

EMPLOYEE HANDBOOK

EFFECTIVE MARCH 2019



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Concordia University Employee Handbook

1 INTRODUCTION

The Concordia University (the “University” or “CU”) Employee Handbook (the “Handbook”) provides employees with a working guide to understanding the day-to-day administration of personnel policies, employee benefits and employment procedures.

Because the University is a church-related institution, all employees are expected to respect the official doctrines of the Lutheran Church-Missouri Synod (the “LCMS” or the “Church”) and to pursue lifestyles that are morally in harmony with its teachings.

The success of CU is attributed to people who are committed to meeting the needs of CU students, colleagues, and others; being friendly and willing to work hard; and having complete integrity and being active in our campus community, in the church and in local communities. Your contribution is important to the continued success of CU.

1.1 *Scope and Purpose*

The Handbook is provided for informational purposes and is designed to provide employees with a general summary description of CU personnel policies, programs, practices, and employee benefits.

The Handbook applies to all employees of CU, except those terms and conditions of employment that are established by an employment agreement.

The Handbook is not an employment contract and should not be interpreted as creating an employment contract. CU administration has the right to change, modify, delete from or add to the Handbook in its sole discretion at any time, with or without prior notice.

This Handbook supersedes all previous verbal and written policies.

1.2 *Employment at Will*

Employment at CU is “at will” and not for a definite term or guaranteed. Employment may be terminated at any time, by either CU or the employee, with or without cause.

1.3 *The Employee’s Responsibility*

All employees are to become familiar with CU rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting CU’s business. If further clarification or interpretation is necessary, contact the Human Resources Department.

1.4 *Faculty Handbook*

The Faculty Handbook applies to employees granted faculty status by the Board of Regents and/or the Provost. The Faculty Handbook supersedes the CU Employee Handbook for subject areas explicitly covered in the Faculty Handbook.

1.5 *Changes in Policy*

Personnel policies at CU may be revised from time to time to reflect any changes in federal, state or local laws, or policy changes at CU. The Human Resources Department will make revisions available online or directly to employees.

2 ABOUT CONCORDIA UNIVERSITY

2.1 **Mission Statement**

CU is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and in the world.

2.2 **Concordia University System (“CUS”)**

CU is one of nine colleges or universities in the [Concordia University System](#), and is owned and operated by LCMS.

2.3 **Brief History of Concordia University**

Mequon, WI: Lutherans in Wisconsin founded Concordia College in 1881. Thirteen students began their instruction in the basement of Trinity Lutheran Church in downtown Milwaukee. In 1882, property located on 31st Street between State and Cedar (now Kilbourn) Streets was purchased to start a campus.

In 1886, Concordia received a perpetual charter from the State of Wisconsin which authorized it to provide "classical, technical, and religious instruction to young men and students who desire to prepare themselves for the ministry of the Lutheran Church." For approximately eight decades, Concordia offered high school and the first two years of a liberal arts college program.

In the 1960's and early 1970's, a lay ministry program was incorporated in the curriculum along with co-educational programs for those interested in becoming teachers, deaconesses, or social workers in the Lutheran Church. Concordia also added a full complement of business and secretarial courses to its curriculum.

In 1978, Concordia was authorized by The Lutheran Church Missouri Synod (“LCMS”) to become a four (4)-year accredited college providing education in teacher education, nursing, medical assistant, social work, and engineering.

In a farsighted move in 1982, the LCMS purchased the former campus of the School Sisters of Notre Dame in Mequon, Wisconsin. The attractive campus consisted of 125 acres on the shore of Lake Michigan, just twenty (20) minutes north of downtown Milwaukee.

On August 27, 1989, the Board of Regents approved the change from a college to university status. Concordia University Wisconsin (CUW) became the first university in the LCMS college system.

Ann Arbor, MI: Concordia stands on 187 acres overlooking the Huron River. Once home to peoples of the Chippewa, Ottawa, Pottawatomie, Huron, and Miami nations, the campus is bisected by Geddes Road, formerly the Pottawatomie Trail, an old Native American highway.

In the spring of 1680, the French explorer LaSalle became the first European to view the campus site. The earliest settler of the land was Elnathan Botsford, one of the first residents of Ann Arbor, who arrived in 1825. In 1917, Harry Boyd Earhart purchased the property. A philanthropist, Mr. Earhart's interests focused on education, religion and charity.

In the late 1950's, the LCMS began a search for a site to build a college. The Earhart estate was purchased in the early 1960's and construction commenced. Concordia College, Ann Arbor was dedicated in 1963 as a junior college. That year, Concordia was granted the right to award the Associate of Arts degree by the State of Michigan. The expansion of the College to a four-year institution with the right to award the Bachelor of Arts degree was approved by the State in 1976.

In 2001, Concordia College officially became Concordia University Ann Arbor (CUAA), after launching its first graduate degree program in Organizational Leadership and Administration.

In July 2013 a strategic alliance between CUAA and CUW became official.

Despite all its changes CU still seeks to develop mature Christian students by sharing the teaching of Jesus Christ in all of its educational programs. This prepares students to competently communicate their vocational knowledge in the written and spoken word by serving the Church and society throughout the world.

2.4 *Concordia Accreditation and Programs*

CU is a Higher Learning Commission accredited, co-educational, liberal arts school offering seventy-five (75) undergraduate majors, thirty-two (32) master's degree programs, and five (5) doctoral degrees. There are also a variety of accelerated evening and e-learning programs.

The University and its Concordia Centers are home to more than 8,900 undergraduate and graduate, traditional, as well as non-traditional students from forty-seven (47) states and fourteen (14) countries.

2.5 *The Lutheran Church—Missouri Synod (LCMS)*

Visit the LCMS web site at www.lcms.org or contact the CU Campus Pastors for information about The LCMS.

3 EMPLOYEE DEFINITION AND STATUS

3.1 Terms Used in the Employee Handbook

Full-time employee refers to employees who are employed and regularly scheduled to work forty (40) hours per week for an academic or fiscal year (unless defined by law).

Part-time employee refers to employees who are employed and regularly scheduled to work less than thirty (30) hours per week for an academic or fiscal year.

Immediate supervisor or *supervisor* refers to the person to whom an employee directly reports.

The *Fiscal Year* is July 1 to June 30.

The *Academic Year* is the period when traditional classes are in session – generally from the end of August to the middle of May.

3.2 Concordia Employee Classifications

3.2.1 Faculty Employee

A *faculty employee* is an employee granted faculty status by the Board of Regents and/or the Provost.

3.2.2 Staff Employee

A *staff employee* is an employee not designated as faculty.

