



O G L E T H O R P E

U N I V E R S I T Y

EMPLOYEE HANDBOOK

Revised Date
February 2016

NOTICE TO EMPLOYEES

This *Handbook* replaces and supersedes any previous employee handbook published and issued by the university. Each employee is responsible for reading and understanding its contents, including any updates.

The *Handbook* is published on-line at the Oglethorpe University website. The contents and location of the *Handbook* is presented to all new employees during new hire orientation.

An employee may request a printed copy of the *Handbook* by contacting Human Resources.

PURPOSE OF THE HANDBOOK

This handbook was prepared to assist you in finding the answers to many questions that you may have regarding your employment with Oglethorpe University. Please take the necessary time to read it. If you have questions or don't understand something, you should follow up with your supervisor or Human Resources.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to Human Resources.

Neither this handbook nor any other University document confers any contractual right, either express or implied, to remain in the university's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the university, or you may resign for any reason at any time.

This handbook states only general University guidelines. Although the university intends that the benefits, policies and regulations outlined in this handbook will generally remain in effect, the university reserves the right at any time to amend, curtail or to otherwise revise the benefits, policies or regulations outlined in this handbook.

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

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SECTION 1 – GUIDING PRINCIPLES

1.1 Welcome

Congratulations on your new job and welcome to **Oglethorpe University**! Each employee's contributions will assist the university in remaining a leader in this community and in higher education.

This handbook explains Oglethorpe's expectations of employees and what you can expect from the university as well as outlining many of our university's current benefits, practices and policies.

Please keep this handbook accessible as a guide and ready reference while working at Oglethorpe. Discuss any questions regarding this handbook with a supervisor, a very important source of information.

1.2 About Oglethorpe University

Oglethorpe's Mission Statement

“Oglethorpe University provides a superior education in which liberal arts and sciences and professional programs complement each other in a small-college environment within a dynamic urban setting. Oglethorpe's programs emphasize intellectual curiosity, close collaboration among faculty and students, and engaged learning in relevant field experiences. Oglethorpe educates students to be citizens in a global world, readies them for responsible leadership, and empowers them to pursue meaningful lives and productive careers.”

Oglethorpe University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate (bachelor's) degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Oglethorpe University.

Oglethorpe University has entered an era of innovation, reinvigoration, and growth, evidenced by a dramatic rise in enrollment, increased philanthropic giving, and new strategic entrepreneurial partnerships. To accommodate growth, Oglethorpe's campus has recently seen the addition of a new \$16 million campus center, the expansion of our arts and athletics facilities, and the addition of a new residential apartment complex that includes 6,000 square feet of state of the art laboratories for teaching and learning.

Founded in 1835, Oglethorpe is Atlanta's leading liberal arts and sciences university of 1100 students representing 34 states and 28 countries. Renowned for its groundbreaking Core program, Oglethorpe marries theory and practice through the A_LAB (Atlanta laboratory for learning), which serves as an incubator for students' real-world experiential learning through civic engagement, global education, professional development and undergraduate research.

Oglethorpe is the only university in Georgia to be named to the President's Higher Education Community Service Honor Roll for commitment to and achievement in community service every

year since its inception. The university has expanded its global reach through strategic partnerships with study abroad provider [Global LEAD](#) and [EF \(Education First\)](#), the world leader in international education, as well as the launch of Global Oglethorpe programs in Rome and Barcelona (summer 2016). New partnerships with a number of respected Atlanta arts organizations, as well as the [OU Museum of Art](#), are bringing the Atlanta arts community to campus and providing Oglethorpe students with opportunities to work and perform alongside some of the nation's top artists and performers. Oglethorpe is a member of the Annapolis Group, comprised of America's most selective liberal arts institutions, and has been named among *U.S. News & World Report's* Best Liberal Arts Colleges, Forbes' America's Best Colleges, and Princeton Review's Best Southeastern Colleges. The Oglethorpe Stormy Petrels compete in the NCAA Division III Southern Athletic Association.

Oglethorpe's Motto: *Make a life. Make a Living. Make a Difference.*

Oglethorpe marries exceptional thinking with hands-on opportunities to explore and practice in one of the world's major cities. It is this marriage of ideas and opportunity that is the hallmark of an Oglethorpe education.

Every undergraduate student establishes an intellectual foundation for life through our unique Core curriculum—an integrated, sequenced and shared academic experience that creates a special intellectual community where important questions are examined across disciplines and from varying perspectives. Through this distinctively modern approach to general education, Oglethorpe students are then able to establish meaningful expertise in their major area of study through a more thorough understanding of themselves and the world around them. It is a transformative experience that inspires our graduates to learn for a lifetime.

Classroom education at Oglethorpe is strengthened through exceptional opportunities for hands-on practice. Atlanta is Oglethorpe's laboratory for real-world learning. Every Oglethorpe student has the opportunity to build professional skills through internships in Atlanta, home to the third largest concentration of Fortune 500 corporations in the U.S. and over 1,250 multi-national corporations. All of our students make a difference through extensive service learning and volunteer opportunities throughout the city. They experience the world on our diverse multicultural campus, in our global city or through one of our enriching international study experiences. And they explore the depths of their academic disciplines through guided research and scholarship led by our experienced faculty.

A Bright Future

In 2010, the Board of Trustees approved a new 10-year strategic plan, The Oglethorpe Idea: Redefining Undergraduate Education through Unparalleled Engagement. It is centered on a clear vision:

“By 2020, Oglethorpe will be a university of first choice for exceptional faculty and students, where unparalleled engagement between the highest quality classroom learning and real-world application in the city of Atlanta and beyond, is our hallmark.”

In support of this plan, Oglethorpe has embarked on the most ambitious and successful comprehensive fundraising campaign in its long history.

The university's strategic priorities are defined within five themes.

Engaged Life

Strengthen the curriculum to provide a superlative interdisciplinary foundation while connecting students to opportunities for deep experiential application.

Provide necessary support systems to ensure student academic success.

Engaged Living

Ensure that every student has the opportunity to complete one or more internships related to his or her field of study.

Prepare students to engage with a global society through the increased internationalization of our campus population and program offerings.

Engaged Difference

Enhance programs that educate students to be informed and active citizens.

Engaged Creativity

Build the arts into a signature program through the integration of our creative arts programs, including our renowned campus-based theatre company and museum of art, with distinctively excellent curricular and co-curricular programs.

Engaged Campus Community

Enhance campus infrastructure, facilities and programs to foster deeper connections among all members of our community.

These goals, accompanying strategies, and the fundraising support to execute them will enhance the financial strength of the university through the development of a stronger institutional identity and the resultant growth of enrollment so that Oglethorpe can continue to provide an exceptional education to its students.

1.3 Our Philosophy

We value equally our employees and our students. Every employee is important to us. We are committed to attracting and retaining good employees. To accomplish this, we are committed to maintaining a competitive wage and benefit program. We want to make our workplace as pleasant and rewarding a place for you to work as we can. Most importantly, we want you to feel free to talk with us at any time.

In addition, we expect all employees to provide our students with the highest level of service and respect. Never forget that students have a choice in where they complete their education – so ensuring student satisfaction and retention is our highest priority. Our success over the years is largely due to collaboration with and communication between employees at all levels – a competitive advantage over much larger universities.

1.4 Intellectual Property Rights

Oglethorpe University believes that the public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the university and its learning communities reasonable access to, and use of, the intellectual property for whose creation the university has provided assistance.

The university supports the development, production, and dissemination of intellectual property by its faculty members, staff and students.

Definitions

When used in this policy, the term "**Copyright**" shall be understood to mean that bundle of rights that protect original "Works of Authorship" fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. "**Works of Authorship**" (including computer programs) include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works. "**Tangible Media**" include, but are not limited to, books, periodicals, manuscripts, phonograph records, films, tapes, and disks.

When used in this policy, the term "**Patent**" shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof; new and ornamental designs for any useful article and plant patents being for the asexual reproduction of a distinct variety of plant, including cultivated sprouts, mutants, hybrids, and new found seedlings, other than a tuber propagated plant or plant found in an uncultivated state.

When used in this policy, the term "**Intellectual Property**" shall include Copyright and Patent.

Ownership Of Intellectual Property

Intellectual Property created, made, or originated by a faculty member shall be the sole and exclusive property of the faculty author or inventor except as otherwise provided in this policy. The university shall own Intellectual Property only in the following circumstances:

1. The university expressly directs a faculty member to create a specified work, or the work is created as a specific requirement of employment or as an assigned institutional duty that may, for example, be included in a written job description or an employment agreement.
2. The faculty author or inventor voluntarily transfers the Intellectual Property, in whole or in part, to the university. Such transfer shall be in the form of a written document signed by the faculty author or inventor.
3. The university contributes to a "joint work" under the Copyright Act. The institution can exercise joint ownership under this clause when it has contributed specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such arrangement is

to be agreed to in writing, in advance, and in full conformance with other provisions of this policy. The granting of sabbaticals, junior leaves and professional development grants by the university shall not constitute grounds for “joint work” unless specified by the university in the terms of the sabbatical, leave or grant.

4. The Intellectual Property results from externally funded research where ownership by the university conforms to the requirements of the funding agency.

Except as otherwise provided, Intellectual Property created, made, or originated by a student shall be the sole and exclusive property of the student author or inventor, except as he or she may voluntarily choose to transfer such property, in full or in part, or as provided in any agreement with an external funding source. The university shall own the copyright or patent in the case that the work was created by a student acting as an employee of the university and working on a project as part of responsibilities as an employee or when a student is assisting a faculty member on a project designated as joint work.

Intellectual Property created, made, or originated by a staff member in connection with his or her required job duties shall be the sole and exclusive property of the university. The staff member shall own Copyright of works and Patents of inventions created apart from his or her designated job responsibilities or as part of professional development activities apart from designated work tasks except as otherwise provided.

Use Of Intellectual Property

Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the faculty author, but the university shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.

In any agreement transferring copyright for such works to a publisher, faculty authors are expected to preserve the rights for the institution to use such works for internal instructional, educational, and administrative purposes.

Work created by students in connection with course assignments or in response to surveys administered by the university shall be available for the university to use for internal instructional, educational, and administrative purposes, including the assessment of student learning outcomes.

Distribution Of Any Funds Generated

Funds received by the student, faculty or staff member from the sale of Intellectual Property owned by that author or inventor shall be allocated and expended as determined solely by that author or inventor.

Funds received by the university from the sale of intellectual property owned by the university shall be allocated and expended in accord with any applicable laws or agreements as determined solely by the university.

Funds received by a faculty member or student and the university from the sale of Intellectual Property owned jointly by the faculty member or student and the university shall be divided

equally between the faculty member or student and the university unless a different agreement was entered into when the work was first undertaken.

In the event of multiple creators, the creators will determine the allocation of their individual shares when the work is first undertaken.

Resolution Of Emerging Issues And Disputes

The president's cabinet shall monitor and review technological and legislative changes affecting intellectual property policy and shall report to relevant faculty and administrative bodies, when such changes affect existing policies.

The president's cabinet shall serve as a forum for the receipt and discussion of proposals to change existing institutional policy.

