful*, *offensive*, or *illegal* (including spam), take measures to remove the content immediately. Refer first to the third-party site's method of reporting offensive behavior, then remove the harmful, offensive, or illegal content if you are able.

There may be some instances where networks do not allow you to remove the comments of other users. In these cases, simply follow the procedures outlined by the site for reporting abuse, and follow up until appropriate action has been taken by the site.

Attachment C: Guidelines for Use of Social Networking Sites and Concordia-Related Web Content

Friends/Fans/Followers

Depending on the networks you are in, you may have the option to establish friend, fan, or follower connections. If the network or profile has an open follower model (e.g. Twitter—people can follow you, but you are not obligated to follow them back), in general, you should allow everyone to follow you with the exception of obvious spam accounts or accounts that are clearly harmful, offensive, or illegal.

When deciding whom to follow or approve as a mutual connection (a Facebook “friend”) make sure to review your potential friend’s profile or page carefully before you do so. If the conduct of any of your “friends” becomes harmful, offensive, or illegal, make sure to review your connection with him or her and consider removing the friend connection if necessary.

Personal disclaimers

If you maintain any kind of personal site, be it a personal blog, microblogging account (though a service like Twitter, Posterous, Tumblr, et al), or anything else, please make sure to include a disclaimer stating that all of the content on your site is a matter of your own personal thoughts, opinions or research, and should not be construed as the official position of Concordia University, Nebraska.

For transparency’s sake, this disclaimer is designed to help users understand that you are posting of your own volition, protecting you and the University should there be any questions of the source of any content included on your personal site.

For example, this is what one staff member says on his blog:

“This blog is a reflection of my own thoughts and opinions. It has nothing whatsoever to do with any employer, past or present.”

On sites that limit your biography to a certain number of characters (such as Twitter), something as simple as “My posts are my own” will suffice.

Blogs related to Concordia University

If you’d like to write for a blog that is directly related to your work at Concordia, we’d love to help you make that possible. Please talk to the director of marketing to learn more.

Copyright, Intellectual Property and other Legal considerations.

Every third party site you join will have its own privacy policy and set of terms and conditions. Make sure you review these documents carefully (don’t just click the “I agree box” without reading through them).

This is vitally important not only for your own protection, but also for the protection of your pages. For example, Facebook presently prevents all Fan pages from administering contests through the Facebook platform (e.g. “upload a picture of yourself in a Concordia t-shirt and win a prize”) unless fan page owner agrees to spend \$30,000 per month in advertising. If you are found in violation of this term of service, they can shut your page down indefinitely and without warning.

If you plan to share your own intellectual property online, it’s a good idea to copyright your work. An easy, free, and open way to do so is through the Creative Commons Copyright.

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You can find more about Creative Commons and create your own copyright license at <http://creativecommons.org>

If you are sharing your intellectual property on any third-party site (i.e. not a site that you host), make sure that you read their terms and conditions carefully to determine who owns the data you put on the site. Some sites are clear that users own their own data, while others state that the site may retain the rights to anything posted.

If you are unsure about any copyright issue, the marketing department will be able to assist you.

Links

The goal of Concordia's distributed social media strategy is to engage and join in conversation with prospective students, alumni, and friends of the University across the web where they are interacting.

While it's important to have these conversations in the places where they occur organically, it's also important to point back to cune.edu where people can attain information about their formal relationship with Concordia—e.g. cune.edu is the place where prospects can get official information about class offerings, financial aid, and apply for admission.

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Attachment D: FERPA Guide for Faculty and Staff

Family Educational Rights and Privacy Act of 1974

Faculty & Staff Responsibility

Education records are confidential. Protect them as such; use them only for legitimate purposes in the completion of your responsibilities as an employee of Concordia. Education records may be files stored electronically, on paper, in e-mail, or displayed on a computer screen. They must be secure and available only to those entitled to access to that information.

Note: This brief guide is by no means a complete resource. Some cases will raise questions not answered here. Contact the Registrar, Provost, or Director of Student Life for answers in those cases.

Students have these specific rights from FERPA:

- The right to inspect and review education records;
- The right to seek to have the records amended;
- The right to have some control over the disclosure of information from the records.

All students attending Concordia, regardless of age, have these rights. All institutions receiving funds under any program administered by the Secretary of Education must comply. Non-compliance may result in the Secretary withholding funds from Concordia.

Education Records are:

- directly related to a student, and
- maintained by Concordia or an agent of Concordia.

Education Records are not:

- sole possession records,
- employment records,
- medical records, or
- post-attendance records.

Information in educational records, the release of which is not considered to be harmful or an invasion of privacy, is Directory Information. Directory information can be released unless the student has requested it not be released. Concordia University defines directory information as a student's name, address, telephone listing, E-mail address, photograph, date and place of birth, major, dates of attendance, grade level, enrollment status (grad/undergrad, full/part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors and awards received.

The following information may never be released without previous, written student consent:

- Social Security Number
- Student ID (J Number)
- Citizenship
- Gender
- Religious Preference
- Grades
- GPA

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Additional things you must not do:

- Use SSN or J# (Banner ID number) of students in a public posting of grades or other information.
- Publish any type of document which would link a student's name with either the student's SSN or J#.
- Leave graded papers, exams, or other student materials in an open place where others would be able to see the grades.
- Circulate a class roster that has SSNs or J#s or grades on it, for example, as an attendance roster.
- Discuss the progress or capabilities or performance of any student with anyone other than the student (including parents) without the consent of the student.
- Provide a class roster or other list of students to anyone who does not have a legitimate educational purpose at Concordia University, Nebraska.
- Provide student schedules to anyone or assist anyone other than Concordia employees in finding a student on campus.
- Use educational records of any student for any personal purpose.

NOTE: In case of an emergency, use good judgment to assist emergency personnel as appropriate.

In the unlikely event you receive a subpoena asking for student records:

- Send a copy of the subpoena to the Director of Student Services immediately. Concordia will need to reply in a timely manner. You will receive instructions on how to proceed.
- Maintain the original subpoena in the office in which it was received.
- Do not mention the subpoena to the student until you receive instructions.

For more information, or to suggest changes to this document, contact Brad Woodruff, Undergraduate Registrar. BWoodruff@cune.edu

Attachment E: Purchase Card Policy (P-Card)

Objectives:

The Purchase Card Program of Concordia University is designed to streamline business processes, reduce employee financial burden, and automate portions of the accounts payable function.

Specifically, the Purchase Card is primarily focused on the travel and low-dollar purchases, giving employees a mechanism to make these purchases using a tool provided by their employer.

The use of the Purchase Card is intended to result in productivity gains by reducing transaction processing time and expense on the part of the cardholder and the accounting staff through the use of the on-line allocation tool, Expense Management.