3.2.3 Student Employee

A *student employee* is hired for positions designated for student workers. The Handbook does not apply to this employee group.

3.2.4 Adjunct Faculty or Adjunct Instructor Employee

An *adjunct faculty* or *adjunct instructor employee* is hired for positions designated for adjuncts or part-time instructors. The Handbook does not apply to this employee group.

3.3 Position Classifications

3.3.1 Overtime Exempt or Non-Exempt Positions

All positions are evaluated for overtime exemption by the Director of Human Resources as currently defined by the United States Department of Labor.

3.3.2 Minister of the Gospel

Persons who are listed on the official roster of the LCMS are *eligible* for this classification. Persons engaged in this classification are employed following the ecclesiastical procedures of the LCMS.

3.4 Employment Types

3.4.1 Regular Hourly, Non-Exempt Employee

A *regular hourly non-exempt employee* is one who fills an authorized hourly position and is “regular” because he/she holds a position for at least one (1) academic or fiscal year. The position may be full time or part time.

3.4.2 Regular Salaried, Exempt Employee

A *regular salaried, exempt employee* normally fills an executive, administrative or professional position as defined by the US Department of Labor. These employees work full time and are “regular” because they hold positions for at least one (1) academic or fiscal year.

3.4.3 Temporary Employee

A *temporary employee* is a non-student employee who is not included in the “regular” employment type. Typically, temporary positions have an end date and the duration of employment is less than (6) six months. This classification can be either full or part time.

4 EMPLOYMENT POLICIES AND PRACTICES

4.1 Equal Employment Opportunity

It is the policy of CU to provide equal opportunity to all employees and applicants for employment in accordance with all applicable federal, state, and local laws.

The University will not discriminate against or harass any employee or applicant for employment because of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by federal, state or local laws.

However, CU is an institution of the LCMS and, to the extent allowed by law, CU reserves the right to give preference in employment based on religion. In addition, preference in holding certain employment positions is given to ordained or commissioned ministers of the LCMS. Based on a religious tenet, CU recognizes only male, LCMS ordained Ministers of the Gospel, but recognizes both male and female LCMS Commissioned Ministers of the Gospel.

The Human Resources Department has been appointed to manage the equal employment opportunity program, including all equal employment opportunity activities, as required by federal, state and local agencies. If any employee or applicant for employment believes this policy has been violated, he/she must contact the Director of Human Resources.

4.2 Reasonable Accommodation

CU realizes that certain individuals with physical or mental disabilities may need reasonable accommodation to perform the job-related responsibilities and essential functions of their jobs. CU encourages such employees to notify their supervisor, manager and/or the Human Resources Department of their need for reasonable accommodation. Notification allows CU to take the necessary steps in accordance with applicable federal, state and local laws to evaluate and consider potential reasonable accommodations.

4.3 Anti-Harassment Policy

CU is committed to providing a work environment free of discrimination and harassment. This means that the University will not tolerate harassment directed at an employee, student, visitor, or vendor, whether sexual harassment or harassment because of the person’s sex, race, national origin, age, disability, or any other protected classification as specified by federal, state or local law.

CU fully subscribes to all Federal and State civil rights laws banning discrimination for private, church-affiliated institutions of higher education. CU will not discriminate against any employee, applicant for employment, student or applicant on the basis of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, State or Federal law. Gender discrimination and sexual harassment are prohibited by Title VII of the Civil Rights Act of 1964 as amended and Title IX of the Education Amendments of 1972.

4.3.1 What Kind Of Harassment Is Prohibited?

CU's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on sex, race, national origin, age, disability, or any other characteristic protected by federal, state or local law.

4.3.2 Unlawful Harassment On The Basis Of Characteristics Other Than Sex.

Unlawful harassment may be based on an individual's sex (see Section 4.3.7, below), but may also be based on an individual's race, national origin, age, disability, or any other characteristic protected by federal, state or local law. The following are **examples** of potentially harassing conduct:

1. Comments regarding an individual's physical appearance or attributes;
2. Mimicking an individual's accent or speech pattern;
3. Use of racial or ethnic epithets;
4. The telling of derogatory or offensive jokes;
5. Harassing letters, Emails, phone calls, or gifts; or
6. Comments about an individual's age or disability.

4.3.3 What Should You Do If You Believe You Are Being Harassed On A Basis Other Than Sex?

You **must promptly report** the conduct to your immediate supervisor or the Human Resources Department. Your complaint will be investigated promptly. The information you provide will only be shared on a "need-to-know" basis. Failure to report any potential harassment may result in disciplinary action, up to and including termination.

4.3.4 What Should You Do If You Are Aware Of Another Employee, Student, Visitor, Or Vendor Who You Believe Is Being Harassed On A Basis Other Than Sex?

You **must promptly report** your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, must bring violations of this Policy to the attention of the University by informing one of the individuals described above. Failure to report any potential harassment may result in disciplinary action, up to and including termination.

4.3.5 What Should You Do If A Student, Visitor Or Vendor Treats You Or Another University Employee In A Way That Might Constitute Harassment On A Basis Other Than Sex?

You **must promptly report** the concerns as if the harassment were done by a University Employee or agent. Failure to report any potential harassment may result in disciplinary action, up to and including termination.

4.3.6 What Will Be Done To Those Who Violate This Policy?

Appropriate disciplinary action will be taken against any employee found to have violated this Policy. Such discipline can range from termination of employment, suspension, demotion, or pay cut to a warning. In the case of harassment by a student, visitor, or vendor, CU will act promptly to remedy the harassment and prevent further occurrences.

4.3.7 What is Sexual Misconduct?

Sexual misconduct includes sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, stalking, domestic and dating violence (see definitions for these terms below).

4.3.7.1 What is Sexual Harassment?

Sexual harassment is unwelcome, sexual or gender-based verbal, written, or physical conduct that is sufficiently severe or persistent or pervasive. Further, the effect of the harassment creates a hostile environment, and/or has the effect of unreasonably interfering

with, denying or limiting someone's ability to participate in or benefit from the University's educational, social, athletic, and/or residential programs, and is based on real or reasonably perceived power differentials (quid pro quo), and/or the creation of a hostile environment or retaliation.