Disputes over ownership, and its attendant rights, of intellectual property will be decided by the president of the university. Should a dispute arise, the president shall call into session a committee formed by three faculty members elected by Faculty Council, the director of information technology, and the vice president for business and finance who shall chair the committee. The committee shall make an initial determination of whether the university or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. The committee shall also make a determination on resolving competing faculty, student or staff claims to ownership when the parties cannot reach an agreement on their own. The committee shall make recommendation to the president who shall make the final determination.

1.5 Equal Employment Opportunity Statement

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

Oglethorpe University is committed to equal opportunity for all. We are committed to having a workforce which reflects the true diversity of the communities we serve. Our employees are hired, promoted, and rewarded on the basis of skill, performance, and dedication without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, or other legally protected characteristics in accordance with applicable federal, state and local laws. The university complies with applicable state and local laws governing nondiscrimination in employment in every location in which the university has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Oglethorpe University expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of employees to perform their expected job

duties is absolutely not tolerated. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The university will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to, and including, discharge.

1.6 Non-Harassment Policy and Complaint Procedure

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

Definitions of Harassment

Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on University time or using University equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Individuals and Conduct Covered

These policies apply to all applicants, employees, students or vendors, whether related to conduct engaged in by fellow employees or someone not directly connected to Oglethorpe University (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

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

When possible, Oglethorpe University encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Oglethorpe University recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Oglethorpe University encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy, and like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to the President of the University. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

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

It is the policy of Oglethorpe University to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our university policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The university will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Oglethorpe University. Contact Human Resources with any questions or requests for accommodation.

1.8 Conflicts of Interest

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

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Oglethorpe University.
- Hiring or supervising family members or closely related persons.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all university employees.

Employees must disclose outside employment or engagement in consulting for others in writing prior to the commencement of such outside employment or consulting to their manager, unless it is beyond dispute that such activity could not present a conflict of interest, potential conflict of interest or the appearance of a conflict of interest. Conflicts of interest must be resolved. Authorization to engage in conduct that constitutes a potential conflict of interest, or the appearance of a conflict of interest, must be obtained from the CEO.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or Human Resources. Violations of this policy may result in discipline, including the possibility of immediate termination.

1.9 Open Door Policy

Oglethorpe University believes in an open-door, open-communication philosophy, and expects you to give your input to achieve our mutual goals. In turn, management is committed to keeping you informed about matters that affect you and your job.

Communication is a shared responsibility by the university and you. If you have any questions or concerns about any aspect of your job, we welcome the opportunity to address the issue. Your opinions, suggestions and questions are important to us. Feel free to speak with any member of management about issues at work that concern you or you may report those concerns directly to Human Resources.

Occasionally, problems or complaints may surface that affect staff relationships or work. You may feel you have not been treated fairly or that a mistake was made in the administration of a policy or program that affects you. To maintain an open and productive working environment and one that is responsive to your problems and concerns, you are encouraged to discuss these matters with your immediate supervisor. We cannot address problems if we are not aware of them.

If you feel you are the victim of harassment, discrimination or unfair treatment of any kind, you should discuss your concerns with your immediate supervisor, the Human Resources Director or any member of management.

Only those who must know will be advised, and you may be assured that a thorough, confidential investigation of your complaint will be conducted. You always have the right to come forward with any concerns without fear of retribution.

PROBLEM-SOLVING PROCEDURE

Our “Problem-Solving Procedure” offers all employees the freedom to discuss anything they wish with the university. Follow the procedure below if a university policy may have been violated. Problems can usually be resolved by following these steps:

1. First, you should discuss any concern with your Immediate Supervisor. Very often, supervisors are in the best position to handle a problem satisfactorily.
2. If you are not satisfied after talking with your supervisor or if you cannot talk to a supervisor, you may request to speak to the Department Director.
3. If you are not satisfied after talking with the department director or if you cannot talk to the director of the department, speak to the Human Resources Director.
4. If you still feel the need to speak to other members of management, you may contact the President of the University.

If you feel that you cannot follow the steps in this procedure, you may go directly to step 3 or 4 of this procedure. The HR Director and President are available for advice and assistance in solving problems at any time. After discussing the matter with you and conducting an appropriate

investigation, we will take prompt, appropriate remedial action. When an employee informs us of a concern or problem, we will try to respond as soon as practical under the circumstances.

1.10 Professional Ethics

To ensure our students receive fair and impartial treatment, our employees will provide services without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, or other legally protected characteristic in accordance with applicable federal, state and local laws.

Employees shall, during both working and nonworking hours, act in a manner which will inspire public trust in their integrity, impartiality and devotion to the best interests of the students of Oglethorpe University.

All information pertaining to university students and employees is confidential, and must not be discussed with or divulged to anyone, unless the performance of their official duties requires access to the information. Confidential information is to be used only in connection with the legitimate functions of an employee's job duties.

Dishonesty, alteration, falsification, misrepresentation, or material omission on university forms, documents, and/or applications will be grounds for immediate dismissal from Oglethorpe University. This includes altering dates and/or signing a name other than your own on any university document.

1.11 Whistleblower

It is the intent of Oglethorpe University to create a work environment in which employees feel free to report any claim of unlawful activity within the university. No one may retaliate against an employee who, in good faith, has made a protest or raised a complaint against some act or practice of Oglethorpe University, or of another individual or entity with whom Oglethorpe University had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

In addition, no one may retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of Oglethorpe University that the employee reasonably believes is in violation of a law, rule, or regulation mandated pursuant to law, or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

Concerns which fall under the Whistleblower policy should be brought to the attention of the HR Director. Violation of this policy may lead to disciplinary action up to and including termination.

SECTION 2 – EMPLOYMENT POLICIES & PRACTICES

2.1 Advancement and Job Postings

Advancement

Oglethorpe University's policy is to fill all positions with the best qualified person. We look to our workforce, as well as external resources, for our future leadership needs. You are encouraged to seek advancement opportunities within Oglethorpe University and pursue the skills and training that will assist you to move into leadership positions. Continued development of knowledge and skills in your present job and/or through the pursuit of additional training or education is essential to your personal development as well as enhancing the possibility of attaining a promotion within or outside of the university.

Your performance history will be taken into consideration when applying for another position. Your basic eligibility for promotion will be determined by the requirements of the new position and your ability to meet those requirements. You can obtain promotion and career guidance from your manager and/or Human Resources.

Job Postings

The university is committed to promoting the career development of our employees. As positions become available, management will, at its discretion, either directly promote or transfer a qualified university employee or open the position for application by internal and external candidates.

Typically the university tries to fill job openings above entry level by promoting from within when qualified candidates are available. The university will post job openings via email to all staff and on the university webpage.

To be eligible to apply for a position you must meet the following qualifications:

At least three (3) months of excellent job performance in your present position. In order to be considered for an interview, you must possess the necessary knowledge, skills, and abilities to perform the work of the open position and you must not have any disciplinary warnings or performance concerns within the last six (6) months.

To apply for a posted job opening:

Interested employees must send a letter of intent and current resume to Human Resources. The resumes will be processed and forwarded to the hiring manager for review. The hiring manager will interview the candidates that meet the posting qualifications; and candidates will be informed of the manager's decision and the status of their application, either accepted or declined.

Employees who are selected for a new position that was posted must satisfactorily complete a ninety (90) day initial training period in their new position. Employees who apply for an open position, but are not selected, may continue to apply for new vacancies.

Employees are encouraged to discuss their career development goals and advancement opportunities within the university, including posted jobs, with their supervisor and/or Human Resources.

In the event a position is terminated or eliminated, the university will attempt to reassign qualified

employees to available positions in an effort to prevent layoffs or release of qualified employees. Employment is based on performance, qualifications, and the university's staffing needs. The university reserves the right to reassign, promote, or transfer qualified active or laid-off employees to available positions prior to or while a position is posted and to determine which jobs will be posted internally.

2-2. Background Checks, Arrests, and Conviction

To ensure that individuals who join Oglethorpe University are well qualified and to ensure that the university maintains a safe and productive work environment, it is our policy to conduct pre-employment **background checks** in accordance with applicable law on all applicants who accept an offer of employment. The university also reserves the right to conduct periodic background checks for current employees (typically every five years). Background checks may include verification of any information on the applicant's resume or application form, the applicant's criminal background record for a minimum of seven (7) years, verification of the applicant's Social Security number, a credit check (if relevant to the position), and the applicant's motor vehicle reports. Misrepresentation or omission of facts, credentials, licenses, and/or any other information in an application for employment, resume, or materials submitted during the hiring process, background check, or during employment may result in disqualification of employment or be grounds for dismissal. The university reserves the right to act if such misrepresentation or omission is identified at any time during the application process or period of employment. The university also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Oglethorpe University. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and applicable law. Reports are kept confidential and are only viewed by university administrators involved in the hiring process.

Although an offer of employment may be extended to an applicant prior to the completion of the background check, including the criminal conviction check, continued employment will be contingent upon receipt of a satisfactory background check.

If information obtained in a background check would lead Oglethorpe University to deny or terminate employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. The applicant may not move forward with the hiring process prior to satisfactory resolution of any potentially adverse items identified on the report. If the applicant is then employed by Oglethorpe University, he or she will be suspended without pay pending resolution of any potentially adverse item identified by the background check.

Although a disqualification is possible, in accordance with federal and state laws, a previous criminal conviction does not automatically disqualify an applicant from consideration for employment with Oglethorpe University.

Examples of possible “unsatisfactory” criminal checks include, but are not limited to, conviction within the past five years for crimes of:

- Violence;
- Destruction of private property;
- Sexual misconduct;
- Felony drug convictions; and
- Job-related felonies or misdemeanors.

In decisions for dismissal, the university will consider such factors as the:

- nature or gravity of the offense or conduct;
- time elapsed since the conviction and/or completion of the sentence;
- applicant’s number of convictions in the adult criminal court system;
- seriousness and nature of the violation and rehabilitation; and
- nature of the position sought or held.

The applicant will be given an opportunity to review the background check results and submit an explanation. Due to the disruption to university operations caused by an unacceptable background check, resolution of any dispute of the results of a background check must be completed with the utmost urgency. The applicant or employee is ordinarily expected to provide supporting documentation within no more than 72 hours of notification of the potentially adverse item identified in the report. Any **current employee who is charged with a crime** (other than a minor traffic offense) shall report being charged with such crime to the Human Resources Director within 72 hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. Oglethorpe University shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee’s employment status until resolution of the charge.

Any current employee who is convicted of, or pleads *nolo contendere* to a crime (other than a minor traffic offense), shall report such conviction or plea to the Human Resources Director within 24 hours of the conviction or plea. Failure to report such conviction or plea may result in appropriate disciplinary action, including termination of employment. The university shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee’s employment status. Oglethorpe University shall review the conviction or plea utilizing the same standards as it applies in reviewing crimes committed by a candidate.

2.3 Employee Classifications

Your employment status is determined by the position held, the number of hours you are regularly scheduled to work, and the expected duration of your employment. Oglethorpe University has established the following categories for both nonexempt (hourly) and exempt (salaried) employees

- **Full-Time (FT)** - Employees who are regularly scheduled to work at least 30 hours per week and are hired for an unspecified period of time. These employees are eligible for university benefits including insurance and paid time off.
- **Part-Time (PT)** – Employees or students who are regularly scheduled to work fewer than 30 hours each week on a consistent basis. A part-time employee or student may occasionally work more hours, but this does not change their employment status. These employees are not eligible for insurance benefits or paid time off.
- **Temporary** –Employees who may work either part-time or full-time but are employed on a short-term, temporary (less than four months) or special projects basis. These employees are not eligible for insurance benefits or paid time off.
- **Intern** – students participating in work based higher learning programs. Interns are “trainees,” not employees, and therefore not eligible for compensation or employee benefits.