Policy

Card Issuance and Use

Cards will be issued only to employees of the University upon approval of a cabinet member . The card can be recalled or changed by the organization at anytime. If an employee has been issued a Purchase Card, all purchases where a credit card can be used must be made with the CUNE Purchasing Card, not a personal card. Cardholders are responsible for proper usage of the cards. Their supervisors (approvers) are responsible for monitoring usage and compliance with applicable policies.

The purchase of goods and services must be done in compliance with all applicable CUNE policies including the Air Travel, Hotel and transportation policy, the Travel Expense policy and the various purchasing policies. **The Purchase Card may not be used for personal charges of ANY kind.**

The card is restricted from all cash-back transactions. In the event a cardholder returns goods or receives a credit, the credit must be applied to the cardholders card, not received in cash.

Allocation of Charges and Monthly Statement Processing

Using Expense Management, each card transaction will be initially charged to the departments default Purchase Card FOAPAL number set up by the business office. All transactions must be reviewed and re-allocated from this account prior to the end of the current billing cycle. No charges are allowed to pass to the CUNE financial system (Banner) with this default number.

Cardholders and approvers must follow the monthly cycle processing schedule. Through out the month card holders need to complete transactions as the charges are incurred. Once transactions are completed they are electronically submitted to approving managers. Managers have until the last day of the month to approve all transactions electronically.

Attachment E: Purchase Card Policy (P-Card)

At the end of each monthly cycle (25th day), the cardholder must submit all appropriate documentation to accounts payable by the 30th of each month. This allows us to post to the proper expense accounts for the monthly budget reports.

Procedures

Procedures are outlined in the Purchasing Card User Manual.

I. What is a Purchasing Card or P-Card?

The Purchasing Card program is designed and intended to more effectively meet your purchasing and travel needs. The card streamlines and simplifies the purchasing and accounts payable functions, reduces transactions costs, and improves vendor relations. The Purchasing Card (P-Card) is a tool that facilitates the timely acquisition of materials, automates data transactions for accounting purposes, supports travel services and offers flexible controls to help ensure proper usage.

The Purchasing Card Program reduces the time and paperwork associated with purchases under \$1500, invoices and checks. The P-Card also offers an alternative to a variety of processes including petty cash, check requests, low dollar purchase orders, and travel reimbursement. The Purchasing Card is to be used for all of your purchases of goods or services on behalf of your organization, including travel-related purchases, if your card is authorized for travel. **The Purchasing Card Program is not intended to avoid or bypass applicable procurement and travel policies, but rather to complement the existing policies.**

This document provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle and other pertinent information.

Please remember you are committing the funds for the organization you work for each time you use the Purchasing Card. The use of the Purchasing Card results in a liability to the organization you work for – not a personal liability for the Cardholder. The Cardholders credit rating will not be affected.

You are the person responsible for all charges made to the card that has been issued to you. Intentional misuse or fraudulent abuse may result in disciplinary action, reduction in credit limit, card revocation or suspension, letter of reprimand, suspension, legal action and or termination.

The Purchase Card should be treated with the same level of care used with personal credit cards. The card must not be loaned to another person. It is recommended that the only person to use the Purchasing Card is the person whose name appears on the front of the card. While the use of the card by others is not encouraged, there are times where it may be necessary. The purchasing card account number should be guarded carefully. Do not post it or write it in any location that is accessible to others.

You are directly responsible for all charges made to your card.

A. How It Works

The Purchasing Card is a Visa card issued by US Bank. It works much like a personal credit card. However, each card has custom designed features, with built-in controls to meet the specific needs of the cardholder and organization. These controls include limits on the number of transactions and dollar amounts of those transactions on a monthly (cycle), daily and individual transaction basis. **In addition, the CUNE Tax Exempt number is imprinted on the card below the cardholder name.** Imprinting this number on the card should assist in making tax exempt purchases. Ultimately, however, it is the vendors decision as to whether they will charge us tax.

The process is fully automated allowing all purchases to be tracked and easily managed. ProCard Inc. is the third party administrator for these reporting purposes. ProCard provides an Internet application, called Expense Management, to view and monitor transactions for each credit card issued, 24 hours after a purchase has been made. Cardholders and their supervisor update each transaction in order to allow for the electronic uploading of data directly into the Banner system. Electronic uploading of the data removes the need to file a check request or a travel expense report for reimbursement. (There is a reconciliation process - see page 11.)

II. How To Obtain A Purchasing Card

Purchasing Cards are issued to individual employees at the request of their Cabinet Owner and upon approval of the Purchase Card administrator.

To obtain a P-card, the cardholder should:

- Complete a Purchasing Card Application and Agreement, available from the Business Office
- Sign the form and obtain signature approval from your Cabinet Officer. An employee must have the approval of the President, if applicant is the Cabinet Officer.
- Send the form via interoffice mail to the Accounts Payable Department for review and approval.
- Upon approval, the Accounts Payable Department will request the card from US Bank and the card will be issued in about 10 working days.
- You will receive the card from the Accounts Payable Department once all the necessary paperwork is on file and you will be required to electronically activate the card using the instructions provided with the card.
- Upon receipt of the card, the cardholder should immediately sign the back of the card in permanent ink.

A. Credit Card Limits

The Purchasing Card Program provides enhanced control for each transaction. When you present the card to a vendor, they request a purchase authorization. The Visa system validates the transaction against pre-set limits. These preset limits are assigned

to the card when it is issued to you and are based on how you will use the card (domestic travel, frequent international travel, low dollar purchases). All transactions are approved or declined instantaneously based on these limits and restrictions.

These limits are:

- Single purchase dollar limit of \$1,500 (unless approval of higher limit)
- Total cycle (approximately 30 days) dollar limit of \$5,000 (unless approval of higher limit)
- Number of transactions per day limit
- Number of transactions per cycle limit
- Merchant categories (what types of places the card can be used/not used)
- Types of vendors (Liquor Stores)

When one of these limits is reached, purchases will be declined. Under no circumstances should a transaction be split in order to bypass the single transaction dollar limit. Splitting of transactions to bypass the single transaction dollar limit will be considered an abuse and subject to disciplinary action.

B. Increases In Your Credit Limit

In the unlikely event that you find your credit limit is too restrictive, you may speak to your Cabinet Officer or next level of management (if you are the Cabinet Officer) and request an increase. If your next level of management determines an increase is warranted, the on-line form Request for Credit Limit Increase should be completed and signed by your Cabinet Officer or next level of management and sent to the purchasing card administrator. A decision will be reached based upon:

- The requested amount of the increase;
- History of adherence to the program rules;
- Prior usage; and
- Need as outlined in the request,

Notification of the decision will be sent to both the cardholder and the cardholders supervisor. All requests are individually considered and increases are not automatically granted.