4.3.7.2 What is Non-Consensual Sexual Intercourse?

Non-consensual sexual intercourse is defined as any sexual penetration or intercourse (anal, oral or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Note: "Sexual penetration" includes actual or attempted vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

4.3.7.2 What is Non-Consensual Sexual Contact?

Non-consensual sexual contact is defined as: any intentional sexual touching or attempts, however slight, with any object, by a person upon another person that is without consent and/or by force. Note: "Sexual touching" includes any actual or attempted bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

4.3.7.3 What is Sexual Exploitation?

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:

1. Sexual voyeurism (e.g., watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed);
2. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (e.g., allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent);
3. Prostitution; and
4. Sexual Exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection, and further includes administering alcohol or drugs (e.g., "date rape" drugs) to another person without his or her knowledge or consent.

4.3.7.4 What is Stalking, Domestic and Dating Violence?

Note: The states of Michigan and Wisconsin have defined stalking and domestic violence as violations of state law. The University will consider stalking behavior, domestic violence behavior, and dating violence behavior as violations of this sexual misconduct policy. In addition to the state law definition, the University has defined the terms as follows:

- **Stalking** is engaging in a course of conduct composed of a series of two (2) or more separate non-continuous acts directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others and suffer emotional distress.

- **Domestic Violence** includes asserted violent behavior committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- **Dating Violence** means violence (physical, verbal, and/or emotional) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

4.3.7.5 What is Consent?

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

- A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated/lacks capacity has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity/lack of capacity of the other.
- Incapacitation/lack of capacity is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.
- Consent to some sexual contact, such as kissing or fondling, cannot be presumed to be consent for other sexual activity, such as intercourse. A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.
- A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.
- A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

4.3.8 Who Should Report Sexual Misconduct and To Whom?

Employees (faculty, staff, and student employees) are considered responsible employees of sexual misconduct. This includes those who hold a professional license, but who are not employed by CU to counsel, provide health services, or provide pastoral or ministry care. A mandatory reporter must report all allegations of sexual misconduct to a member of the Title IX Coordinator staff, whether you are the victim of sexual misconduct or you become aware of sexual misconduct by others. Title IX Coordinators are identified on the Portal, under the Resources Tab, in the Title IX channel. Depending upon the nature of the misconduct, a Title IX Coordinator may be required by state law to report the behavior to Human Resources or to the Mequon or Ann Arbor Police Department. Failure to report sexual misconduct in a timely fashion may result in disciplinary action, up to and including

termination of employment.

4.3.9 Sexual Misconduct Reporting Process

Parties who are alleged victims of sexual harassment are termed "reporting parties." Alleged violators of the university sexual misconduct policy are termed "responding parties."

CU will investigate formal complaints of sexual misconduct of which it becomes aware. Both parties will be provided periodic updates during the process. Both parties will be advised in writing of the outcome of a complaint once a decision has been reached. Either party may appeal the findings and/or sanctions of a sexual misconduct case (see Portal > Resources > Sexual Misconduct Policies & Process > Findings & Appeals). Complaints may also be resolved through an informal resolution procedure.

The university will respond to allegations of sexual misconduct, which may include taking interim measures such as a "no contact" order between the parties, interim suspension, job restructuring and/or counseling. The University prohibits retaliation against complainants and anyone participating in an investigation.

The investigation of a non-consensual sexual contact/intercourse allegation will proceed whether or not a related criminal matter is pending. Investigations will be kept as private as possible and any information that is disclosed will only be shared on a "need to know" basis. The University reserves the right to investigate allegations even if a complainant asks the University not to take any action.

CU balances the rights of the responding party with the rights of the reporting party in Title IX investigations involving sexual misconduct. The University will treat the parties equitably. Both parties will be given similar and timely access to information that will be used at the hearing. Both parties will be given the same opportunity to present relevant evidence and witnesses, including character witnesses. Both parties will receive simultaneous written notice of the outcome of the hearing and of any appeal process.

In cases of alleged sexual misconduct, CU will disclose the results (findings and sanctions) to both parties. The findings will be one of the following:

- No violation of CU policy occurred
- A violation of CU policy has occurred (including sanctions)
- No finding

CU will disclose to a reporting party of sexual misconduct any sanction imposed on the responding party that relates directly to the reporting party, such as a "no contact" order, transfer to different classes or reassignment/cancellation of housing, a suspension, or a termination.

4.3.10 What Will Be Done To Those Who Violate CU's Sexual Misconduct Policy?

Policy Statement:

- Sexual misconduct can manifest itself in a wide range of behavior. Therefore, the University has empowered the University Administration to evaluate the gravity of the employee's behavior and impose any of the sanctions listed below to address the violation as deemed appropriate.
- The minimum sanction for those found responsible for sexual misconduct that includes sexual penetration is University employment termination. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by

mouth-to-genital contact or genital-to-mouth contact.

- Multiple violations not identified below are subject to any sanction identified below including up to termination.

Policy Violation	Sanction (some or all as listed below)
<ul style="list-style-type: none"> a. Sexual Harassment d. Sexual Exploitation e. Stalking 	<ul style="list-style-type: none"> • Verbal warning • Written warning with memorandum to the employee's employment file • Performance Plan to address behavior • Education program to address behavior <li style="text-align: center;">or • Employment Termination
<ul style="list-style-type: none"> b. Non-Consensual Sexual Intercourse c. Non-Consensual Sexual Contact d. Sexual Exploitation e. Stalking, Domestic and Dating Violence 	<ul style="list-style-type: none"> • Employment Termination

4.3.11 No Retaliation

There will be no retaliation against anyone who in good faith makes a report of a violation of non-sexual harassment or sexual misconduct under this Policy or who assists in the investigation of such a complaint. Any CU employee who retaliates against another employee for making a complaint under this Policy will be subject to termination.

4.3.12 False Reporting

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. Any CU employee who false reports against another employee for making a complaint under this Policy will be subject to termination.

4.3.13 Preventing Sexual Harassment Training

An online training program to **preventing sexual harassment** is provided for all employees.

This on-line course is mandatory for all new CU employees and is to be completed within thirty (30) days of the first day of receiving the training link. Refresher courses are also mandatory for all employees.

4.4 Immigration Law Compliance

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

Consistent with applicable law, employees will be required to complete and sign Form I-9 (Employment Eligibility Verification Form). This form requires employees to attest that they are authorized to work in the job for which they are hired and that the documents submitted are genuine.

4.5 *Prohibition of Violence* (revised 6/27/2014)

CU strives to maintain a work environment that is free from intimidation, threats or violent acts for its employees as well as its students and visitors. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons or carrying unauthorized weapons onto CU property (see Section 5.3), or any other act that could cause violence or harm to employees or other persons on CU property. Employees subjected to any of the above behaviors must immediately report the incident to Campus Safety.