You will be informed of your classifications upon hire and informed of any subsequent changes to your classifications. For questions regarding employee classification, please contact Human Resources.

All employees, regardless of employment status, are subject to all university rules and procedures. These classifications do not guarantee employment for any specified period of time and do not change the at-will employment relationship with Oglethorpe University.

2.4 Exempt or Non-Exempt Status

The Fair Labor Standards Act requires that certain employees be paid overtime premium for all hours worked in excess of 40 in a workweek. These employees are considered non-exempt (hourly).

Employees who don't fall under the provisions of the Act are called exempt (salaried). They are not eligible for overtime pay. Generally, exempt employees of Oglethorpe University are faculty, directors, managers, professionals, and certain administrative personnel.

Non-exempt employees receive overtime (time and a half) for hours worked in excess of 40 hours weekly. For additional information, refer to 4.6 Overtime policy. All overtime work will be paid but unauthorized overtime may result in disciplinary action.

2.5 Employee Service Credit

“Length of service” refers to the length of time that an employee is an active full-time or part-time employee of Oglethorpe University. Service begins on the day you become a full-time or part-time employee. Length of service may be used in determining compensation adjustment and certain employee benefits, such as paid time-off. Employees will not lose credit for service with the university, if separated from employment, provided their last day of service was within six (6) months of again becoming an active full or part-time employee. Human Resources will discuss an employee’s service credit with any rehired employee upon the time of hire.

2.6 Introductory Period

As a new employee, your first ninety (90) days will be an introductory period. The purpose is to provide an opportunity for you and your manager to work together during this critical learning and adjustment period. Your manager will be assessing your performance, and you are encouraged to take a close look at Oglethorpe University and your job to ensure that you have made the right employment decision.

At the end of the introductory period, your manager will discuss your performance with you. Your initial efforts will be evaluated, and you will have the opportunity to discuss your impressions and likelihood of success. If at any time during this period your performance is found to be unsatisfactory, your employment may be terminated. In some cases, your introductory period may be extended to allow you further opportunity to make necessary improvements.

Following successful completion of the Introductory Period, your manager will conduct a formal performance review once a year, usually in July. Please note, successful completion of the introductory period does not guarantee employment for any specified length of time.

2.7 Layoffs and Position Eliminations

Oglethorpe University attempts to provide a stable working environment for its staff. The university hopes the need for layoffs will not occur; however, a decline in economic conditions, and/or student enrollment may necessitate cutbacks in university personnel. The university reserves the right to reassign employees to a different position, reduce employee hours of work, change or alter job status, or reduce staff as necessary. The following factors will be taken into consideration if it becomes necessary to reduce staff through a reduction in force:

Work performance Experience/Knowledge Job Skills Length of Service/Tenure

2.8 Nepotism - Employment of Relatives and Personal Relationships

The university wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The university generally will attempt to identify other available positions, but if no alternate position is available, the university retains the right to decide which employee will remain with the university.

In other cases such as personal relationships where a conflict or the potential for conflict arises,

even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the university. Accordingly, all parties to any type of intimate personal relationship must inform management. The university reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

2.9 Performance & Development Review

Depending on your position and classification, Oglethorpe University endeavors to review your performance annually. A positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

During the annual performance review process, supervisors will document areas of employee development. It is the philosophy of Oglethorpe University that learning is an ongoing process and the responsibility of each employee to continue to develop to meet the needs of the university and the community we serve. Therefore, Oglethorpe University encourages employees to bring development needs to the attention of their supervisor. In addition to these formal performance evaluations, you will have the opportunity to meet with your supervisor on a frequent and ongoing basis.

2.10 Personnel Files

Personnel files are maintained by Human Resources and are considered confidential. Access to personal information contained in your personnel file is limited and its confidential nature is consistently safeguarded.

Current employees may view their personnel file by scheduling an appointment with Human Resources; however, Oglethorpe University does not make copies and release information in the file to the employee. We strongly urge employees to keep copies of information submitted to Human Resources for insertion to employee personnel files.

All employees are required to immediately notify Human Resources of any changes to their personal information. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an “out of date” emergency contact, or the inability to reach you in a crisis, could cause a severe health or safety risk or other significant problem.

References and Employment Verifications will be answered only with a statement as to whether you are presently employed, your current or last job title, your work location, and your period of employment. Salary may be verified only if you give written permission. Otherwise, no personal information about you will be released to anyone outside the university, unless required by law.

2.11 Progressive Discipline & Grievance Process

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

Oglethorpe University supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our university values, HR best practices and employment laws.

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

The following outlines Oglethorpe University's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** If your performance falls below acceptable standards, your supervisor may, at his or her discretion, provide a written performance improvement plan (PIP), including a list of desired improvements in performance and a timetable for re-evaluation of performance after implementation of the improvement plan. PIP status will last for a pre-determined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the university. Unsatisfactory performance or failure to satisfy the requirements of the performance improvement plan may result in disciplinary action up to and including dismissal.

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

2.12 References

Oglethorpe University will only respond to written reference requests through Human Resources. ***Only Human Resources may provide references.*** The university will provide general information concerning the employee such as date of hire, date of termination, and positions held. The university reserves the right to provide additional information in cases where there may be a reasonable belief that the employee poses a danger to others. Please refer all requests for references to Human Resources.

2.13 Separation of Employment

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

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide at least two weeks notice, preferably in writing, to facilitate a smooth transition out of the university. Senior staff members should provide a minimum of three weeks notice. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. Management reserves the right to make resignation effective immediately.
- **Retirement:** Employees who wish to retire are strongly encouraged to notify their department director and Human Resources in writing at least one (1) month before the planned retirement date. Faculty requesting early retirement should notify the university a year in advance when possible.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify Human Resources at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of Oglethorpe University are employed on an at-will basis, and the university retains the right to terminate an employee at any time.

Unused accrued vacation leave, up to a maximum of 80 hours, will be paid in the last paycheck unless the employee failed to provide and work a full two weeks' notice.

The separating employee shall contact Human Resources as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on. The separating employee must return all University property at the time of separation, including cell phones, door cards, keys, parking passes, PCs and identification cards. **Failure to return some items may result in deductions from the final paycheck in accordance with applicable law.**

Insurance benefits terminate the last day of the month of employment, unless an employee requests immediate termination of benefits. Employees will be required to pay their share of the insurance premiums through the end of the month. Information to continue your insurance coverage through COBRA (which requires you to pay the full cost of coverage) will be mailed to your home address.

Rehire

Former employees who left Oglethorpe University in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to Human Resources, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from Human Resources prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits, unless the last day of service was within six (6) months of again becoming an active full or part-time employee. An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

2.14 Telework & Alternative Work Schedules

It is the policy of Oglethorpe University to allow employees to use flex-time or to telework when opportunities exist for improved employee performance, reduced commuting miles, or university savings. Flex-time allows employees to adjust the starting and ending times of their work schedule. Teleworking allows employees to perform their duties outside the traditional office on a full-time or part-time basis. On telework days, an employee might work from home, a satellite office, or even on the road.

Flex-time and teleworking is a privilege, not a universal benefit or employee right. The university has the right to offer or refuse an employee the opportunity to flex-time or telework, as well as terminate an alternative work arrangement at any time. Flex-time and telework are a voluntary program unless specifically stated as a condition of employment. Supervisors will consider employee requests for alternative work schedules that can be coordinated with the needs of the department and the needs of other individuals within the department. Since business needs must be the first consideration, requests for flexible work schedules cannot always be approved. However, your supervisor will work with you to try to establish a work schedule that accommodates business needs and considers your individual preference or need.

SECTION 3 - BENEFITS

3.1 Benefits Overview

In addition to good working conditions and competitive pay, it is Oglethorpe University's policy to provide a combination of supplemental benefits to all eligible employees. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements.

The next few pages contain a brief outline of the benefits programs Oglethorpe University provides for you and your family. Of course, the information presented is intended to merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the respective summary plan descriptions (SPDs) which may be revised from time to time. In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall supersede any descriptions of the plans, including the SPDs and this Handbook. Further, Oglethorpe University (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the university intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason. If you have any questions regarding your benefits, please contact Human Resources.

3.2 Employee Assistance Program (EAP)

The university provides an employee assistance program (EAP) for all benefits eligible employees. This program offers qualified counselors and resources to help you cope with personal problems you may be facing. The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. Further details can be obtained through Human Resources.

Participation in the university's EAP program is voluntary and confidential. However, if an employee is not willing to seek help voluntarily, and clear evidence indicates that drug or alcohol abuse or other personal problems may be contributing to declining job performance or abnormal on-the-job behavior, the university can require that the employee consent to counseling and treatment as a condition of employment.

3.3 Flexible Spending Accounts

The university provides flexible spending accounts which allow regular full-time employees to pay for necessary eligible expenses with **pre-tax** dollars. By using pre-tax dollars, you reduce your cost by the amount of tax you save.

The health care spending account allows reimbursement for medical expenses not covered by insurance. Plan participants may elect an annual amount of pre-tax dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

The dependent care spending account allows reimbursement for dependent care expenses such as day care, after school care, and summer camps for dependents age 12 and younger.

The amount you contribute to your spending accounts is taken from your pay before it is taxed. If eligible expenses are less than the elected annual amount of flex dollars for that year, the balance will be forfeited in accordance with IRS regulations. Refer to plan details for more information regarding eligible expenses and tax savings.

3.4 Group AD&D and Life Insurance

The university provides a basic accidental death & dismemberment policy and a group term life policy for all regular full-time employees in the amount of your annual salary, up to a maximum of \$200,000. Employees may also purchase additional voluntary coverage.

3.5 Insurance Programs (Medical, Dental & Vision)

The university currently offers regular full-time employees the opportunity to enroll in medical, dental, and vision insurance. Coverage becomes effective the first of the month following date of hire. Contributions required for medical, dental, and vision coverage are made on a **pre-tax** basis via payroll deduction.

Employees have up to 30 days from their date of hire to make insurance plan elections. Eligible dependents include spouse and children (biological and adopted). Once made, elections are fixed for the remainder of the plan year unless there is a qualifying event (marriage, divorce, birth, adoption, change in employment status, death of dependent).

Each year during open enrollment, employees may change insurance elections for the upcoming benefit year. Human Resources is available to answer benefits plan questions and assist in enrollment as needed.

3.6 Long-Term Disability (LTD) Benefits

The university also provides long-term disability benefits for regular full-time employees. Long-term disability is designed to replace a percentage of an employee's income when an employee is unable to perform the essential duties of their regular occupation due to accidental

injury or illness. The benefit will begin on the 91st day following any qualified accident or sickness. The policy currently provides the employee with 60% of their pre-disability earnings, up to \$10,000 a month. Long-term disability premiums are paid by the university.

When an employee leaves the university because of a disability and is approved for LTD benefits, their active status with the university ceases. Termination of employment is effective with the date of LTD application approval.