C. Transfer Or Termination Of Cardholders

1. Transfer within the Same Unit

When cardholders are transferred from one area to another and the FOAPAL number changes, the Cabinet Officer must send an e-mail to the Purchasing Card Program Administrator providing the employee name, date of transfer, card number, current FOAPAL number and the new FOAPAL number to be charged. Failure to complete the e-mail as described will result in charges being made to an incorrect FOAPAL. The responsibility to complete general ledger entries to reverse the charges and charge them to the new FOAPAL is the responsibility of the Cabinet Officer or their representative.

2. Transfer From Unit To Another Within The Same Organization

P-Cards do not necessarily need to be deactivated when cardholders are transferred from one unit to another, assuming the new position requires the employee to continue to have a card. However, the department the cardholder is leaving should collect the card and turn it into the Purchasing Card Administrator. The cardholders should complete a Purchasing Card Application and Agreement with the new default FOAPAL and Cabinet Officer signature in order for the new department to accept responsibility for the charges going forward. The card will be updated and returned to the cardholder upon receipt of the new application.

3. Termination of employment or termination of P-card

When a cardholder has provided notice they intend to leave their position or when a cardholder is terminated, their card should be given immediately to their supervisor. The party who received the card should contact the purchasing card administrator and request the card be cancelled. The party to whom the card was returned should 1.) confirm the request to cancel the card by notifying the purchasing card administrator and 2.) cut the card in half and send it to the purchasing card administrator. Notice of termination and the destroyed card must be sent to the purchasing card administrator within five calendar days after the verbal notice is given by the employee to cancel the card. If not received within the time period as specified, the matter will be referred to the next level of management.

The employees department is responsible for all charges made to any card prior to termination, as directed by the US Bank agreement. **It is the responsibility of the supervisor to recover the purchasing card from the employee prior to their dismissal.**

III. How to Use the Purchasing Card - Policy For P - Cards

Users of the Purchasing Cards will typically fall into one of three cardholder profiles:

- Low Dollar Purchaser (<\$1500)
- Domestic Traveler
- International Traveler

Each of these profiles has unique limits and characteristics associate with the use of the card. Be sure you are familiar with the limitation of your card.

A. Obtaining Goods and Services with the Purchasing Card

Purchases using the Purchasing Card can be transacted in person, by phone, mail, fax, or by e-commerce. Below are some things to keep in mind when making purchases.

In-person Purchases

- Make sure to point out the tax exempt number embossed on the front of the card so that you are not charged sales tax when purchasing goods or services.
- Always keep your receipts because they will be needed for end-of-cycle account reconciliation and may be requested by auditors if your account is selected for review.

Phone/Mail/ or Fax Purchases

- Point out your organizations tax exempt status and tax exempt number when making the purchase.
- In addition to the cost of the goods or services you are purchasing, there may be shipping, handling, delivery charges, or other transaction fees added to your purchase. Ask about these charges and make sure the total cost will not exceed your single purchase dollar limit before finalizing the purchase.
- Always provide the supplier with a complete mailing address. This should include the 800 North Columbia address, your department name, and an attention name.
- Inform the supplier that a copy of the charge receipt must be included with the shipment.
- Always keep your receipts because they will be needed for end-of-cycle account reconciliation and may be requested by auditors if your account is selected for review.

Internet Purchases

- Calculate total purchase cost to be sure that the purchase can be completed within your single purchase limit
- Where possible, store order information on your computer or print out orders before submitting them. Keep these records to compare to actual deliveries (quantities, model numbers, prices, etc.).
- Always keep your receipts because they will be needed for end-of-cycle account reconciliation and may be requested by auditors if your account is selected for review.

B. Purchasing Goods & Services

Purchasing Cards are to be used for the purchase of low dollar commodities and services for use in your job, or the use of others, as you and your management deem appropriate. Low dollar purchases, as defined in the Purchasing Policy and Procedures, are goods or services less than \$1500. (Exception: No software or computer hardware may be purchased using a Purchasing Card with exception for the IT Department.)

The Purchasing Card may not be used to purchase any goods or services over \$1500 with the exception of travel related purchases if you are authorized. The issuance of a P-Card does not exempt the cardholder or the department from any provisions of the following:

- The Business Travel Expense Policy and Procedure;
- The Purchasing Policy and Procedures;
- The Computer Purchasing Policy & Procedure;

Examples of what can be purchased:

- Books, videotapes, subscriptions
- Travel Accommodations (air, hotel, car rental, fuel, etc)*

Examples of what cannot be purchased:

- Software

Attachment E: Purchase Card Policy (P-Card)

- Personal Computers, printers and other computer system hardware (with exception of IT department)
- Items for personal use
- Any personal purchases

* if you are authorized for travel usage

C. Organization/Division Procedures

Please refer to your supervisor for processes and guidelines specific to you in addition to those established for the program. Your department may impose more restrictive usage guidelines.

D. How To Use The Purchasing Card For Commodity Purchases

The Purchasing Card may be used to purchase approved goods at the point of sale, over the phone, by fax, or mail (for web purchases, see page 9).

Identify: Identify if the purchase is appropriate for the P-Card by determining if your transaction total is \$1500 or less. If over \$1500, the purchase must be processed with established purchasing policy and procedures. Note, computer related software or equipment cannot be purchased using a purchasing card and must have a purchase order issued regardless of amount, as per existing policies. (with exception of the IT department)

2. Contact: Call or go to the vendors place of business and place the order. If calling, advise the vendor that you are calling from Concordia University and you will be making a Visa Purchasing Card Purchase. **Emphasize that it is a tax-exempt purchase.** Please note: the tax-exempt number is imprinted on the card under your name. However, this information is not automatically passed to the vendor through the magnetic strip.
3. Order: Give the vendor the cards account number and expiration date on your P-Card. **Under no circumstances should the vendor indicate the Purchasing Card number on any address label or packing list. Listing this information would threaten the security of your card, which you are responsible to protect. Inform** the vendor not to send a bill or invoice to the cardholder. Submitting an invoice for a charge card transaction may result in duplicate payment.
4. Retain: Retain all documentation pertaining to the purchase. It will be required later.
5. Inspect: Inspect the shipment when it is received or picked up. In case of returns, the cardholder is responsible for coordinating the return directly with the vendor.

E. Internet Purchasing Guidelines

The Purchasing Card can facilitate the purchase of goods and services via the Internet. Purchases made on the Internet are subject to the same policies as any other Purchasing Card transaction. You must follow these guidelines when using your Purchasing Card on the Internet:

- Purchase only from known and trusted vendors;
 - Make sure the site is secure;
 - Use caution when providing personal information about yourself your organization.
- * Reputable Vendors

You must be sure the vendor is legitimate. You may not use your card to make purchases on on-line auction sites. It is strongly recommended that you only do business with companies that you know and trust outside of the web. The best sites will fully disclose warranties and additional costs (e.g. shipping) before you enter your purchase information. Some vendors will provide a safe shopping guarantee.