Any serious threat to the safety or health of others will be reported to the proper law enforcement authorities. CU cannot guarantee that employees, students, or visitors will not engage in intimidating, threatening or violent behavior, but this behavior will not be tolerated and will lead to disciplinary action, up to and including immediate termination or termination of the violator's relationship with CU.

Failure to report an incident of violence may lead to disciplinary action, up to and including termination. CU will not retaliate against any employee who in good faith reports potential violations of this Policy.

4.6 *Family Education Rights and Privacy Act of 1974 ("FERPA")*

FERPA is a Federal law that protects the privacy of a student's educational records. Explanation of the act can be found on the portal, the CU web page, or from the Student Life Office.

4.7 *Whistleblower Policy*

CU has a responsibility to conduct its affairs ethically and in compliance with the law. Employees who suspect that CU or a particular CU employee is engaged in conduct that violates any law or any of CU's policies should report such conduct to the Human Resources Department. Employees who make such reports in good faith will not be subjected to retaliation of any kind, but failure to make such a report could lead to disciplinary action, up to and including termination.

4.8 *Employee Background Check*

The University may, in its discretion; conduct background checks on all those offered employment, as well as a condition of continued employment to confirm the qualifications and suitability of the employed. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, criminal record and credit checks. The University will act within applicable laws and under the Guidelines of the Fair Credit Reporting Act which authorizes employers to check both applicants and current employees.

4.9 *Personnel Records and Administration*

4.9.1 *Employee Files*

Personnel files are maintained for every employee by the Human Resources Department. No original files will be removed from this Department.

4.9.2 *Access to Employee Files*

4.9.2.1 *Employee Access*

An employee wishing to access his/her personnel file must submit a written request to the Director of Human Resources. Access to the files will be granted as required by applicable law. As permitted by law, certain personnel records may be excluded from this review. Any copying expenses may be paid by the employee.

4.9.2.2 Supervisor Access

With the prior approval of the Executive Vice President or the Director of Human Resources, supervisors may be granted access to a subordinate's personnel file. A supervisor will be restricted in his/her review of the subordinate's confidential information.

4.10 Changing Personal Data

It is the employee's responsibility to report changes in marital status, dependents, legal name, residential and mailing address, phone number, direct deposit, beneficiary information for institutionally-funded programs, and emergency contacts to the Human Resources Department as soon as available or effective.

The preferred method to change an address or phone number is to Email the change and effective date to human.resources@cuw.edu. To report other changes, see the Human Resources Department for the appropriate form or procedure. Failure to do so in a timely manner may result in loss of certain benefit programs. CU will only provide official notifications, including tax information, to the last known home address.

5 HEALTH AND SAFETY

Contact Information:

Mequon, WI Campus:

Campus Safety: 262-243-4344 (ext. 4344 from campus phone)
Mequon Police Department: 262-242-3500
Emergency: (9+911 from campus phone)

To report any suspicious activity or an emergency, contact Campus Safety (open 24/7) or use the Anonymous Tip Line at 262-243-2200.

Ann Arbor, MI Campus:

Campus Safety: 734-358-1340
Ann Arbor Police Department: 734-994-2911
Emergency: (9+911 from campus phone)

CU maintains that the safety and protection of employees and students is one of our greatest concerns. Therefore, every supervisor and employee is responsible for working cooperatively with the Director of Campus Safety, the Director of Buildings and Grounds and the Human Resources Department to eliminate unsafe conditions that may cause unnecessary injuries and accidents. It is also the responsibility of all employees to follow all federal, state and local laws.

Safety is a priority at CU. Every effort is made to keep work areas safe and free from hazards. Employees are expected to observe all applicable safety requirements and to immediately report any unsafe or hazardous conditions to their supervisors, the Director of Buildings and Grounds, or Campus Safety. Employees who report such conditions in good faith will not be subjected to retaliation of any kind, but failure to make such reports may lead to disciplinary action, up to and including termination.

To bring awareness of emergencies, Concordia uses the Rave service, "Safety Net." Safety Net issues text messages regarding severe weather alerts, an armed intruder on campus, and other important information. Employees with cell phones issued through Concordia are automatically enrolled in Safety Net. Those with personal cell phones that would like to receive these notifications can register on the Portal under the 'Employee' tab; contact Campus Safety for additional information.

5.1 Work-Related Injuries

If an employee is seriously injured, call 911 (9 + 911 from a campus phone) and describe the emergency and location; also call Campus Safety. Note that all Mequon campus exterior door entrances are numbered. Providing the door number can assist emergency personnel.

All employees are required to promptly report any work-related injury or illness to their supervisors so that CU may take appropriate action and properly document these incidents. Failure to make such reports may lead to disciplinary action, up to and including termination.

5.1.1 First Report of Injury

As soon as possible after a work-related injury or illness, employees must complete a First Report of an Injury form. If an employee is unable to personally complete the First Report of an Injury form within twenty-four (24) hours of the accident, his/her supervisor will take a statement by telephone, complete the form and return it to the Human Resources Department.

Notification to the supervisor is required even if the injury does not require any type of first aid treatment and/or does not result in lost work time.

Non-emergency injuries occurring during regular office hours must be reported immediately to the supervisor and to the Human Resources Department. Supervisors must ensure that employees receive medical treatment, if necessary. The Mequon campus Student Health Center is an option for treatment for minor non-emergency injuries.

Emergency injuries and non-emergency injuries occurring outside of regular office hours must be reported immediately to Campus Safety. Campus Safety will assist the employee in obtaining appropriate medical treatment and will complete an incident report.

Any injury or illness which results in absence or work restriction will require a written medical return-to-work form from a healthcare provider and must be brought to the Human Resources Department upon the employee's return to work. If the employee returns to work outside of regular office hours, the medical forms should be brought to the Human Resources Department the next day.

5.2 Medical Emergencies

In an emergency, call 9 + 911 from an on-campus phone (Mequon or Ann Arbor).

Emergency contact information can be submitted through the Portal under the 'Employee' tab, directly under the Safety Net logo. This information is only used in an emergency by the Campus Safety office.

5.3 Weapons on Campus Prohibited *(revised 6/27/2014)*

Unless otherwise authorized in advance and in writing by Human Resources, no employee may possess any weapon on CU property at any time or for any purpose, except employees in the Campus Safety Department who are properly licensed to carry a concealed weapon may keep such a weapon (as that term is defined at Section 175.60(1)(j) of the Wisconsin Statutes).