3.7 Retirement Savings 403(b) Plan

The university has established and maintains a 403(b) plan to allow eligible employees a tax-leveraged means of supplementing their retirement planning. All full-time employees are eligible and encouraged to participate in the university's retirement program, which is affiliated with Lincoln Financial.

For elective deferrals, all eligible employees may begin participation in the Elective Deferral portion of the Plan the 1st of the month following date of hire with the university. For Matching Contributions, all Eligible Employees may begin participation in these portions of the Plan as of the 1st day of the first complete payroll period after completing one Year of Eligibility Service.

There is no minimum contribution required to participate in the retirement plan. However, to receive the university's matching contribution employees must contribute a minimum 5% of annual salary. The university offers a 7% match of annual salary. The university will notify participants of any changes to the matching contribution it intends to make at least 30 days prior to the payroll period the matching contribution will become effective. An employee's gross pay is used for this calculation.

Individual payments upon retirement depend upon contributions to the Lincoln Financial program. The university provides eligible employees covered by its plans with summary plan description booklets and other materials regarding these retirement plans as appropriate.

3.8 Social Security Benefits

Social Security provides retirement, disability, death benefits and Medicare health insurance for you and your dependents. Part of this cost is paid by the university, and part is paid by you through payroll deduction. Your share of the FICA (social security) tax is deducted from your paycheck, and Oglethorpe University pays the employer's share, based on rates established by law.

3.9 Tuition Benefits

Tuition Scholarships for coursework at Oglethorpe are available for employees and dependents (spouse or child) who meet admission requirements. Employees may attend classes only during non-working hours and an overload for coursework must be approved by his or her director. Full-time employees are eligible immediately. Employee dependents are eligible for this benefit after a one-year waiting period.

Part-time personnel who work at least 20 hours per week, year round, are eligible for this benefit after one year of service. Their dependents are eligible for this benefit for a 50% reduction after the one-year period.

Human Resources must certify eligibility each semester for all employee scholarships. Employees (and their dependents) must apply for any financial aid (with the exception of loans) for which they may be eligible to receive. Failure to do so may result in the loss of the scholarship benefit. Employee (and dependent) scholarships shall be reduced (50% for part-time staff employees) by any financial aid (with the exception of loans) for which the employee or dependent qualifies.

3.10 Tuition Exchange

Tuition Exchange (TE), of which Oglethorpe is a member, is a consortium of over 500 schools around the country offering competitive tuition exchange scholarships to members of faculty and staff families employed at member institutions. TE is a scholarship program (not a guaranteed benefit) in which children of full-time employees may apply to participate. Most TE schools require application and acceptance for admission before considering the TE application. The TE scholarship in most cases matches the tuition at the host institution, but not always, due to differences between high-cost tuition schools and low-cost tuition schools.

Each TE school has a tuition exchange liaison officer. The HR Director is Oglethorpe's tuition exchange liaison officer. A current list of participating TE schools may be found at www.tuitionexchange.org.

1. Eligibility - defined as follows:

- a. "Full-time" means any employee who is eligible for such benefits as are offered to all full-time employees.
- b. Eligibility is defined as those eligible for tuition benefits (see Tuition Benefits section above)
- c. Any natural or legally adopted children who meet requirements of dependency as defined by the Internal Revenue Service. (Must also be a full-time student who has not reached age of 24 by end of the tax year.)
- d. For employees who have more than one child eligible to participate in TE concurrently, participation for each successive child will be reviewed annually and continued participation will be based on the balance of "exports" and "imports."

2. Other Criteria

Active membership in the TE program is dependent entirely on the equal flow of "exports" and "imports" from each school. This requires monitoring by both the member institution and Tuition Exchange. For this reason, no matter how well qualified the applicant, actual receipt of a scholarship cannot always be guaranteed either by the host institution or the sponsoring institution.

- a. Applicants for TE should notify the Oglethorpe tuition exchange liaison officer approximately 12 months in advance of using the program so that TE application forms may be completed. Since TE scholarships are competitive, starting the process a year in advance is advised. Each application form is for one year and a renewal form must be completed for each successive year.
- b. In the event of termination of employment, a child already participating in TE would be allowed to complete that academic semester, but not beyond.
- c. In the event of death of the employee, a child already participating in TE would be allowed to complete that academic year, but not beyond.
- d. In the event of death of the employee, a child certified/accepted in TE but not yet attending school, would be allowed to participate for one year.

While Oglethorpe has not experienced an imbalance of “exports” and “imports,” and has therefore not experienced any restrictions from Tuition Exchange, the following criteria would be set in place in the event of a projected or actual imbalance:

- a. First priority will be given to employee children currently enrolled at Tuition Exchange schools. Among these, seniority of the full-time employee would determine the ranking.
- b. Second priority would be given to employee children currently enrolled in a non-Tuition Exchange school who desire to transfer to a Tuition Exchange school after their freshman or sophomore year. Among these, seniority of the full-time employee would determine the ranking.
- c. Third priority would be given to employees with high school children enrolling in Tuition Exchange schools. Among these, seniority of the full-time employees would determine the ranking.

Any change of criteria on the part of Oglethorpe will be made in writing one year prior to the effective academic year. While it is intended that this program will continue indefinitely, Oglethorpe reserves the right to modify, change or discontinue it at any time.

3.11 Unemployment Insurance

As a university employee, you are covered by unemployment insurance. Oglethorpe University contributes to both state and federal funds to provide this important coverage for eligible employees.

3.12 Workers’ Compensation

The university is committed to providing a safe and healthy workplace for our employees. Preventing accidents, injuries, and illnesses is our primary objective. If you are injured on the job, Workers’ Compensation may provide coverage for medical expenses and loss of income. The scope of coverage is determined by the Workers Compensation Law of Georgia. The cost is fully paid by Oglethorpe University; you pay nothing for this coverage.

If you are injured on the job, no matter how minor, report the incident immediately to your Supervisor and Human Resources so an Incident Report can be completed. Failure to follow University procedures may affect your ability to receive Workers’ Compensation benefits.

When an employee is injured on the job, the university will use our return-to-work process to assist the employee in returning to work as soon as medically feasible. We will arrange for immediate, appropriate medical attention for employees who are injured on the job. We will attempt to create opportunities for them to return to safe, transitional work assignments as soon as medically possible. Our ultimate goal is to return our injured employees to their original jobs. If an injured employee is unable to perform all the tasks of the original job, the university will make every effort to provide a transitional work assignment that meets the injured worker's capabilities. The success of this process involves the combined efforts of management, employees, our designated medical provider(s), and our workers' compensation insurance carrier.

3.13 COBRA

Employees and their dependents participating in the university's group health plan may be eligible for 18 to 36 months of benefits continuation. Eligibility for this benefit continuation under Consolidated Omnibus Budget Reconciliation Act (COBRA) is triggered by a "qualifying event" such as reduction in hours of employment, divorce or termination of employment for reasons other than gross misconduct and is subject to policy terms and conditions and applicable legal guidelines. Please see Human Resources with any questions regarding eligibility or how benefit continuation works.

ADDITIONAL BENEFITS FOR EMPLOYEES

Activities and Events: Employees are invited to attend lectures, plays, musical events, films, exhibitions and athletic events held on campus. Many of these events are free.

Athletic Facilities: Employees are entitled to use the tennis courts (located next to the field house) and the track; athletic teams or competitions and facility rentals are given priority. In addition, the Schmidt Center has a weight room available for all faculty and staff.

Museum: The Oglethorpe University Museum of Art, located on the third floor of the Philip Weltner Library, is open to employees, students and campus visitors. Admission is free for employees. Exhibitions are held throughout the year. Schedules of exhibitions and museum hours are available by calling 404-364-8555 or by visiting www.oglethorpe.edu (keyword: museum).

Library: Employees are encouraged to use the Philip Weltner Library which contains an extensive number of books, compact discs and video discs. In addition, the library subscribes to more than 800 periodicals, many of which are general interest magazines. Employees are also encouraged to check out juvenile books for their children.

Applications for library cards are made at the front desk of the library and enable the employee to check out library materials. Library hours are available by calling 404-364-8511 or by visiting www.oglethorpe.edu (keyword: library). Schedule changes between semesters and on holidays are emailed to the campus community and posted on the library door.

SECTION 4 – EMPLOYEE COMPENSATION

4.1 University Pay Practices

It is our policy and practice to accurately and fairly compensate employees and to do so in compliance with all applicable state and federal laws. Your compensation is consistent with the job responsibilities of your position. Consideration in determining pay may also depend on previous experience, education, performance and other qualifications. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as a non-exempt (hourly) employee, you will be paid an hourly rate for all hours worked. As a non-exempt employee, you will be paid overtime (time and a half) for all hours worked in excess of 40 hours per week. All hours worked must be reported in accordance with University policy in order to be paid. For additional information, refer to 4.6 Overtime policy and 4.9 Timekeeping policy.

If you are classified as an exempt (salaried) employee, you will receive a salary which is intended to compensate you for all hours you may work for Oglethorpe University including, but not limited to, in and out of town travel. This salary will be established at the time of hire or when you become classified as an exempt employee. Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons, sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Provided that an exempt employee performed work within a particular week, the employee's salary will not be reduced for any of the following reasons:

- Partial-day absences for personal reasons, sickness or disability.
- 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.

The university requires exempt employees to use accrued leave for all full day absences.

Your salary may also be reduced for certain types of deductions such as your portion of insurance premiums, state, federal or local taxes, social security, or contributions to a 403(b).

If you believe you have been subject to any improper deductions, you should immediately report the matter to Human Resources.

4.2 Business Expense Reimbursement

Employees may be reimbursed for reasonable **pre-approved** expenses incurred in the course of business. Expenses other than local mileage must be pre-approved by your supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas, car mileage for personal vehicles, and expenses related to student services. All expenses incurred should be submitted to your supervisor along with the receipts within 30 days.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your Supervisor in advance if you have any question about whether an expense will be reimbursed.

4.3 Cell Phone Reimbursement

The university will reimburse regular full-time and regular part-time employees who are required to use their personal cell phones on a consistent basis. Requests for cell phone reimbursement must be approved by the employee's supervisor and Human Resources.

4.4 Direct Deposit

Oglethorpe University strongly encourages employees to use direct deposit. Direct deposit is safe, convenient, and automatic. Since funds are deposited electronically, your money is available quicker than waiting for a check to clear. Also, your money is available even if you are out of town or out of work on payday. It also helps you manage your money as you may set up multiple accounts for your funds. Authorization forms are available from Human Resources. Pay stubs detailing pay, deductions and contributions for the pay period are available online in Oasis.

4.5 Garnishments

Creditors may garnish an employee's pay for an unpaid debt, and Oglethorpe University, upon being served with the garnishment, is required by law to begin deducting the court-ordered amount from the employee's paycheck. The university strongly encourages its employees to handle their personal financial affairs in a responsible manner and resolve debts and financial disputes in order to avoid unnecessary garnishment proceedings.

4.6 Overtime

The university may periodically schedule overtime or weekend work to meet our business needs. We will attempt to give employees advance notice, if possible. We expect that all employees who are scheduled to work overtime or who are called out to work on a special project will be at work unless specifically excused by their supervisor. Failure to report for scheduled overtime work may result in discipline, up to and including immediate termination.

Any **non-exempt** (hourly) employee who works overtime will be compensated at the rate of one and one-half times (1½) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law. All overtime must be reported and will be paid. However, overtime worked without supervisor approval may result in disciplinary action.