- * Secure Communications

When you switch from browsing to buying, the merchant should issue a prompt that tells you the transaction is being switched to a secure system. A safe site will display a symbol of an unbroken key or a picture of a closed lock, usually in the lower right corner of your web browser, in the status bar.

- * Privacy Protection

Every time you buy on-line and often when you simply request information from a web site, you leave behind a digital trail of information that may be exchanged between merchants without your knowledge or approval. Look for a clearly stated Privacy Policy on the merchants web site. If you don't see one, reconsider divulging personal or corporate information. Please be aware that the process of requesting information on-line or buying on-line may place you on unwanted mailing list from the vendor or others to whom they may sell their customer lists.

F. Travel

A Purchasing Card designed for travelers is available to those people who regularly travel. There are two versions for travelers: one designed for people who typically travel domestically and one for those who typically travel internationally. These cards allow for air travel (both Internet and agency purchases) lodging, car rental, gasoline for car rental and meals. **Note that personal expenses should not be charged to your account.** Again, be reminded that the P-Card must be used in compliance with the **Business Travel Expense Policy and Procedure.**

G. Insurance Coverage

The U.S. Bank One Card program also offers insurance coverage and assistance programs.

Primary Auto Rental Insurance

Visa Primary Auto Rental Insurance automatically provides primary coverage up to the actual cash value of most rental cars for damage or theft of rentals up to 31 consecutive days,

Attachment E: Purchase Card Policy (P-Card)

worldwide. Certain restrictions, limitations, and exclusions apply. For current coverage, refer to the Visa Commercial Card Benefits Package, which was provided at time of card issuance.

Eligibility for Visa Corporate Auto Rental Insurance (ARI)

Visa Corporate ARI provides primary coverage worldwide up to the actual cash value of most rental cars for damage due to collision or theft for rental periods which, neither exceed nor are intended to exceed 31 consecutive days. Certain restrictions, limitations and exclusions apply.

The entire rental transaction must be charged to your U.S. Bank One Card to activate the Visa ARI (Collision/Loss Damage Waiver) coverage. This means you must use your U.S. Bank One Card to initiate and complete the entire rental transaction.

You must decline the car rental company's collision damage waiver (CDW/LDW) option, or similar provision, if offered by the car rental company.

Visa Corporate ARI coverage is collision damage coverage only. It does not cover injury to persons, nor to property other than the rental car as it was originally manufactured.

Visa Corporate ARI coverage is not valid in certain areas outside the U.S. where prohibited by law or by the car rental agency's policy.

Most rental cars are covered. Please refer to the detailed list in the Visa Commercial Card Benefits Package, which was provided at time of card issuance.

If you have an accident, immediately, but no later than 20 days following the date of damage or theft, call the Visa Assistance Center at (800) VISA-911 or your claim will be denied. If you are located outside the U.S., use the appropriate international toll-free number shown in the critical addresses and phone numbers section in the front of this publication. The rental agency is not responsible for filing your claim under this program unless you are traveling outside the U.S. and sign a cardholder assignment form (which will be provided by the rental agency).

Filing a Claim

When filing an auto rental insurance claim, contact your Program Administrator for specific details.

Worldwide Automatic Travel Accident Insurance

As a U.S. Bank One Card cardholder or U.S. Bank Central Travel System account user, you, your spouse and your children will participate in the Plan and will each be insured automatically while traveling worldwide for business purposes, against Accidental Bodily Injuries that are the sole cause of death or dismemberment arising from an Accident that occurs while riding in, boarding or alighting from any aircraft or land or water conveyance which is a Common Carrier licensed to carry passengers for hire, including regularly scheduled licensed common carrier charter flights, provided the entire travel fare(s) has been charged to your U.S. Bank One Card account. You can also purchase Common Carrier tickets for fellow employees.

1. For the most up-to-date coverage details, refer to individual insurance disclosures.
2. Not applicable to residents of certain states.
3. Only unmarried dependent children under age 19 (23 if a full-time student at an accredited college or university) will be covered.
4. "Common carrier" does not include a conveyance operated for sport, recreation, and/or sightseeing activities or for any aircraft or device for aerial navigation except as expressly provided in the policy.

Common Carrier tickets acquired with redeemed frequent flyer points or coupons are covered when used for business travel. Any fees due to the airline for these tickets must be charged to the U.S. Bank One Card account. In cases where ticketing may be done on board an aircraft, tickets must be purchased with your U.S. Bank One Card before boarding, rather than in-flight. If the ticket(s) has been purchased prior to departure for the terminal, coverage is provided for travel by common carrier (including taxi, bus, train, or airport limousine), directly to the terminal.

Coverage continues after arrival at the terminal near your destination, during travel by common carrier from the terminal to the next destination.

A complete disclosure is available from your U.S. Bank One Card Program Administrator.

Filing a Claim

When filing a travel accident insurance claim, contact your Program Administrator for complete details.

H. Excess Lost/Damaged Luggage Coverage

U.S. Bank will reimburse a cardholder for lost or damaged luggage if the common carrier's payment for the loss or damage is less than the cardholder's claim. This is called "excess lost/damaged luggage coverage."

U.S. Bank provides excess lost/damaged luggage coverage for both checked and carried-on articles when the cardholder's entire ticket is charged to a U.S. Bank One Card or central travel system account. Consideration for reimbursement from U.S. Bank will be made only if the common carrier acknowledges the claim and makes a monetary reimbursement. Cardholders are eligible to receive excess reimbursement for the cost of replacement luggage and its contents up to the lesser of:

1. The amount paid to the cardholder by the common carrier; or
2. \$1,250

Total combined payment will not exceed claim amount.

Filing a claim

See your Program Administrator for complete details when filing a lost/damaged luggage claim.

I. Returns, Credits And Disputed Items

If you have a problem with a purchased item or billing resulting from the use of the Visa Purchasing Card, you should first try to reach a resolution with the provider of the product or service. In most cases, disputes can be resolved directly between the cardholder and the supplier.

1. Resolving Errors and Disputes

There may be an error or billing (missing credit) dispute when you receive your end of cycle account statement. Disputed billing can result from failure to receive goods or services charged, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, etc. Each cardholder and their department are ultimately responsible for resolving erroneous or disputed charges. These charges must typically be resolved with the vendor from whom the services or goods were purchased.