Aside from the limited exceptions described above, employees are prohibited from possessing, carrying, or using a firearm, ammunition or weapons of any kind, as determined in CU's sole discretion, on University property, regardless of whether the person has a permit to carry a firearm or weapon. Employees are also prohibited from carrying a firearm, ammunition or weapon of any kind while traveling on CU business, except as allowed by law. Prohibited weapons also include, but are not limited to, electric weapons, knives, switchblades, clubs, etc. Questions as to whether a device or implement qualifies as a firearm, ammunition or weapon for purposes of this Policy should be directed to Campus Safety.

Any employee who violates this Policy shall be notified of the violation and subject to disciplinary action, up to and including termination of employment. CU may also refer the matter to the proper authorities for prosecution. Any weapon on campus that is in violation of this Policy may be confiscated by Campus Safety and turned over to the proper authorities.

Any person with a reasonable basis for believing another person is in possession of or carrying a firearm, ammunition or weapon of any kind in violation of this Policy is required to report the suspected act immediately. Reports should be made to the Mequon or Ann Arbor Police Department (9 + 911 from a campus phone), or Campus Safety. Employees should also report the suspected activity to their supervisor, when safe to do. Employees should provide a written statement regarding the weapon incident to Campus Safety and their supervisor, both within twenty-four (24) hours of the incident.

Any employee who makes such a report in good faith will not be subjected to retaliation of any kind, but a failure to report such activity may result in disciplinary action, up to and including termination. An employee may choose to remain anonymous by using the Campus Safety Tip Line (extension 2200 from a campus phone) when making the initial report to Campus Safety.

5.4 Campus Emergency Procedures

In the case of an emergency on either campus, Campus Safety must be notified; instructions will be provided by Campus Safety. All employees are expected to respond quickly and according to those directions. **Everyone in CU buildings MUST participate in practice emergency and/or fire drills.**

Emergency Procedure booklets are also found in offices and classrooms. Code colors, as referenced in the below subsections, are in reference to the Emergency Procedures booklet.

5.4.1 Armed Intruder – Do whatever possible to ensure your safety

Any suspicious activity should be reported to Campus Safety.

Three (3) possible action steps:

1. AVOID THE THREAT (If safe to do so):

- Get out of the room/building or the immediate area quickly and quietly
- Leave belongings behind
- When in a safe location, call Campus Safety and/or the police
- As you exit and encounter others, quickly encourage them to leave with you

2. DENY ACCESS: If it is not safe to get out, hide in a safe location and:

- Lock the door (if unable to lock the door, barricade the door with furniture)
- Lock windows; turn off the lights
- Remain quiet, and pretend no one is in the room
- Spread out in the room; don't huddle together
- Get on the floor if shots are heard
- If a phone is available, call Campus Safety or the police by dialing 911
- If confronted by Campus Safety or the police, follow their instructions

3. DEFEND: If you are confronted by the intruder and there are no other options – Defend Yourself.

- Make a plan with others in case the intruder confronts you
- Spread out in the room
- Act as a team to overcome the intruder
- Do whatever is necessary to protect your safety

5.4.2 Bomb Threat - DO EVERYTHING POSSIBLE TO ENSURE YOUR SAFETY.

Action steps - If in a safe location:

- Stay in your location until help arrives
- Move away from windows and doors
- Get on the floor if an explosion is heard
- Do not touch or remove any objects in the room
- Be prepared to evacuate
- If confronted by Campus Safety or the police, follow their instructions
- Call the police, 911, and/or Campus Safety (from a campus phone)

Action steps - If in an unsafe location:

- Evacuate immediately
- Safely move out of the path of danger
- Do not take personal belongings
- Notify anyone you encounter of the emergency
- Call the police and Campus Safety

5.4.3 Fire or Infrastructure Emergency - DO EVERYTHING POSSIBLE TO ENSURE YOUR SAFETY.

Action steps: EVACUATE THE AREA

- Identify a designated meeting area
- Evacuate - Follow posted evacuation route
- In case of a fire: Pull the fire alarm
- Facilitating an orderly evacuation; Faculty/Staff follow out the last student
- Turning off lights and closing doors (if it can be done safely)
- If confronted, follow instructions of Campus Safety, police or fire department
- Faculty/Staff – Safely take attendance – who is present/absent?
- Call Campus Safety and/or Police

5.4.4 Gas or Chemical Emergency - DO EVERYTHING POSSIBLE TO ENSURE YOUR SAFETY.

Action steps:

- Evacuate – Follow posted evacuation route
- Identify and meet at a safe designated meeting area
- Facilitating orderly evacuation; Faculty/Staff follow out the last student
- Turning off lights and closing doors;
- If confronted, follow the instructions of Campus Safety officers, police or fire department
- Faculty/Staff – Safely take attendance – who is present/absent?
- Call Campus Safety and/or Police

5.4.5 Severe Weather Emergency - DO EVERYTHING POSSIBLE TO ENSURE YOUR SAFETY.

Action steps- If in a safe location:

- Hold your location
- Be prepared to evacuate to a safe location
- If confronted by Campus Safety officers, police or fire department, or RAVE communications, follow their instructions
- DO NOT close windows or doors
- Seek the lowest level of a building with no windows
- Take cover

Action steps- If in an unsafe location:

- Safely move out of the path of danger
- Notify anyone you encounter of the danger
- If confronted by Campus Safety officers, police or fire department, follow their instructions
- Call Campus Safety and the Police Department

5.5 Hazardous Materials

Employees who may be exposed to blood borne pathogens, infectious waste or hazardous waste should follow all safety directives required by law, including Material Safety Data Sheets (“MSDS”), which can be found on the CU portal.

Any employee who may be exposed to bodily fluids in the course of employment duties will receive appropriate training and protective wear. Training is provided at the time of initial assignments to tasks where occupation exposure may occur.

Employees who have not received special blood borne pathogens training should immediately notify the Buildings and Grounds Department of any situation involving contact with bodily fluids, such as blood. Mequon Campus please contact Buildings and Ground at 262-243-4451 (extension 4451 from a campus phone). Ann Arbor Campus please contact Buildings and Grounds at 734-995-7442.

DO NOT ATTEMPT TO CLEAN UP BODY FLUID SPILLS YOURSELF!

Employees with questions regarding these issues should consult with Environmental Safety or the Director of Buildings and Grounds.

5.6 Alcohol Abuse and Controlled Substance Use

CU is committed to complying with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 and to maintaining a drug- and alcohol-free work and studying environment. CU expects that all employees and students will conduct themselves in a responsible manner that shows respect for others and the community at large. As a result, CU has established the following policies and procedures. Questions regarding this Policy should be directed to the Director of Human Resources.