For purposes of calculating overtime for non-exempt employees, only actual hours of work will be considered. **Paid leave, such as holiday, sick or vacation pay does not apply toward work time when calculating overtime.**

Exempt (salaried) employees are not eligible to receive overtime and are expected to work the hours needed to complete the job.

4.7 Salary Review/Increases

Wage rates and salaries vary according to your qualifications and previous work experiences, and a successful, stable work record. Rates for one particular job or classification cannot be compared as being relative to any other.

Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on the established date each year. However, any wage increase or adjustment in pay will be awarded on an individual basis dependent upon your performance, overall contribution to Oglethorpe University, and the state of the budget. A good performance review does not always result in a salary increase.

4.8 Salary Advances

Oglethorpe University does not permit salary advances on paychecks, or against accrued paid time off, without the approval of Human Resources.

4.9 Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. All time must be entered daily and approved through the Oglethorpe University timekeeping system in Oasis. All absences from work schedules should be appropriately recorded.

Exempt (salaried) employees are required to submit Leave Requests to use accrued leave for all full days of absence from work.

Non-exempt (hourly) employees must record the time their work day begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, such as meal breaks or personal errands. Non-exempt employees may not start work until their scheduled starting time and should not work past their scheduled ending time without prior approval from their supervisor.

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00am and ending at 11:59pm. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. **A regular work week consists of 40 hours each (8 hours per day excluding a meal break).**

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any changes or corrections to a time card or time record must be initialed by the employee and his or

her supervisor. Filling out another employee's time records, allowing another employee to alter your time records, or altering, falsifying or tampering with time records is prohibited and will result in discipline, up to and including discharge.

On occasion, employees are asked to volunteer for service projects for the university which may fall on a weekend, evening, or holiday. These volunteer opportunities are strictly optional and do not qualify for additional compensation. If you have questions regarding whether or not a project is voluntary, please consult with Human Resources.

4.10 Travel and Mileage Reimbursement

Oglethorpe University employees will be reimbursed for legitimate, reasonable travel expenses when directly connected with or pertaining to official business of the university. Employees requesting mileage reimbursement for Oglethorpe University business related travel will be reimbursed for the most direct route.

Employees who use their personal vehicle to conduct University business are expected to use the most direct route between points of travel and are not authorized to conduct personal business during such travel time. The university does not compensate for mileage from the employee's home to his/her destination or for the return trip from the destination to his/her home. The rate reimbursed per mile is effective the first day of the new fiscal year or upon official notification from the Office of the Controller.

4.11 Travel Time Pay

Exempt (salaried) employees will be paid their regular salary for weeks in which they travel. No other travel time is compensable.

Non-exempt (hourly) employees may occasionally be required to travel for work and the guidelines below will determine whether or not the time is compensable.

Overnight Out-of-Town Trips

Time spent traveling that cuts across the employee's normal work schedule is compensable. Regular meal periods, sleep time, time spent traveling outside of the normal work schedule is not compensable.

Out-of-Town Trips For One Day (or less)

All time is compensable except for: (i) any time spent traveling between home and the local railroad, bus or plane terminal; and (ii) any time spent eating while on the move. However, it is vital to note that travel from home to work and travel from work to home is non-compensable.

4.12 Working Hours and Schedule

Supervisors set work schedules in accordance with the university's business needs. Employees will be assigned a work schedule and will be expected to begin and end work according to their respective schedule. To accommodate the needs of the university, at some point we may need to change individual work schedules or work location on either a short-term or long-term basis.

Lunch times are coordinated within departments and may be varied to meet business and student needs.

Non-exempt employees are allowed to enter the university up to approximately 30 minutes before the work schedule starts, but should not perform any work before the normal schedule begins. Do not begin work and do not clock in more than 10 minutes before the normally scheduled shift. Likewise, stop work and clock out no more than 10 minutes after the end of any scheduled shift. In either instance, do not perform work unless on the clock.

4.13 Your Paycheck

Hourly employees are paid bi-weekly on every other Friday. Salaried employees are paid twice a month on the 15th and the last working day of the month. Calendars displaying the pay periods are available from Human Resources.

Your payroll stub itemizes deductions made from your gross earnings. By law, Oglethorpe University is required to make deductions for social security, federal income tax and any other appropriate taxes. These required deductions may include any court-ordered garnishments. Your pay stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of Human Resources immediately so the university can resolve the matter quickly and amicably.

Employees with direct deposit may print a copy of their pay stub from Oasis. Employees receiving a live check may pick it up from the Office of the Controller. Your paycheck will be given only to you, unless you authorize in writing another person to accept your check for you.

SECTION 5 – EMPLOYEE TIME OFF

5.1 Bereavement Leave

Oglethorpe University provides paid leave to attend the funeral of immediate family members (spouse or domestic partner, child, parent, sister, brother, grandparent or grandchild). Up to five consecutive working days may be taken if the funeral requires travel of 500 miles or more and up to three consecutive days if the funeral is less than 500 miles. One day of paid leave is provided for other close relatives (step-parent, step-sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, niece and nephew). Certification of the death (a death certificate or published death notice) may be requested before funeral leave pay will be authorized.

5.2 Civic Duties

We encourage each of our employees to accept his or her civic responsibilities. As a good corporate citizen, we are pleased to assist in the performance of civic duties.

If an employee receives a call to jury duty, he or she should notify his or her supervisor immediately to minimize disruption to the department. While on jury duty, the university will pay employees their normal rate of pay.

An employee with jury duty must provide his or her supervisor with a copy of the notice or summons from the court. An employee who is released from jury service before the end of his or her regularly scheduled shift or who is not asked to serve on a jury panel is expected to call his or her supervisor as soon as possible and report to work if requested.

If subpoenaed to appear as a witness, an employee should notify his or her supervisor immediately to minimize disruption to the department. An employee with witness duty must provide his or her supervisor with a copy of the subpoena. An employee who is released from witness service before the end of his or her regularly scheduled shift is expected to call his or her supervisor as soon as possible and report to work if requested.

In the unlikely event that an employee's work schedule does not permit him or her to vote in a statewide public election before or after working hours, he or she will be allowed sufficient time off to go to the polls. An employee should give reasonable notice to his or her supervisor so that arrangements can be made.

In addition to calls for jury duty and to appear as a witness, Oglethorpe University also encourages its employees to participate in other civic engagement activities. All employees may take up to one (1) day each calendar year to perform some type of civic duty, volunteering at a local non-profit organization, helping to work voting sites during elections, volunteering at their child's school, etc. All dates must be approved by their supervisors and should be scheduled in a way to minimize disruption to the department.

5.3 Holidays

Oglethorpe University observes the following eight holidays during the year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving and Christmas Day. Also, the university traditionally closes most offices for winter holidays during the days between Christmas Day and New Year's Day. This schedule varies somewhat each year, depending on the academic calendar and on how the holidays fall during the week. The annual holiday schedule is announced in May of each year and covers September 1st through the following August 31st.

Any employee who is absent without the university's written approval on the scheduled workday before or after the holiday becomes ineligible for holiday pay. Because of work needs, an employee may be required to work on a holiday or during the time between Christmas and New Year's Day. Benefits-eligible non-exempt staff members who work during such time will be paid holiday pay plus regular pay.

A staff member who fails to report for scheduled work on an actual or observed university holiday forfeits the holiday and is subject to disciplinary action, unless the absence is due to documented illness and the staff member has complied with departmental call-in procedures.

Holiday and vacation pay are not used in the calculation of overtime and employees on a leave of absence do not receive holiday pay.

5.4 Lactation Breaks

Oglethorpe University supports the rights of nursing mothers who are returning to work following the birth of a child. The university will provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow an employee to express milk for her nursing child. An eligible employee may take break time for up to one year following childbirth.

An employee wishing to express milk in the workplace should give advance notice to Human Resources to allow the university an opportunity to identify a location where the employee can express milk in privacy and establish a break schedule among multiple employees if necessary.

5.5 Sick Leave

Regular full-time employees (with the exception of faculty and nine-month staff) are eligible for 10 days of paid sick leave each anniversary year. Nine-month staff are eligible for seven and a half paid sick days.

Sick leave may be used:

- When unable to work because of illness or injury.
- When the employee or a dependent has a scheduled medical or dental appointment.
- To care for an ill family member (spouse, domestic partner, parent or child).

Sick leave is accrued at a rate of 3.33 hours for regular full-time employees (3.08 hours for non-exempt employees and 2.5 hours for nine-month staff) each pay period and is considered “available” on the first workday of the next month. The accrual rate is linked to actual hours worked in a pay period. When working less than the normal schedule (and not using sick or vacation leave to make up the difference), the accrual rate will be lower for that pay period.

To qualify for paid sick leave benefits when unable to report to work, the employee must follow departmental guidelines for supervisor notification. As much notice as possible should be given for the use of sick leave. For scheduled absences such as doctor’s appointments, sick leave should be scheduled in advance according to departmental practices. Medical and dental appointments (whether the employee’s own or an immediate family member's) should be scheduled outside of the regular work hours if at all possible to minimize disruption to the workplace. Use only the time needed for these appointments. Sick leave balance will appear on each pay stub.

Sick leave may not be "saved" by taking time off without pay. If an employee is absent, and has exceeded his or her available balance of sick leave, he or she may use vacation, if available, to cover the absence. Non-exempt staff may use sick leave in any increment of time, including fractions of hours. Exempt staff may use sick leave in half or whole day increments. The employee is responsible for managing his or her sick leave by monitoring the sick leave balance which appears on each paycheck. Remember that sick time may only be used when there is a balance available.

Any accrued unused sick days are “banked” at the end of the year into a special account called a Family Medical Leave Act (FMLA) account. Once sick leave has been put into the FMLA account, it can only be used for those illnesses or events which are classified as FMLA leave. A maximum of 480 hours (12 weeks) can be banked into the FMLA account. Although full-time Faculty do not receive regular sick days, they do accrue up to two weeks of FMLA leave each year for use with illnesses or events which meet the definition of FMLA leave.

Unused sick leave is not paid upon termination of employment or upon transferring to a non-benefits eligible position. Once an employee gives notice of resignation, sick leave requests will not be approved during that period.

Paid sick time will run concurrently with approved FMLA leave, which may be designated retroactively. Refer to 5.7 FMLA policy for more information.

5.6 Vacation

For regular full-time employees (with the exception of faculty) vacation time begins to accrue immediately and may be used after three months of continuous employment. From then on, vacation time is earned each pay period and is considered "available" on the first workday of the next month.

An employee may accrue up to 120 hours of vacation. At that point, accruals will stop until hours fall below 120 hours (with the exception of president cabinet members and employees with service of 12 years or more). Occasional exceptions to this cap may be approved for unusual situations,

such as an extended vacation or the need to cover unplanned absences or special projects in a department. Exceptions must be cleared by a supervisor.