- Call the vendor to report the discrepancy.
- Make note of the interaction and resolution and keep it with your receipts.
- If you are unable to reach agreement with the vendor, file a formal dispute with US Bank. The preferred method is to fax them the **Disputed Charge Form**.
- US Bank will try to help with all disputes; however, they are only required by law to investigate charges within 60 days of the original statement date. After 60 days they will try to help, but it becomes more difficult to obtain detailed receipt information from the merchants.

Attachment E: Purchase Card Policy (P-Card)

- US Banks Customer Service reps can be reached at (800) 393-3526 if you have questions regarding the status of the dispute.
- If you are unable to reach an acceptable solution to the dispute, call the CUNE Business Office at Ext. 7370.

2. Returns

Returns are handled just like any credit card purchase. Bring or ship the item back to the supplier (based upon the supplier return policy) along with the purchase receipt and request that a credit be placed on your card account. If the item is shipped, keep a copy of the shipping form in case further follow up is required. Keep copies of all relevant documents.

3. Credits

The supplier should issue credit for any item that has been discussed and agreed to for return. The credit will appear on a subsequent statement and on Expense Management. Any item purchased with the Visa Purchasing Card that is returned **MUST** be returned for credit to be applied against your card. **DO NOT** accept a refund in cash.

J. What If The Supplier Does Not Accept Credit Cards

All vendors who accept VISA will accept a VISA purchasing card unless we have restricted your access to them. If they do not accept VISA, we strongly encourage the cardholder to work with the business office to identify a different vendor for the purchase. If there are no alternatives, either complete the transaction and submit a check request for reimbursement or submit a purchase order/requisition. If submitting a purchase order/requisition, please indicate the reason why the purchasing card was not used. Ask the supplier if they are interested in accepting Visa. (Note: When responding to suppliers inquiries, explain how our purchasing card works and the benefits they will realize from accepting the card. Since they are paid in 2-3 days, less a small transaction fee, suppliers will never need to follow-up on purchasing card payments. In addition, since invoices no longer need to be prepared and mailed, suppliers will also save time and money. Suppliers requiring additional information should be referred to the **Purchasing Card Administrator**.)

As indicated above, some vendors have been blocked from usage in the program. If you present your purchasing card to any of these merchants, the transaction will be declined. It is likely that any merchant you currently utilize as a source for products or services will accept your purchasing card. If you are declined and feel the decline should not have occurred, you may contact the bank customer service at U.S. Bank at (800) 393-3526 to determine if:

- You were declined because of the merchant blocking,
- You were declined because you may have exceeded your spending limits or,
- You were declined because you may have exceeded the number of transactions limit for your card.

If you are declined because your employer has blocked this merchant or merchant-type, contact the purchasing card administrator to review the card restrictions.

The purchasing card cannot be used for the following goods or services:

- Cash advances, ATM or other cash-back transactions
- Purchases in violation of any other CUNE purchasing, travel expense, etc. policies.
- ANY personal charges including the employees portion of travel expenses (extended trip expenses for personal time [hotel, car rental, etc.]

Attachment E: Purchase Card Policy (P-Card)

- See the Travel Expense policy and various purchasing policies for more details on acceptable purchases.

Additional goods or services may be specifically included or excluded for individual cardholders.

If you are unsure if you can use your card at a business or if you feel you should be able to use your card at a business that you have been denied, please contact the Purchasing Card Administrator. You will not be able to use your card at ATMs or for cash-back purposes from merchants.

IV. How Do I Account for the Transactions

A. Reconciliation and Approval of Charges - Overview

The Cardholders supervisor is ultimately responsible for reviewing and reconciling transactions for the P-Card. By authorizing the issuance of a card, the department accepts responsibility for all charges associated with the card. In assuming this responsibility, the department through their internal reviews and controls, is responsible for assuring that the cardholders use of the card is appropriate and done in accordance with all relative policies and procedure.

There are two parts to the review process. One is done monthly at the end of each billing cycle. The other is done on an ongoing, regular basis via the Internet.

B. Approval of Charges

Every month after the cycle closes each cardholder will review the listing of transactions available on-line through Expense Management.

- When the US Bank statement is received or prior to receipt on Expense Management:
 - The cardholder should review each of the charges listed for accuracy.
 - The cardholder should attach to the statement the receipts for every transaction listed.

These receipts should be affixed to an 8½ . x 11. sheet of white paper.

- Before completing the steps below, the cardholder **MUST** be sure that, for each transaction listed on the statement, they have logged into Expense Management and re-allocated the charges to the appropriate general ledger account (see section C, below). Once this is done:
 - The cardholder should run print the Expense Report from the Account Statement section in the Expense Management. Be sure the dates of this report correspond to the time period of this current cycle. This report will show how the cardholder allocated the charges.
 - The report should be reviewed for accuracy and signed by the cardholder.
 - The US Bank Expense Report and the receipts should be forward to the accounting department.

Attachment E: Purchase Card Policy (P-Card)

- The Supervisor
 - The supervisor reviews the information on line;
 - Charges are properly allocated to GL accounts (FOAPAL s)
 - All charges comply with the organizations policies; and
 - The charges are within the authority granted to the cardholder by the department.
 - Upon approval of the supervisor/reviewer, the reviewed will indicate approval

If there are questions or discrepancies, the supervisor should review with the cardholder, reconcile discrepancies and then forward to Accounting.

C. Transaction Review and FOAPAL Updating

Each time you use your P-Card, the transaction information is captured in VISAs database. This data is transferred each day ProCards Expense Management system. Expense Management is an on-line application that allows cardholders and their supervisors to view and update transaction data. Ultimately, this data is uploaded on a scheduled basis into the CUNE Banner financial system.

Transaction data is captured each time you use your card - vendor, date, amount, tax, etc. When your card is originally set-up, a FOAPAL set up by the Business Office is designated as the default account number. Until you make changes to the billing using Expense Management, all charges using your card are charged to this default number. We require that all transactions be reviewed in Expense Management each cycle and that all charges & credits are re-directed to an appropriate general ledger number. (Summary: No transactions can be charged to the default FOAPAL.) You are required to go into Expense Management and change the FOAPAL number for each transaction. Please note that all transactions will be expensed as of the date of transaction (no pre-paid travel expenses, no deferment of expense). NO transactions can be charged to balance sheet accounts.

Transactions are available on Expense Management daily (current through previous workday) and can be edited and saved throughout the month. The Purchasing Card administrator will send an e-mail notice to cardholders and their supervisors prior to cycle closing listing a deadline date for edits. The deadline date is the date the ProCard Administrator will complete the process to close off edits. At that time, the Expense Management data will be collected and uploaded to Banner for inclusion in the monthly budget reports. Any edits submitted after the deadline date will have to be submitted via a Journal Entry. (Repeated late submissions will result in the cancellation of card privileges.)