5.6.1 Standards of Conduct

CU strictly prohibits the unlawful possession, use, distribution, manufacture, or dispensing of illicit drugs (“controlled substances”), (as defined in chapter 961 of the Wisconsin Statutes) and In Michigan Compiled Laws 333.7212, and including alcohol by employees on all CU property and at all CU activities, regardless of whether such activities occur on CU property. The use or possession of alcoholic beverages is prohibited on CU premises except as permitted by a Board of Regents directive or the President. The consumption of alcohol is, without exception, governed by the State statutory age requirements.

All employees must, as a condition of employment, abide by the terms of this Policy. In addition, any employee who is convicted for a violation of a criminal drug statute occurring in the workplace must notify the Director of Human Resources of such conviction no later than five (5) days after the conviction.

5.6.2 Disciplinary Actions for Violations

Any employee who violates the standards of conduct summarized above will be subject to disciplinary action (consistent with federal, state or local law), up to and including termination or expulsion, respectively. In addition, CU will refer any violations of this Policy to the proper authorities for prosecution.

CU will administer corrective action in a non-discriminatory manner to all employees and students. CU reserves full discretion to terminate or expel an employee or student depending upon the severity and/or frequency of the violation. In general, however, CU will take the following corrective actions against employees who violate this Policy:

1. Verbal warning or counseling.
2. Written warning.
3. Final written warning or suspension.
4. Suspension or discharge.

5.6.3 Legal Penalties

Violations would be applicable to penalties as defined by local, state and federal laws.

5.6.4 Health Risks

The use of illicit drugs and the abuse of alcohol directly interfere with an individual's ability to work and will eventually interfere with a co-worker's ability to perform his/her tasks in a safe and effective manner. Employees are encouraged to learn about the health effects of drug use and alcohol abuse.

5.6.5 Counseling and Rehabilitation Options

CU provides employees covered by CU's health insurance plan the opportunity to participate in an Employee Assistance Program ("EAP"). Employees struggling with drug use or alcohol abuse should make use of this resource. In addition, such employees may seek assistance from the Counseling Center. Voluntarily submitting to the EAP or self-reporting to the Counseling Center will not, by itself, jeopardize the employee's continued employment with CU. Voluntary requests for assistance after discovery of violation of this Policy will not prevent disciplinary action.

5.7 Drug and Alcohol Testing

Whenever CU has reasonable cause to believe that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has violated CU's Alcohol Abuse and Controlled Substance Use Policy, CU may require the employee to submit a breath, saliva, urine and/or other sample for alcohol and/or controlled substances testing.

Employees notified of selection for alcohol or drug testing must proceed to the test site immediately or as directed by a supervisor. The testing facility will afford employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs.

Employees subject to testing, prior to testing, must sign an approved form consenting to the testing and consenting to the release of the test results to CU's designated representative.

Prior to taking any action, CU will give any employee who tests positive the opportunity to explain the test results to a Medical Review Officer or other individual designated by the testing facility.

Employees who test positive, adulterate a sample, refuse to submit to testing, or refuse to sign the appropriate consent forms will be subject to disciplinary action, up to and including termination, at CU's sole discretion. Continued employment, if any, following a violation of this Policy may be conditioned on the employee signing a "Last Chance Agreement" prepared by CU, at its discretion.

Early recognition and treatment of alcohol or other drug abuse is important for successful rehabilitation, work-related productivity, and reduced personal, family and social disruption. The decision of an employee to request assistance in dealing with an alcohol or drug abuse

problem will not, by itself, jeopardize the employee's continued employment with CU. Voluntary requests for assistance after discovery of violation of this Policy will not prevent disciplinary action.

Treatment for drug and alcohol abuse may be a covered benefit under CU's health insurance plan. See the Human Resources Department for details.

5.8 Smoking Policy

The use of tobacco products is prohibited in all University vehicles, buildings, facilities, and the areas immediately around all entrances and the loading dock at all times. Smoking areas are designated with signs.

5.9 Vehicles and Parking on Campus

Employees have to register their vehicle(s) with Campus Safety. A parking permit and regulations will be provided at no cost to the employee. The parking permit should be displayed from the rearview mirror. Replacement or additional permits are available from Campus Safety.

Parking areas on campus are designated as being available to faculty, staff, students and visitors. Employees may be ticketed for parking in spaces designed for guests, undesignated areas or on the grass. Handicapped parking is for those who have a state-issued permit. Campus Safety is authorized to issue tickets and assess fines for vehicles parked improperly. Repeat violations may result in the vehicle being towed off campus at the owner's expense and/or parking rights denied.

5.9.1 Guest and Temporary Parking

Guest parking is designated for campus guests. A temporary parking permit may be used for authorized visitors to campus. Temporary permits are available from Campus Safety. Employees bringing a vehicle onto campus for a short period of time should obtain a temporary permit from Campus Safety.

5.9.2 Speed Limits and Vehicle Use

Vehicle use is subject to the regulations provided by Campus Safety. The maximum vehicle speed limit on campus is as posted. Failure to follow posted vehicle traffic signs and reckless driving may result in a citation and may result in disciplinary action, up to and including termination.

5.9.3 Campus Safety Escort

Campus Safety can provide a uniformed Safety Officer to escort members of the campus community who are traveling during the evening, night and early morning hours to and from a parking area, residence hall, or other campus buildings. Campus Safety escorts are limited to the Mequon and Ann Arbor campus boundaries. To use this service, contact Campus Safety.

5.10 Theft

Theft of any kind is against University policy. Should the University determine that an employee has taken something from the University, a co-worker, vendor, etc., the employee will be immediately terminated for misconduct and the matter may be referred to the proper authorities. Theft includes but is not limited to other's personal property; CU owned leased or rented property; money; cash; equipment; and theft through computer (i.e. hacking).

5.11 Personal Property

CU assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property. Personal property includes but is not limited to vehicles parked CU property, books, musical instruments, furniture, clothing, art work, personal records, etc. This policy applies to personal property used in the course of job-related activities.

5.12 The Lake Michigan Bluff and Huron River Access

Even though the water may appear inviting, CU employees are warned to use caution in or near the bodies of water. Respect the posted signs and warnings. CU cannot assume any responsibility for anyone who ignores these warnings.

5.13 Office Door Windows

Windows in office doors should not be covered with any material. Visibility into the office should be maintained. Full-view office doors should not be used for posting excessive announcements, documents, etc.

5.14 Campus Crime Report

CU complies with the reporting requirements of the Crime Awareness and Campus Security Act of 1990, which requires higher educational institutions to prepare and make available an annual crime report, access to crime logs, information regarding sex offenders, and to provide timely warnings regarding certain threats. The annual report provides statistics concerning the occurrence of certain crimes reported to Campus Safety and local law enforcement agencies. The report can be found on the CU portal and CU web site. Questions regarding any of the reporting requirements may be directed to the Student Life office, which is responsible for administering the Act's requirements.