Effective July 1, 2006 - An accrual rate is the amount of vacation hours earned each pay period. It is determined by position at the university and the benefit designated for the length of service in a benefits-eligible position, per the following chart:

<u>Accrual Rate</u> (Based on Anniversary Date)	<u>Full-Time Staff</u>	<u>Hours Accrued Per Pay Period</u>	
Years of Service:	Days Per Year:	Exempt	Non-Exempt
1 to 4	10	3.33	3.08
5 to 11	15	5	4.62
12 years or more	20	6.67	6.15
<u>Accrual Rate</u>	<u>Directors & Registrar</u>		
Years of Service:	Days Per Year:	Exempt	Non-Exempt
1 to 11	15	5	4.62
12 years or more	20	6.67	6.15
<u>Accrual Rate</u>	<u>Presidents Cabinet</u>		
Years of Service:	Days Per Year:	Exempt	Non-Exempt
All	20	6.67	6.15
<u>Accrual Rate</u>	<u>Nine-Month Full-Time Staff</u>		
Years of Service:	Days Per Year:	Exempt	Non-Exempt
All	7.5	2.5	2.31

The accrual rate is linked to actual hours worked in a pay period. If an employee works less than his or her normal schedule (and does not use sick or vacation leave to make-up the difference), his or her accrual rate will be lower for that pay period.

Vacation time must be requested and scheduled with a supervisor in advance. Department policies differ about how far in advance vacation time should be requested. Check with a supervisor for departmental expectations. Supervisors may deny requests for specific dates, if the operating needs of the unit cannot accommodate an absence on those days.

Vacation may be used only when there is an available balance and may not reflect a negative balance. Any exception for extraordinary circumstances must be approved by the Division Vice President and the Director of Human Resources. Non-exempt staff may use vacation in any increment of time, including fractions of hours. Exempt staff may take vacation in half or whole day increments. Vacation is available as a leave benefit only and may not be taken as pay. Vacation balance will appear on each pay stub.

When an employee resigns giving at least two weeks notice (three weeks for directors and registrar, four for president's cabinet) and if he or she is not terminated for misconduct or dishonesty, any unused accrued vacation time, up to two weeks, will be paid. For payout of accrued vacation time, the last day worked is considered the termination date. When an employee is re-hired into a benefits-eligible position within six months following separation, he or she will

be eligible for the accrual rate at the time of separation. For example, if John had five years of service at the time of separation and was re-hired four months after separation, he would be eligible for the accrual rate for an employee with five years of service.

5.7 Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact Human Resources.

Eligibility

FMLA leave is available to “eligible employees.” To be an “eligible employee” an employee must:

- (1) have been employed by the university for at least 12 months (not necessarily consecutive);
- (2) have been employed by the university for at least 1250 hours of service during the 12-month period immediately preceding the commencement of the leave; and
- (3) report to a facility that employs 50 or more employees or is located within a 75 mile radius of other University facilities that have a combined total of 50 or more employees.

Entitlement

The FMLA provides eligible employees with a right to unpaid leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 weeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on the rolling calendar year. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth or placement for adoption or foster care. This leave also covers activities related to an adoption or foster placement, such as counseling sessions, court appearances, consultations with lawyers or doctors, and/or travel. Spouses employed by the university are entitled to a combined total of 12 weeks of FMLA leave. The leave(s) must be completed within the 12 months after the child’s birth or placement.
- To care for the employee’s spouse, domestic partner, son, daughter or parent (but not in-law) who has a serious health condition. As defined by the FMLA, a “serious health condition” includes any illness, injury, impairment, or physical or mental condition that requires either in-patient care in a medical facility or continuing treatment by a health-care provider. These terms are construed by the university in accordance with applicable federal laws and regulations. A son or daughter must be younger than 18, unless incapable of self-care because of a mental or physical disability. Spouses employed by the university are entitled to a combined total of 12 weeks of family leave to care for sick parents.
- For the employee’s own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth), as defined above, that makes the employee unable to perform one or more of the essential functions of the employee’s job. These terms are construed by the university in accordance with applicable federal laws and regulations.
- Because of any qualifying exigency arising out of the fact that an 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 status in the National Guard or Reserves in support of contingency operation.

Additional Military Family Leave Entitlement (Injured Service Member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single-12 month period, and when combined with other FMLA-qualifying leave, may not exceed 26 weeks during a rolling 12-month period. The rolling 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. See Human Resources for more information.

Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement. Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Once accrued paid time is exhausted, the remainder of the leave will be leave without pay.

Vacation and sick leave accruals will be suspended while on leave without pay. Employees will not be entitled to holiday pay while on leave without pay.

No Work While on Leave

Working or the taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination.

Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work. The employee is required to pay his/her portion of health plan premiums while on FMLA and should contact Human Resources for payment options prior to commencing FMLA.

Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions, including situations where job restoration of "key employees" will cause Oglethorpe University substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The university will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the university telling them whether they are eligible for FMLA leave, and if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the university's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The university may retroactively designate leave as FMLA leave with appropriate written notice to employees, provided the university's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the university and employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee FMLA Leave Obligations to Provide Notice

Employees who take FMLA leave must timely notify the university of their need for FMLA leave. The following describes the content and timing of such employee notices.

To trigger FMLA leave protections, employees must inform Human Resources in writing of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the university to determine that the leave is FMLA-qualifying.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the university notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact Human Resources. The university is committed to complying with the FMLA, and whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any state or local law, which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the university's other leave policies in this Handbook or contact Human Resources.

Oglethorpe University will not interfere with, restrain, or deny the exercise of any right provided under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

5.8 Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity, or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask Human Resources for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

5.9 Personal Leave

Under certain circumstances, Oglethorpe University may grant you a personal leave of absence without pay provided you are ineligible for any other leave of absence. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons, and you are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records.

Normally, a leave of absence will be granted for a period of up to four (4) weeks. Under unusual circumstances a personal leave may be extended, if prior to the end of your leave, you submit a written request for an extension to management and the request is granted. During your leave, you will not earn annual leave or sick days. We will continue your health insurance coverage during your leave if you submit your share of the monthly premium payments to the university in a timely manner, subject to the terms of the plan documents. Failure to do so may result in the termination of insurance benefits.

When you anticipate your return to work, please notify management and Human Resources of your expected return date. This notification should be made at least one week before the end of your leave. Upon completion of your personal leave of absence, the university will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the university, will be considered a voluntary resignation of your employment.

SECTION 6 – EMPLOYEE RESPONSIBILITIES

As an employee of this University, you have certain responsibilities and obligations. One of your main responsibilities is to perform the work assigned to you accurately and on time. You are also expected to demonstrate good judgment, promptness, regular attendance, cooperation with co-workers, and compliance with work rules and rules of conduct. If you have questions about your job or about Oglethorpe University and its policies, you should speak with your immediate supervisor or Human Resources.

6.1 Attendance and Punctuality

Attendance and punctuality are very important at Oglethorpe University. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your supervisor. We expect excellent attendance. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We recognize, however, that there are times when absences and tardiness cannot be avoided. If you expect to be tardy or absent, you are expected to notify your supervisor as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is inadequate and constitutes grounds for disciplinary action. Each employee must notify his or her supervisor, stating the reason for the absence and the expected duration, every day that he or she is absent, unless on an approved leave of absence.

Unreported absences of three (3) consecutive work days will be considered a voluntary resignation of your employment with Oglethorpe University.

Vacation and holidays must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

6.2 Employee Communication

Important notices and items of general interest are continually posted on the university online **Source** website. Make it a practice to review it frequently and/or add content as appropriate. This will assist in ensuring you are aware of issues, policies and matters of importance to the university and its operation.

6.3 Community Engagement/Volunteer Work

Oglethorpe University recognizes it is our responsibility as a good corporate citizen to help enrich our surrounding communities of residence and work. We encourage our employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

Also, in order to support the mission statement of Oglethorpe University, we view the active participation of our employees in our various programs as a valuable resource to the university. It's important for employees to have a strong understanding of what it means to partner with and support the young people, families and communities we serve. All employees may take up to one (1) day each calendar year to perform some type of civic duty, such as volunteering at a local non-profit organization, helping to work voting sites during elections, or volunteering at their child's school, etc. All dates must be approved by their supervisor and should be scheduled in a way to minimize disruption to the department.

6.4 Confidential University Information

During the course of work, an employee may become aware of confidential information about Oglethorpe University's business, including but not limited to information regarding university finances, programs, students, donors, partners, software and computer programs, marketing strategies, suppliers and knowledge, skills and abilities of personnel. Information regarding staff or students shall be disclosed to agencies or persons only with a written release of authorization form. It is extremely important that all such information remain confidential, and not be disclosed to any persons outside of the university without proper authorization. All employees are responsible for protecting the confidentiality of this information.

Continued employment with the university is contingent upon compliance with this policy. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the university, or accesses confidential information for unauthorized purposes, may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations. A violation of this policy can subject an employee to discipline, including discharge.

6.5 Continuing Education/Professional Development

All employees at Oglethorpe University are encouraged and expected to keep current their professional knowledge by attending continuing education courses and/or memberships of professional associations. All University faculty are required to meet the requirements of the Southern Association of Colleges and Schools Commission on College (SACS) for faculty credentials.

6.6 Electronic Communications and Computer Systems

Oglethorpe University communications and computer systems are intended for business purposes; however very limited personal usage is permitted if it does not hinder performance of job duties or violate any other University policy. This includes but is not limited to University phone, voice mail, e-mail and computer systems. Users have no legitimate expectation of privacy in regard to their use of the university phone, voice mail, e-mail and computer systems.

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

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

Right to Monitor

All company-supplied technology and company-related work records belong to the company and not to the employee. Oglethorpe University routinely monitors use of company-supplied technology. Since the university's communication and computer systems are intended for business use, all employees, upon request, must inform management of any personal access codes or passwords to university systems. Violators of this policy may be subject to disciplinary action, up to and including discharge.

6.7 Exit Interviews

Employees who resign are requested to participate in an exit interview with Human Resources. The exit interview gives you an opportunity to talk candidly about your time with Oglethorpe University and receive important information regarding termination of your benefits and final pay.

6.8 Gifts and Gratuities

All employees of this University are prohibited from accepting gifts of money, goods, or services, which are of any significant material value (not to exceed \$25 in value), from students, vendors, or others who receive benefits, directly or indirectly, from this university

6.9 Housekeeping

We want to provide a pleasant, efficient and safe place to work. We expect you to help in this effort by maintaining your immediate work area in an uncluttered, clean and neat condition in compliance with Occupational Safety & Health Administration (OSHA) and university requirements.

When not in use, files should be locked and all work and materials, particularly those of a confidential nature, should be put away securely. All office equipment and lights should be turned off at the end of the work day or when not in use.

6.10 If You Must Leave Us

Should you decide to leave the university, you are requested to provide as much notice as possible to your supervisor. We ask that employees provide at least two weeks advance written notice (three weeks for directors and registrar; four for president's cabinet). Your thoughtfulness will be appreciated. In addition, you will be expected to return all university property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, and/or cell phones. To the extent permitted by law, employees will be required to repay the university (through payroll deduction, if lawful) for any lost or damaged university property, repayment of any expense or accrued time taken in advance.

6.11 Inspections

University vehicles, desks, cabinets, lockers, and work stations are university property and must be maintained according to university rules and regulations. They must be kept clean and are to be used only for work-related purposes. To ensure compliance with its rules and regulations, the university reserves the right to inspect all university property without prior notice to the employee and/or in the employee's absence.

Prior authorization must be obtained before any university property may be removed from the premises. An employee's personal property, including but not limited to packages, purses, and vehicles may be inspected upon reasonable suspicion of unauthorized possession of weapons, illegal drugs, or university property.