Specific instructions on how to use Expense Management are available in the Expense Management User Manual.

Additionally, every cardholder should watch for any discrepancies in transaction data and begin dispute procedures, if necessary. Refer any disputed charges to the vendor (see the Disputed Charges Form for directions). Report unauthorized or improper use of cards to the Business Office immediately. Budget control officers in each department should review your monthly budget reports and verify that the charges have posted to the correct accounts.

D. Proof Of Purchase Documentation

Cardholders are responsible for maintaining adequate transaction documentation for all purchases of goods, services and travel. Documentation must support the business purpose of all transactions made with the P-Card. Supporting documentation should include the following items:

- Copy of an order form or application when available
- Packing slip
- Original cashier receipt or vendor invoice.
- Hotel, Gasoline, Rental Car Receipts
- Proof of airline ticket purchase

Although you may or may not be required to retain documentation under the purchasing, travel or accounting policy, the party who approves your card expenses or your management may want such documentation.

E. Purchasing Card Audit Activity

To ensure the continued success of the Purchasing Card Program and to meet audit requirements, random audits will be made by appropriate personnel. The random audits are to help ensure adherence to related policies and procedures.

V. Key Contacts-Who To Call

A. Lost or Stolen Cards

Call U.S. Bank at (800) 344-5696 (24 hours/7 days a week) to cancel or report a lost/stolen purchasing card.

- Call US Bank at 800/ 344-5696 to report your card as lost or stolen.
- You will need to provide the P-Card account number (card number) or your social security number in order for US Bank to cancel the card. They may ask for other information in order to determine your identity.
- Tell the customer service rep that the lost/stolen card is a Procurement Card as opposed to a regular MasterCard or Visa.
- Have the most recent transaction information available (i.e. when, where and dollar amount) as the bank's customer service rep will usually ask about the most recent authorized transaction.

If the card is reported missing before any fraudulent activity can take place, your organization will be relieved of liability. If fraudulent charges are posted before the card is reported, the cardholders department may be responsible for them.

Attachment E: Purchase Card Policy (P-Card)

If a purchasing card needs to be cancelled or reported lost/stolen, your manager, director, or executive director should be notified as soon as possible after contacting U.S. Bank. The cardholder should send an e-mail memo to the purchasing card administrator indicating: the card number, date and the time the card was cancelled or reported lost/stolen to US Bank.

B. Missing Statements/ Other Needs

U.S. Banks should be contacted at 800/344-5696 for any other emergencies, account inquiries, billing information or if you did not receive a monthly memo statement.

C. Obtaining CUNE Information:

P-Card Policy Questions, Forms, Other Information

**CALL THE PURCHASING CARD ADMINISTRATOR AT EXT. 7370 (800)
535-5494**

Attachment F: Business Expense Policy

Statement of General Policy

Purpose

The need for standardization of both documentation and reporting of business expenses and the increasing reporting requirement of the Internal Revenue Service and other regulatory bodies dictate that all employees of the company be guided by a common set of expense guidelines. This policy sets forth those guidelines and will be revised as needed.

This policy applies to all employees.

Policy

The primary responsibility for determining the appropriateness and validity of expenditures lies with the employee incurring the expenses and the approver of the expenditures. Employees are expected to be conservative in their spending; managers are expected to be diligent in their review.

Our policy relies upon the mature, reasoned judgment of employees and the recognition of their fiduciary obligations to senior management and the company.

Travel, entertainment, meetings and expenses incurred for the advancement of company business are a required and generally recognized means of conducting business. All reasonable expenses incurred to further Concordia University interest will be reimbursed.

Exceptions are expenses that:

- Did not benefit the company's purposes
- Are of a purely personal nature
- Are not reasonable in the circumstances

These will not be reimbursed. All expenditures, of course, must be made in accordance with laws and regulations of all jurisdictions in which the company operates.

The general policy requires the following:

- Cardholders may not approve their own expenditures.
- Concordia University funds must be treated with the same discretion and prudence as an employee's own. No employee may use an expense account to enhance their standard of living or to augment their compensation.
- All disbursements are to be described accurately and fully on expense reports or Expense Management reports.
- The expense approver must ensure that expenditures are in compliance with and are documented as required by this policy.
- Expenses charged to the U.S. Bank[®] One Card must be submitted on expense reports or through our electronic expense reporting system. Original receipts are required. Photocopies of the bills are not acceptable.
- Whenever possible, the employee's U.S. Bank One Card should be used for business expenditures. Personal credit cards and cash should be used only when the U.S. Bank One Card is not accepted.
- The U.S. Bank One Card is a charge card, not a credit card. Balances on a charge card must be paid in full each month.
- Annual credit card fees for any card other than the U.S. Bank One Card are not reimbursable.
- Employees who do not have a one card should use the company's central U.S. Bank account when ordering transportation tickets. The company account can be used with our designated travel agency. Pre-approval by Kerry Beckmann in Accounts Payable is required before the company account may be used.
- Expenses incurred in regular travel between home and place of business (e.g., gas, tolls, parking, mass transit fares) are not reimbursable expenditures.

Travel

Airline and Rail Tickets

- All airline and rail tickets should be purchased with the employee's U.S. Bank One Card.
- In unusual circumstances, the company account can be used. However, pre-approval from Kerry Beckmann in Accounts Payable is required. Employees who do not use their U.S. Bank One Card or the company account are responsible for obtaining their own refund for unused or partially used tickets.

Restrictions on Airline Tickets

Spousal Travel

On limited occasions, a spouse or significant other is permitted to accompany an employee on business trips. All expenses for the spouse should be paid directly by the employee or reimbursed to Concordia University by the last business day of the month that the expense was incurred.

Tickets for Affiliate Employees or Consultants

Affiliate employees or consultants must make their own travel arrangements, pay for the costs and then be reimbursed through their office.

If exceptional circumstances arise, (e.g., persons who lack access to credit traveling for job interviews), the department arranging the interview should contact Kerry Beckmann in Accounts Payable about using the company account for this purpose.

Personal Travel While on a Business Trip

Occasionally, an employee on a business trip will decide to include some personal travel. This is acceptable provided that:

- The primary purpose of the trip is business
- No extra expense to the company is involved
- Personal travel does not interfere with the trip's business objective

Unused or Partially Used Tickets

Unused or partially used airline or rail tickets charged to the employee's U.S. Bank One Card must be returned to the designated travel agency for credit. All credits should be reflected on the expense report form.

Unused restricted tickets must be returned to Kerry Beckmann in Accounts Payable.

Personal Travel

Employees cannot use their U.S. Bank One Card or the company central account for booking personal travel. Employees are responsible for obtaining their own refunds for unused or partially used tickets regarding personal travel.