5.15 Workplace Searches – No Expectation of Privacy

To protect and secure the property of CU and its employees, students and visitors, CU reserves the right to question employees and all other persons entering and leaving CU's premises and to inspect any property, whether locked or unlocked, including, but not limited to, packages, parcels, purses, handbags, briefcases, lunchboxes, electronic equipment, vehicles parked on CU premises, or any other possessions or articles carried to and from CU premises.

In addition, CU reserves the right to search any employee's office, desk, files, computer, laptop computer, or any other area or article on CU premises, regardless of whether the property is locked or unlocked and whether the lock is CU-owned or employee-owned. In this regard, employees should note that all offices, desks, files, lockers, and so forth are CU property and issued for the use of employees only during their employment with CU.

Searches and inspections may be conducted at any time at CU's sole discretion. Employees who refuse to cooperate in or interfere with an inspection or search, as well as employees who after the inspection or search are believed to be in possession of stolen property, unauthorized alcohol or illegal drugs, will be subjected to disciplinary action, up to and including termination. Employees should not have an expectation of privacy as to any property or articles on CU premises, including, but not limited to, their desks, files, computers electronic equipment, offices, or vehicles parked on CU premises.

6 UNIVERSITY INFORMATION SYSTEMS

6.1 General Information

- If authorized, an employee is provided access to the appropriate electronic communication systems. For example: voice mail, Email, Internet, and CU Portal. These systems are tools that are provided to assist in meeting the requirements of the position. However, reasonable personal use is permitted, but should not interfere with an employee's productivity and is to be done during non-working hours.
- The electronic communication systems are not to be used for political causes, gambling, illegal activities, seeking/inquiring about job opportunities outside of the University, creating, possessing, uploading, downloading, accessing, transmitting, or distributing sexually explicit materials.

The information and messages that are created, sent, received, accessed or stored on these systems constitute University records and are the property of your employer; therefore, confidentiality of any record should not be assumed.

As your employer, we reserve the right to monitor, access, retrieve, read and disclose to law enforcement officials or other third parties, as deemed appropriate and necessary, any information contained, created or transmitted over CU's electronic communications system, without prior notice to the originator or the recipient.

- Employees may not upload, download or otherwise transmit copyrighted, trademarked or patented material, trade secrets; or other confidential, private or proprietary information or materials in violation of any legal constraints. Electronic communications may not contain content that a reasonable person would consider defamatory, offensive, harassing disruptive or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, political beliefs or disability.

Violations, complaints and questions should be reported to the Concordia University Director of Computing Operations. (262-243-4526)

6.2 Acceptable Use Policy

6.2.1 Introduction

CU provides a wide variety of computing and networking resources to all qualified members of the University community. Access to computers, computing systems, and networks owned by CU is a privilege which imposes certain responsibilities and obligations and which is granted subject to University policies and codes, and local, state and federal laws. All users of these resources should comply with specific policies and guidelines governing their use, and act responsibly while using shared computing, network and wireless resources. The purpose of this policy is to promote the efficient, ethical, and lawful use of CU's computer and network resources.

6.2.2 Scope

This policy applies to all users of CU computing and network resources, whether initiated from a computer and/or network device located on or off campus.

6.2.3 Policy Statement

Individuals using computer resources belonging to the University should act in a responsible manner, in compliance with law and University policies, and with respect for the rights of others using a shared resource. The right of free expression and academic inquiry is tempered by the rights of others to privacy, freedom from intimidation or harassment, protection of intellectual property, ownership of data, and security of information.

6.2.4 Acceptable Use Guidelines

The specific usage guidelines that follow are not intended to be comprehensive, but rather to establish and clarify the intent of this policy. Situations not enumerated here can inevitably arise, and they should be interpreted according to the spirit of this policy.

Each person using CU's computer and network resources should:

1. Take no actions that violate the Codes of Conduct and Academic Integrity, or other applicable policy or law. In the event of a conflict between policies, the more restrictive use policy shall govern.
2. Use security measures to protect the integrity of information, data, and systems. Users shall protect their computer systems and accounts by using strong passwords, installing anti-virus software consistent with management directives and keeping such software, as well as the operating system and application security patches, up to date. Users are responsible for safeguarding their identification codes and passwords, and only using them where authorized. Examples of misuse include using a computer account and/or obtaining a password that you are not authorized to use, using the campus network to gain unauthorized access to any computer system and using a "sniffer" or other methods in an attempt to "crack" passwords.
3. Clearly and accurately identify one's self in electronic communications. Do not forge or misrepresent one's identity. Concealing or masking the identity of electronic communications such as altering the source of an Email message by making it appear as if the message was sent by someone else is a violation of this policy.
4. Use computer and network resources efficiently. Computing resources are finite and should be shared. Users may use the University's computer and network resources for incidental personal purposes, provided that such use does not (A) unreasonably interfere with the use of computing and network resources by other users, or with the University's operation of computing and network resources; (B) interfere with the user's employment or other obligations to the University; or (C) violate this policy or other applicable policy or law. The University retains the right to set priorities on use of the system, and to limit recreational or personal uses when such uses could reasonably be expected to cause, directly or indirectly, strain on any computing facilities, or to interfere with research, instructional or administrative computing requirements, or to violate applicable policies or laws. Examples of inappropriate use include sending unsolicited Emails, newsgroups, SPAM, "chain letters," engaging in pyramid schemes, or large downloads of illegal material (music or movies), etc.
5. Do not harass or intimidate or use computer and network resources for unlawful acts. The University, in general, cannot and does not wish to be the arbiter of content maintained, distributed or displayed by users of the University's computing and network resources. For example, the University, in general, cannot protect users from receiving Email they may find offensive. Using the University's computer or network resources for illegal activities, however, is strictly prohibited. Unlawful use of University computer and network resources can expose the individual user and the University to damage claims, or potential criminal liability. Unlawful uses may include, but are not limited to: harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation or disability; obscenity; child pornography; threats; theft; attempting unauthorized access to data; attempting to breach security measures on any electronic communications software or system; attempting to intercept electronic communication transmissions without proper authority; and violation of intellectual property or defamation laws. Do not use computer systems to send, post, or display abusive, slanderous or defamatory messages, text, graphics, or images. By using the University's computer and network services, each user accepts the responsibility to become informed about, and to comply with, all applicable laws and policies.