6.12 Media Inquiries

All media inquiries regarding Oglethorpe University and its operation must be referred to the Executive Director of University Communication. Only the President and Executive Director of University Communications are authorized to make or approve public statements pertaining to the

university or its operations.

6.13 Outside Employment/Moonlighting

Outside employment is any paid employment performed by you in addition to your primary job with the university. You should not have outside employment which interferes with the efficient performance of your duties, nor which involves a conflict of interest, nor which involves the performance of duties which you should perform as part of your employment with Oglethorpe University. Outside employment shall not occur during your regular or assigned working hours unless you are on approved vacation. You cannot report late, or leave early, or use sick leave due to other employment. All employees holding outside employment should discuss with their supervisor to ensure there is no conflict with your position at Oglethorpe University.

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

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If Oglethorpe University determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

6.14 Personal Appearance

It is important that the Oglethorpe University staff makes a positive and professional impression on our community and the students and families that we serve. Although business casual attire is allowed, university employees are expected to dress appropriately and professionally, and to be clean and well-groomed while on the job. Good grooming and appropriate dress reflect employee pride and inspire confidence in the services we provide.

Business Casual attire should be appropriate for the job function and work environment. Radical departures from conventional dress, such as torn or unkempt clothing are not permitted, regardless of the nature of the job. Clothing must be neat, clean, properly fitting and without holes or frayed fabric.

The university is confident that employees will use their best judgment regarding attire and appearance. Courtesy to coworkers and your professional image should be the factors that are used to assess that you are dressing in business attire that is appropriate. University managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and non-exempt employees will not be paid for that time off.

Although it is impossible and undesirable to establish an absolute dress and appearance code, Oglethorpe University will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. An employee unsure of what is appropriate should check with his or her manager or supervisor.

Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect that your business attire, although less formal, will exhibit common sense and professionalism.

6.15 Personal Conduct Policy

The university respects the private interests of its employees and recognizes their right to conduct their personal lives free from interference from the university. Nonetheless, employees should keep in mind that, even while off-duty, they represent the university to the public and should strive to preserve the university's reputation.

In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as an employee. Therefore, employees who engage in unprofessional or criminal conduct, or other serious misconduct off-duty, may be subject to disciplinary action by the university, including termination of employment, if such conduct is determined by management to be harmful to Oglethorpe University's image, inconsistent with expectations of our employees, or otherwise adversely affects our legitimate business interests.

6.16 Personal Communications and Visits

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls, text messages, instant messages, tweets, social messaging status updates, etc. be kept to a minimum.

6.17 Personal Property

It is the responsibility of employees to take care of their own personal property. Oglethorpe University cannot and does not guarantee the condition or safekeeping of any employee's personal property. Further, the university does not assume any responsibility for personal property and disclaims any liability for any loss or damage due to fire, theft, larceny, malicious mischief, vandalism, riot, civil commotion, weather conditions, collision (except with vehicles owned and operated by the university), or damage caused by any other person. Theft, willful damage, or defacing of other's property on University premises, or at University events/functions, by an employee, will be grounds for disciplinary action up to and including immediate termination.

6.18 Relations with Others

The university expects you to treat co-workers and students with respect. Please express any concerns or complaints to your supervisor to avoid creating dissension among fellow employees by airing differences of opinions and dissatisfactions to them.

You are required to treat everyone without discrimination on the basis of age, race, color, disability, national origin, gender, religion, sexual orientation, or any other legally protected classification under federal, state, or local laws.

You should always act so as to support rather than obstruct co-workers in fulfilling their responsibilities. You are responsible for the quality and extent of the service you perform. You are expected to be a team player and to share pertinent information and/or knowledge with your colleagues as needed.

6.19 Social Media

Oglethorpe University recognizes that many employees may participate in blogs, or simply post items of interest from their own lives, on their personal website or on a variety of general Internet or social media sites such as MySpace, Facebook, Twitter, etc.

Please bear in mind that, although you may view your site as a personal project, some readers will assume you are speaking on behalf of Oglethorpe University. On your site, please make it clear to your readers that the views you express are yours alone and they do not necessarily reflect the views of your employer.

Employees are not authorized to speak on behalf of Oglethorpe University on personal sites, so employees must use the following disclaimer when discussing job-related matters, ***“The opinions expressed on this site are my own and do not necessarily represent the views of Oglethorpe University.”***

We respect the right of employees to use these as an avenue of self-expression and outreach, but ask that you be responsible for what you write; exercise good judgment and common sense.

Adhere to Oglethorpe University’s policies and guidelines addressing ethics, confidentiality, FERPA, the use of University equipment and electronic communication systems, and work conduct rules.

Consider your audience. When you are out in the blogosphere, on Twitter or other social media sites, remember your readers include current, past or potential students and/or co-workers. Refrain from comments that could be interpreted as slurs, demeaning, inflammatory, etc.

You may not post financial, confidential, sensitive or proprietary information about the university, students, employees or applicants. You may not use the university, or any associated logos, on these sites.

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

Blogs and other Internet or personal sites are public record and Oglethorpe University may review public records of this type at its discretion. Violation of these guidelines may result in disciplinary action up to and including termination of employment.

6.20 Solicitations, Distributions and Posting of Materials

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

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on university premises at any time, except in connection with a university approved or sponsored event.
- Employees may not solicit other employees during work times, except in connection with a university approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a university sponsored event
- The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violations of this policy should be reported to Human Resources.

6.21 Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. University equipment should be used for business purposes only.

Please notify your supervisor if any university computers, equipment, or machines appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Employees are prohibited from any unauthorized use of the university's intellectual property, such as audio and video recordings, print materials and software.

Improper, careless, negligent, destructive or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Oglethorpe University is not responsible for any damage to or loss of employees' personal property.

University property, including cars, equipment, tools, supplies and other materials, should be used only for university business, as authorized by your supervisor. You are not permitted to remove university property from the premises without written authorization signed by a department head or the President. Employees who use or borrow university property or equipment without appropriate approval will be subject to discipline, up to and including dismissal.

6.22 Workplace Conduct

Oglethorpe University endeavors to maintain a positive work environment. You play a key role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, at the university's sole discretion. The following are examples of some, but not all, conduct which may be deemed unacceptable:

Breach of Confidence or Security: Because of the nature of our work, we cannot tolerate any breaches of our security measures, or of our confidential information. Much of our student information falls under federal law and inappropriate use will not be tolerated.

Conflict of Interest: We prohibit employees from transacting any business that competes with the university. If such a conflict may arise, notify a supervisor immediately.

Damage to Property: We have made a tremendous investment in our facilities and equipment to better serve our students and to make each job easier. Deliberate, reckless or careless damage to the university's property, or our students' property, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: We expect all employees to be courteous, polite and friendly to our students, their parents, vendors and to fellow employees. No one should use profanity or show disrespect to anyone, or engage in any activity which could harm our university's reputation.

Fighting, Threats or Weapons: We do not allow fighting, threatening words or conduct, loud or abusive language or any other actions that could injure a student, fellow employee or member of the public, regardless of where such words or actions occur. We also do not allow the possession of weapons of any kind on university premises.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, time card or any other document. Report any such violation to a supervisor or human resources immediately. Such falsification may result in immediate termination.

Gambling: Employees may not engage in any form of gambling on university premises or university time.

Gifts and Gratuities: Employees may not accept gifts (except of de minimis value) or any gratuity from alumni or vendors without the express authorization of their supervisor.

Harassment: Our No Harassment policy, which is set forth in detail in this handbook, strictly prohibits harassment based on race; color; religion; national origin; sex; sexual orientation; pregnancy; childbirth or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state or local law.

Injuries and Accidents: Every injury, no matter how slight, must be immediately reported to a supervisor and Human Resources for first aid treatment or medical care. If it is an emergency, seek medical attention immediately. Oglethorpe may require a doctor's release before returning to work.

Insubordination: We all have duties to perform and everyone, including supervisors, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor or member of management.

Leaving Early and Returning Late: Leaving early or returning late from breaks or lunch is prohibited. Leaving a work assignment before quitting time to make preparations to leave before the end of the scheduled shift is also prohibited.

Misuse of Property: Employees may not misuse, or use without authorization, any equipment, vehicle or other property of students, vendors, other employees or the university.

Poor Performance: We expect all employees to make every effort to learn their job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to discipline, up to and including immediate termination.

Sleeping or Inattention: To protect the safety of all employees and to properly serve our students, everyone needs to be fully alert while on the job. We cannot tolerate sleeping or inattention on the job.

Solicitation or Distribution: In the interest of maintaining productivity and a proper campus environment, employees may not distribute literature or other materials of any kind, or solicit for any cause during the working time of any employee involved. Exceptions may be made by Human Resources for vendors and non-profit organizations.

Substance Abuse: We will not tolerate substance abuse. **Employees who test positive for the presence of drugs or alcohol are subject to discipline, up to and including immediate termination.**

Theft: Our society has laws against theft and so do we. Stealing or attempting to steal university property or property belonging to others is strictly prohibited. To protect the campus community, Oglethorpe reserves the right to inspect all purses, briefcases, packages, lockers, tool boxes, desks, cabinets, vehicles and any other containers or items on university property. To remove any university property from the premises for personal use, written permission must be obtained in advance from a supervisor.

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including but not limited to activity either on university property, a job site or off the job, since such activity can adversely affect the university's reputation.

Unsafe Work Practices: We are committed to providing a safe place for our employees to work, and we have established a safety program to ensure that everyone understands the importance of safety. This program requires all of us to exercise good judgment and common sense in our day-to-day work. Horseplay and practical jokes can cause accidents and injuries, and therefore, are prohibited.

Note that all employees are employed at-will, and Oglethorpe University reserves the right to impose the discipline it determines to be appropriate based on the circumstances, or none at all, in a particular instance. The university will address each situation individually and nothing in this Handbook should be construed as a promise of specific treatment in a given situation. However, Oglethorpe University will endeavor to utilize progressive discipline, but reserves the right in its sole discretion to terminate an employee at any time for any reason.

SECTION 7 – WORKPLACE SAFETY

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

7.1 Accident & Injury Reporting

All accidents, including those which do not involve serious injury and those involving students and/or campus visitors, must be reported immediately to a supervisor. Only through a full knowledge of accidents can the university become a safer, healthier place to work for everyone. For additional information, please refer to Section 3.12 Workers' Compensation.

7.2 Campus Safety and Security

Personal safety, protection of personal property and security on the campus are the responsibilities of everyone in the Oglethorpe community. It is important that each employee look out for him or herself, and help look out for others.

Campus safety is responsible for patrolling the campus, locking and unlocking buildings, assisting law enforcement and public safety agencies when they respond to campus, assisting in medical emergencies or calling for aid, enforcing parking regulations, reporting all security occurrences on campus and providing campus information. For the security system to be most effective, it is essential that students, faculty and staff abide by university regulations and cooperate with the efforts to maintain a safe and secure campus.

The Gatehouse will not be occupied at all times. An on-duty security officer can still be contacted by calling ext. 1998.

The following are suggestions of what each Oglethorpe employee can do to assist in improving security at Oglethorpe:

1. Know the phone number of campus safety: 404-504-1998 or ext. 1998 on campus.
2. Promptly report any suspicious person circumstances, unauthorized solicitations, thefts, intruders, vandalism, dangerous driving practices, defects that create an unsafe condition or other such security concerns to campus safety.
3. For emergencies that require a response from off-campus authorities (police, fire or ambulance), call 911 and then call campus safety.