Lodging

Hotel, Laundry, Valet, Tips, Telephone, Postage

The company expects an employee traveling on company business to incur only reasonable charges. Hotel suites are permitted in limited instances, such as when they are to be used for meetings.

Hotel bills should be charged on the employee's U.S. Bank One Card and not charged to the company.

Laundry and valet expenditures should only be incurred on extended trips over five continuous days.

Do not charge telephone calls to your hotel bill. Most hotels have significant mark-ups on telephone calls. Employees should charge their phone calls to their one card.

Employees who are billed directly for phone calls should pay the bill and then submit an expense report for reimbursement.

Employees are allowed one personal call per day when traveling.

Attachment E: Purchase Card Policy (P-Card)

Lodging Costs

All lodging and related, allowable hotel charges must be placed on your U.S. Bank One Card. Good judgment as to the cost of the hotel should be used.

Hospitality for Lodging

A gift up to \$50 is permissible where lodging was provided rather than a hotel expense incurred.

Auto Expense

Rental Cars, Taxis, Limousines

Favorable corporate car rental rates are available from **National Rent A Car (1-800-CAR-RENT) or Budget Rent A Car (1-800-BUDGET4)**.

To obtain these rates, employees should identify themselves and show their corporate I.D. These are available from Kerry Beckmann in Accounts Payable, Ext #7370.

Optional insurance coverage should be declined.

The use of limousines is strictly limited to special circumstances. There must be a valid reason for not using taxis or rental cars.

All employees should request a mid-size or smaller car. If this class car is not available, the car rental company will provide a full-size car at no additional cost. If a group of employees are traveling together, a larger vehicle may be rented.

Reimbursement for the use of taxis or car service after working overtime is at the discretion of the employee's supervisor.

In renting cars or using taxi and limousine services, an employee should use the U.S. Bank One Card to charge the fare whenever possible.

Tolls, Parking

Tolls and parking charges incurred for company business are reimbursable. Use your U.S. Bank One Card whenever possible.

Business Use of Personal Auto

Employees will be reimbursed for mileage incurred during business use of a personal auto. Generally, you will be reimbursed for using your personal car when it is less than the cost of renting a car (including gas). Please contact Kerry Beckmann in Accounts Payable, Ext. #7370 to obtain the mileage reimbursement rate.

Meals While Traveling

The cost of meals while traveling on business is a reimbursable expense. During business trips, when dining with family or friends, only the cost of the employee's meal is reimbursable. When expensing meals, please note the following:

Detachable tabs from dinner checks are not considered valid receipts and will not be accepted.

A register receipt or credit card receipt if above \$10 or a copy of the dinner check must be submitted.

Tips must not exceed 20% of the cost of the meal.

Alcohol is considered a non-reimbursable expense.

If meal is for more than one individual, receipt should describe who attended and the business purpose. This information can be written on the back of the receipt itself or on the expense report.

Meetings, Entertainment, Entertainment Tickets

Meetings and entertainment expenses are reimbursable only if a substantial and bona fide business discussion, with a company employee or representative present, occurs during, directly before or directly after the meal or event.

Directly before or directly after means the same day. In the case of out-of-town business, the meal or event can take place the day before or the day after the business discussion.

Tickets to the theater or athletic events for entertaining business guests are reimbursable subject to the same criteria (i.e., a company employee or representative must be present and a bona fide business discussion must take place during, before or after the event). Costs of entertaining business associates at home are also reimbursable, subject to prudence and good judgment.

Meeting and entertainment charges must, without exception, be approved by someone who was not in attendance. Generally, this means the senior employee present should include the cost of the meeting or entertainment on an expense report. The senior employee need not pay the bill if this person:

- Belongs to a different unit than the employee who submits the bill
- Is attending a business function as a guest or is traveling within the territory of a another employee

Approvers must be members of the department or company incurring the charge.

Incidental Expenses

Incidental expenses include business purchases such as subscriptions, books and periodicals; incremental costs incurred for baby-sitting services due to travel; and meal expenses for necessary overtime work at the supervisor's discretion.

Late Fees and Finance Charges

Late payment fees on an employee's U.S. Bank One Card, incurred through personal fault, are not reimbursable. Employees must ensure that their approved expense reports are received by Kerry Beckmann in Accounts Payable no later than the payment due date on their U.S. Bank One Card statement.

Meal Expense for Overtime Work

Meal expenses for necessary overtime work are at the supervisor's discretion. These expenses must be occasional, of reasonable cost and have an invoice to support the expense, regardless of the amount.

Foreign Exchange Conversion

Employees should use their U.S. Bank One Card whenever possible while conducting business outside of the U.S. Foreign currency transactions will be converted to U.S. dollars and both amounts will appear on your one card statement along with the conversion rate used.

Non-Reimbursable Expenses

This policy is intended to ensure that employees:

- Are reimbursed for all permissible expenditures made for the benefit of the company
- May travel in reasonable comfort and safety

It is not intended to reimburse employees for daily costs, other than meals, which would be incurred if not traveling

Examples of specific items that are not reimbursable are:

- Personal reading matter
- Airline club memberships
- Personal items such as luggage, briefcases, or handbags

Attachment E: Purchase Card Policy (P-Card)

- Fees for use of health clubs while traveling
- Traffic fines or court costs
- ATM advances (only the business expenses for which full or partial advances are used are reimbursable)
- Gambling losses
- Hotel in-room movies
- Personal credit card and checking account fees
- House sitting and pet care costs
- Alcohol

Travel Advances

- Travel advances are not allowed for employees who have a purchasing card assigned to them. If an employee needs a travel advance, please contact the business office.

General Requirements

- The requirements for expense reports and approvals are as follows:
- Copies of expense reports are not accepted unless approved by the Business Office.
- Expense reports will be processed as any other invoice.
- All expenses included on the expense report must be accompanied by a valid receipt, and a brief explanation of the expense. Credit card statements will not be accepted as evidence of a receipt.
- All expense reports must be approved and signed by your immediate Supervisor/Manager.
- All expense reports must be submitted within 5 days of incurring the expense.
- Concordia University reserves the right to withhold reimbursement while it investigates expense report items.
- These requirements may be modified at any time at the discretion of the Chief Financial Officer.

Attachment G: Guidelines for Use of Institutionally-Supported Web Publishing Tools

Introduction

Web content is a key business asset of the University, and not all content is created (nor should it be) in the marketing office. For the sake of the business aims of the University (namely recruiting more students and fostering better relationships with alumni, donors and friends), it is paramount to strategically place the important and valuable content coming from faculty members, staff, student organizations and collaborative events.

With the addition of WordPress and other web publishing tools for campus, we have simple-to-use, powerful applications that can be put to use almost instantly by faculty, staff and students. Tools this powerful, however, do have a downside if they are not coordinated well with the existing and future aims of the www.cune.edu site and social media efforts.

It is therefore important to establish conditions for use and of institutionally-supported web publishing tools for both individuals and groups on campus.

Types of Sites

The sites that may be developed using web publishing tools will typically fall into one the following categories:

Personal sites: Faculty, staff and students will have the ability to publish personal sites marked with each individual's name (e.g. in the case of WordPress, wp.cune.edu/johnsmith for faculty/staff and wp.cune.org/janesmith for students). Provided these sites follow the guidelines listed below, there are no restrictions on the creation of personal sites.

Special project blogs/sites: Faculty and staff members may wish to create or collaborate on the creation of a site for a special project. These sites will need to undergo simple review process (outlined in "Site / Project Review Procedure" below) before they are created. Any member of the faculty or staff may request such a page using the Site / Project Review Procedure.

Official student group pages: Official student groups may wish to collaborate on the creation of their own site. These sites will need to undergo simple review process (outlined in "Site / Project Review Procedure" below) before they are created. Only the official faculty advisor of a student group may request such a page using the Site / Project Review Procedure.

Content Placement Oversight

All proposals sites or projects beyond personal blogs/sites will undergo a brief review with marketing within one business week of their request to determine *how* and *where* content should be placed.

This review process helps the marketing office fulfill its institutional charter of providing a consistent and cohesive web experience to constituents (prospective students, current students, alumni, donors and friends of the Concordia) as they work toward achieving strategic aims (e.g. enrollment, campaign performance, etc.).

Because marketing only shaping *how* and *where* content is placed, this review process allows the University to keep academic freedom in place while we also protecting its business aims.

If there are additional issues to sort through during a review a particular project (e.g. FERPA or ADA issues), the marketing department will make an appropriate referral.

Site / Project Request Procedure

Those requesting a special group site will go through the following procedure:

1. Initiate the request by completing the form at <http://www.cune.edu/webpublishingpolicy>
2. Meet with marketing within one week of submission to review how and where content will be placed
3. Marketing will forward requests for new sites to Computing Services
4. The site will undergo periodic review to help ensure freshness of content and a site's fidelity to its original scope as defined upon request for the site

Sample Web Form

Requestor's Name *

First

Last

Email *

Department *

Title of Proposed Site *

Please describe and state the purpose of the proposed site *

If you are not the only administrator, who else will serve as an administrator? *

To what audience will this site be available? *

If the site is not an ongoing project, when will it no longer be needed and why? *

How often do you anticipate the site will be updated? *

Please explain your proposed update schedule. *

I have read and agree to the posted Concordia policy document for institutionally-supported web publishing tools *

Site / Project Review Policies

Because the marketing office entrusted with determining the placement of content beyond personal blogs/sites, that office will evaluate new projects for placement with these types of questions:

1. Is the proposed content something we already do within the www.cune.edu site? Should it be?

If proposed content is something we do already on the site, we can discuss ways to assist the work being done on the content area on cune.edu.

If the content should be on www.cune.edu but isn't already—we will determine a development timeline for the project and collaborative management of the content (e.g. Student Services "For Parents" Blog found at www.cune.edu/parents).

If the content doesn't overlap what we are doing already, we will talk about if/how we can help in the development and promotion of the new site.

2. Do the web pages compete with current or future plans?

The University's overall content strategy isn't always directly apparent by looking at the site. Marketing constantly has projects in the pipeline that need to be considered when determining the placement of content.

If the proposed project competes with projects in the marketing pipeline, we will collaborate regarding the direction of those projects and their development timeline.

3. Should the web pages be private, limited to campus visitors only or others by proxy logins?

In some cases, content should be limited to campus viewers only (e.g. a site that hosts private assessment information).

4. How often will the site be updated? When will it fulfill its purpose?

How will the site meet minimum goals for the frequency of updates? How will the site remain live and active for visitors?

Conditions for Use

- After their initial development, sites should remain under the scope of the purpose as outlined during the site / project review.
- All personal sites should be named as such and should not grow in their purpose beyond *personal* entries (e.g. classroom experiences, papers and research work, upcoming projects, travel). Personal sites should not, for example, take on the guise of representation, official or otherwise, for campus groups (e.g. "The Underground English Department Page").
- To maintain the credibility of our web presence, sites should ensure the real names of all site administrators are listed publicly.
- All sites also must include a statement of purpose, indicating the scope and purpose of the site and its relationship to Concordia University, Nebraska and www.cune.edu.
- Sites that do not meet minimum goals for content updates or that fail to meet the conditions for use may be removed.

Attachment G: Guidelines for Use of Institutionally-Supported Web Publishing Tools

- Sites shall not be used for fundraising purposes, whether personal or for the University.
- Because competing, duplicative efforts hinder efforts to provide clarity and consistency to visitors, all individuals who use institutionally-supported web publishing tools should observe and follow the University's "Competing Sites" policy, as included under the *Guidelines for Use of Social Networking Sites and Concordia-Related Web Content* in the Faculty and Staff handbooks (see below).

Competing Sites

You should contact your supervisor and Concordia's new media director prior to establishing websites/pages that may overlap the goals of official pages within www.cune.edu.

The aim of the competing pages/sites policy is intended to protect the efficiency, quality and long-term expectations of users.

Efficiency and quality: We want to efficiently maintain our institutional site and make sure it gets the attention needed to accomplish goals related to recruitment, reputation (branding), and development efforts.

Long-term safety: Pages within www.cune.edu should and will continue to be maintained regardless of whether specific personnel are employed by the university or available from one day to the next.

Goals, for example, of institutional web pages for academic departments, offices, events, performance groups (programs) at Concordia:

- Provide an institutionally backed web address for the public (i.e. www.cune.edu/program)
- Market the program to potential recruits, their parents and donors
- Make available news/features about the program

Sites/pages that are clearly okay:

A personal blog with comments from a coach, for example, about the season is clearly okay. As long as this type of site is clearly and directly associated with the coach rather than the team in general, there should be no "competing sites" problems.

While there would obviously be some overlap as far as the information shared, the site is not attempting to also replicate the aims of the institutional site. News about the team is shared, for example, in a coach's or player's comments or with links to www.cune.edu rather than in a game recap or another type of press release. Contact information about joining the program, etc., refers people to pages within the www.cune.edu site.

Sites/pages that are clearly out of bounds for employees or proxies:

Site/pages that, because of the domain name chosen, the site's title, or in other information, may create confusion as to whether they are the primary Concordia-backed site for a program are out of bounds.

For example, www.concordiaspeech.org would cause confusion about the official source of news about forensics at Concordia.

Conditions for account suspension

Cabinet members and/or the president of the University may suspend, remove or place other conditions on any institutionally-supported web publishing account.