We ask that all of our employees park their vehicles in the areas designated for employee parking. For questions about where to park, please ask a supervisor. Oglethorpe employees must register their vehicle and obtain a parking permit. The permit is in the form of a hang-tag and will be hung from the rear-view mirror of the vehicle.

Cooperate and comply with speed limits, restrictions on parking, posted traffic signs and rules for careful operation of vehicles on campus that are included in the *Traffic and Parking Regulations*, available from campus safety.

Please note that there is **no left turn** permitted when exiting the campus at the front gate on Peachtree Road. Vehicles already in the traffic circle have the right-of-way. Speeds on university property must not exceed 15 miles per hour. We prohibit speeding, or operating a motor vehicle in a reckless manner, on university property or university time. University roadways and parking lots are considered as much a part of the university complex as the inside of a building, and employees are subject to all university rules in university roadways and parking lots.

Violations of security procedures, and instances where Oglethorpe University's property or keys have been lost or stolen, must be reported to the supervisor or department head.

7.3 Driving on University Business

Certain positions at Oglethorpe University require the operation of motor vehicles. All employees driving Oglethorpe University vehicles or personal vehicles while conducting university business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to Human Resources immediately.

Since operating a motor vehicle without a valid operator's license is against the law, if you hold such a position you must have a valid driver's license. If you drive a personal car on university business, you must also carry at least the minimum liability insurance required by state law. Driving with a suspended or revoked license, or without required insurance puts the university and you in a position of potential liability.

Human Resources periodically reviews driving records and verifies state-mandated liability insurance coverage for employees who drive on university business. Drivers with an unacceptable driving record will not be permitted to drive university vehicles. If the operation of a university vehicle is an essential job requirement, your employment may be immediately suspended or terminated if you are no longer able to drive an university vehicle.

It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. University owned or leased vehicles may be used only as authorized by management.

Employees that are required to drive on university business at any time will be expected to follow all the procedures listed below:

1. All employees are expected to wear seat belts at all times while in a moving vehicle being used for university business, whether they are the driver or a passenger
2. Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on university business is strictly prohibited.

3. Although use of cell phones under any circumstances is prohibited while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
4. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
5. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications, that in any way impair driving ability is prohibited. Please contact Human Resources if your medical requirements interfere with your ability to drive.
6. All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
7. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use, and/or any seat that does not include a working seat belt.
8. Employees must promptly report any accidents to local law enforcement as well as to the university, in accordance with established procedures, which require a post accident drug test.
9. Employees are also expected to report any moving or parking violations received while driving on university business and/or in university vehicles.
10. Failure to adhere to these procedures may result in disciplinary action up to and including termination.

Cellular Phone Usage When Driving

Employees with cell phones must refrain from using their phones while driving a university vehicle, or their own, while conducting university business. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should proceed to a safe location off the road, and safely stop the vehicle before placing or accepting a call, texting or using a PDA. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Since this policy requires employees to refrain from using cell phones while driving, employees who are charged with traffic violations resulting from the use of their cell phones while driving, will be solely responsible for all liabilities that result from such actions.

Traffic Tickets

Employees who receive traffic tickets, whether they are driving the university's vehicle or their own, are responsible for payment of any and all fines. Any tickets received while driving the university's vehicle should be reported to Human Resources within 24 hours of the incident along with payment for the ticket.

7.4 Drug Free Workplace

We are committed to providing a workplace free from drug and alcohol abuse. We are concerned about the well being of employees whose drug or alcohol abuse or dependency may affect their job performance, as well as their safety and the safety and well-being of co-workers.

Anyone found possessing, using, selling or distributing illegal drugs or, without authorization, possessing, using, selling or distributing alcohol on university time, on university premises or in university vehicles, or being at work under the influence of alcohol or any controlled substance, will face immediate disciplinary action, up to and including dismissal.

Drug Testing:

Oglethorpe University will not discriminate against applicants for employment because of a past history of drug abuse. It is the current use of drugs that the university will not tolerate. Oglethorpe University has adopted testing practices to identify employees who use illegal drugs on or off the job, or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. Reasonable Suspicion – when there is reason to believe, in the opinion of Oglethorpe University, that an employee is under the influence of, or impaired by alcohol or drugs (prescribed or non-prescribed) while on Oglethorpe University's property, during working hours or while on duty, or that an employee has reported to work with a measurable quantity of drugs or alcohol in the blood or urine;
2. Post-Accident – when an employee is involved in a work-related accident or incident;
3. Follow-up – as part of a follow-up program for treatment of drug abuse;
4. Fitness-for-duty – when a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the university's established policy;
5. When there is any unusual occurrence, which in the opinion of Oglethorpe University, could indicate the use of alcohol or drugs.

Employees who have a positive confirmed test result may explain or contest the result to Oglethorpe University within five (5) working days after Oglethorpe University contacts the employee and shows him/her the positive test result as it was received from the laboratory in writing.

Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing.

If the physician, official or lab personnel have reasonable suspicion to believe that the employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

Search Policy:

When there is reason to believe, in the opinion of Oglethorpe University, that an employee is under the influence of or impaired by alcohol or drugs, or is in possession or control of alcohol, drugs or equipment, products and materials which are used, intended for use or designed for use with such substances, or has reported to work with a measurable quantity of drugs or alcohol in the blood or urine, Oglethorpe University may search any university property and/or an employee's personal property which has been brought onto Oglethorpe University's property (for example, vehicles, handbags, briefcases, etc.), and the employee may be requested to submit to a search by Oglethorpe University's representatives of his/her person and/or property. Oglethorpe University's property covered by this policy includes property of any nature owned, controlled or used by Oglethorpe University, including but not limited to parking lots, offices, desks, file cabinets, lockers and vehicles.

Required Notice:

Employees must immediately notify Oglethorpe University in writing of any conviction of a criminal drug statute.

Disciplinary Action:

Any violation of this policy, including the refusal to submit immediately to a requested search or test, or a positive result on such test(s), may result in disciplinary action up to and including immediate discharge.

We also recognize that alcohol and drug problems are generally treatable. Voluntary participation in such programs will not jeopardize employment or future advancement, but it also will not exempt employees from disciplinary action for substandard job performance or rule infractions.

We encourage employees who think they may have a drug or alcohol dependency problem, or are concerned about the drug or alcohol dependency of a family member, to seek help voluntarily.

7.5 Inclement Weather

Recognizing that the University rarely closes entirely, this policy addresses protocols that will take effect if the Provost and VP, Business & Finance announce class cancellations due to potentially hazardous traveling conditions in the general Atlanta metro area.

When faculty and staff are asked not to report, report late, or leave early due to traveling conditions, all regular full time employees will be paid without use of vacation time. Employees need to consult with their supervisors about work that can be completed remotely.

Early Morning Cancellation: Weather overnight is such that driving conditions are hazardous. Both day and evening classes are cancelled for the day and faculty and staff are not to report to work except for those who have been deemed essential to University operations including ongoing services for residential students.

Mid-Day Cancellation: Bad weather causing dangerous driving conditions results in faculty and staff being sent home early. Remaining day and evening classes are cancelled and personnel

remaining on campus are only those deemed essential to University operations including services to our residents.

Delayed start: Bad weather in the morning but the forecast promises good weather later in the day. Classes are cancelled up to a certain time and then classes meet. Students, faculty, and staff are to report to work and class at the designated time.

Notice of class delays and/or cancellations will be made via email and cell phone text message to the VP for University Communications and his or her staff, as well as to the President, the Cabinet, and key university personnel. University Communications will then disseminate the message via the RAVE alert system, post the information on the homepage, and let local media outlets know.

7.6 Tobacco Free Workplace

Use of tobacco in any form is permitted only in designated outdoor places at university facilities. Smoking is prohibited by law in any area where paint or other flammable materials may be present. Smoking inside any campus facility or within 20 feet of an exit is prohibited by state law.

7.7 No Weapons Allowed

The university prohibits employees and all other persons (other than law enforcement and authorized security personnel) from bringing firearms, ammunition, explosives or other weapons of any kind onto university property at any time. Likewise, no employee should possess any firearm, explosive or other weapon at any time while performing any work for the university. Although the university retains the right to determine the scope of this policy and the terms contained in it, “possess” as used in this policy generally means to have on the person, in a personal vehicle, an assigned vehicle or in other property in the employee’s presence, or under his or her control (such as bags, packages, purses, briefcases, desks, toolboxes, lockers, etc.), while on university premises, or while at work for the university. Consult with a supervisor for questions about whether a particular item could be considered a “weapon.”

Any violation of this policy may subject an employee to discipline, up to and including immediate termination. Consult a supervisor immediately for questions concerning the application of this policy.

7.8 Workplace Bullying

Oglethorpe University defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates our stringent expectation that all students and employees will be treated with dignity and respect.

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

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

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

7.9 Workplace Safety

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

To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to your supervisor immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the university's premises, or in a product, facility, piece of equipment, process or business practice for which the university is responsible, should be brought to the attention of your supervisor immediately. Routine maintenance issues must be entered into the maintenance log located at each Oglethorpe University property.

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

Any workplace injury, accident or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. Supervisors are required to complete an Incident Report and notify the VP of Business and Finance within 24 hours of the injury or accident. All injuries or accidents involving employees must also be reported to Human Resources so a Workers Compensation case can be opened and investigated.

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

7.10 Workplace Violence Prevention

Oglethorpe University is committed to providing employees with a safe work environment. Oglethorpe University will not tolerate any form of violence, threats of violence, intimidation of others, harassment, coercion or attempts to instill fear in coworkers, students, vendors, contractors or others. Possession of weapons in the workplace, menacing behavior and “stalking” are all prohibited.

Any person, who exhibits threatening behavior, threatens to commit or commits a violent act on university property, on university time or in a university vehicle, should be removed from the workplace as quickly as safety permits, and remain away from the workplace pending the outcome of an investigation into the incident. Appropriate law enforcement authorities will be involved as necessary.

Oglethorpe University encourages employees who may be victims of domestic violence, or suspect that a co-worker may be a domestic violence victim, to report those concerns, in confidence, to a manager or human resources representative. Every effort will be made to ensure the safety of the victim and others in the workplace.

Employees are responsible for notifying their immediate supervisor, Human Resources, or any member of management, of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is or might be carried out on Oglethorpe University’s property, or in connection with Oglethorpe University employment. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

To make deliberate false accusations of workplace violence violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

Employees, who in good faith, report what they believe to be workplace violence, or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he/she has been the victim of retaliation for reporting workplace violence, or cooperating in an investigation, should immediately contact Human Resources.

Threats, threatening conduct or any other acts of aggression or violence in the workplace will not be tolerated. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including immediate termination. Non-employees engaged in violent acts on Oglethorpe University’s property will be reported to the proper civil authorities and fully prosecuted.

In order to maintain workplace safety and the integrity of its investigation, Oglethorpe University may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Oglethorpe University encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. Oglethorpe University will not discipline employees for raising such concerns.

7.11 In Closing

We hope this Handbook addressed any questions or concerns you might have. If not, please feel free to discuss your questions with your supervisor or Human Resources. Again, welcome to Oglethorpe University, and we look forward to a long and productive working relationship during your time here.