6. The use of University computer resources and networks is for legitimate academic or administrative purpose. Incidental personal use is permissible to the extent that it does not violate other provisions of this policy, interfere with the performance of employee's duties at the University. Use of your computer account or the network for commercial activities that are not approved by appropriate supervisory University personnel consistent with applicable policy, or for personal financial gain (except as permitted under applicable academic policies) is prohibited. Examples of prohibited uses include using your computer account for engaging in unauthorized consulting services, software development, advertising products/services, and/or other private commercial activity.
7. Respect copyright and intellectual-property rights. Users should adhere to the U.S. Copyright Act, and the terms and conditions of any and all software and database licensing agreements. Any form of original expression fixed in a tangible medium is subject to copyright, even if there is no copyright notice. Examples include music, movies, graphics, text, photographs, artwork and software, distributed in any media -- including online. The use of a copyrighted work (such as copying, downloading, file sharing, distribution, public performance, etc.) requires either (A) the copyright owner's permission, or (B) an exemption under the Copyright Act. The law also makes it unlawful to circumvent technological measures used by copyright owners to protect their works. Copyright infringement exposes the user, and possibly the University, to heavy fines and potential criminal liability. Therefore, without limitation of other possible sanctions, the University may refuse, suspend and/or terminate computer and network access, with respect to any user who violates the copyright law, or who uses the University's computer or network resources contrary to the terms of the University's software or database license agreements. See the following for more information: United States Copyright Office www.loc.gov/copyright
8. Respect University property: Misuse of University property includes, but is not limited to, theft or damage of equipment or software, knowingly running or installing computer viruses or password cracking programs, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.
9. Make only appropriate use of data to which you have access. Authorized University personnel (e.g. system, network and database administrators, among others) may have access to data beyond what is generally available. Privileged access to data may only be used in a way consistent with applicable laws, University policies, and accepted standards of professional conduct. Those who have access to databases that include personal information shall respect individual privacy and confidentiality, consistent with applicable laws and University policies regarding the collection, use and disclosure of personal information. Users should be aware however that state laws and University policies, guidelines and regulations may prevent the protection of certain aspects of individual privacy. Both the nature of electronic communications and the public character of the University's business make certain uses less private than users may anticipate. For example, in certain circumstances, the University may permit the inspection, monitoring or disclosure of Email, consistent with applicable laws and with the University's Electronic Mail Policy.
10. Respect and adhere to other departmental/college/Internet Service Provider's acceptable use policies. When using a University computer system and/or network to connect to a non CU system or network, adhere to the prevailing policies governing that system or network. This does not in any way release your obligation to abide by the established policies governing the use of CU computer systems and networks.

6.2.5 Consequences of Misuse and/or Non-Compliance

Users who misuse University computing and network resources or who fail to comply with the University's written usage policies, regulations and guidelines are subject to disciplinary actions up to and including termination of employment, subpoena of data files, legal prosecution under applicable Federal and State laws, possible penalties under the law, including fines and imprisonment

6.2.6 Appropriate Use of Email and Systems

- Use common sense and civility with use of Email; inappropriate use may result in sanctions as defined in this policy.
- Appropriate use includes the following practices: Identify yourself clearly and accurately in Email. Concealing or misrepresenting your name or affiliation is never appropriate.
- Keep the computer up to date with virus protection and security patches can minimize the occurrences of computer viruses or other programs that may damage or place excessive load on Email or other University resources.
- Sending chain mail and junk mail is inappropriate. These are mass mailings unrelated to University activities that are unlikely to be wanted by most recipients.
- The use of broadcast mail (sending the same note to groups of employees or students) places stress on the Email system. It should be used selectively for compelling mission-related reasons only. Only authorized users may send broadcast mail. Contact Information Technology for information on the use of broadcast lists.
- Treat Email messages and attachments as private and confidential, unless the author(s) make them explicitly available to others.
- Respect the copyright, intellectual property rights, contracts and/or licenses of others, including the University.
- Sanctions for inappropriate use of Email and other computing and networking resources are described in the CU Acceptable Use Policy.

6.3 Copyrighted Materials

CU in no way condones the unlicensed exchange of proprietary products. All CU employees in the performance of their duties should refrain from aiding others in such efforts and should advise other members of the University's community not to participate in such endeavors. Should an activity be undertaken, the responsibility for the consequences of such activity shall remain the sole fiscal and legal responsibility of the offender.

6.4 Use of University Telephones

Occasional use of University telephones for local calls for personal reasons is permissible, but calls should be limited in number and length. Personal long distance calls are not permitted on University phones. Employees may contact the cashier's office to inquire about establishing a personal calling account.

6.5 Email Address Retention

All employees and students of CU are supplied with a CUW.edu Email address when they are hired or are officially registered for classes. The form is firstname.lastname@CUW.edu University employees and students leaving the University in good standing will be allowed continued use of the University's Email system as long as it is available.

The following guidelines will be used for removal of an Email account, permitting that the user is in good standing with the University:

- If the Email account has been inactive for a period of up to one year
- Inappropriate use

This policy applies to both current and former employees and students of the University

Friends of CU may request Email accounts through the IT helpdesk at ithelpdesk@CUW.edu

CU retains the right to change this policy as required.

Information Technology - June 2007

7 STANDARDS OF CONDUCT

CU is proud of its employees and is confident that they will conduct themselves in a professional and business-like manner. No written list of University rules can be complete or can substitute for good judgment by employees or cooperation between employees and administration. CU expects every employee to maintain a positive work atmosphere by acting and communicating in a manner that allows employees to get along with other employees, students, parents, administrators, and visitors.

All employees are to become familiar with CU rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting CU's business.

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

CU has established the following rules and procedures for the protection of its property, business interests and employees. These rules are intended to provide employees with general guidelines and standards of conduct and are not intended to limit CU's right to impose discipline, in its sole discretion, for any violation of these rules. CU also reserves the right to amend these rules, in its sole discretion.

7.1 General Standards

Below is a non-exhaustive list of unacceptable standards of conduct. Although not every situation is covered, common sense should govern your conduct at all times. If you have any questions regarding these standards or whether an action you plan on taking violates CU's policies, please contact the Human Resources Department:

1. Reporting to work under the influence of alcohol or unlawful drugs.
2. Use or possession of drugs or alcoholic beverages on CU premises.
3. False statements or material omission in the application for employment.
4. Falsification of other records, including expense records, time worked or misrepresenting reasons for absence, tardiness or benefits.
5. Failure to observe CU rules or generally accepted standards of conduct.
6. Violations of University policies on absences or tardiness.
7. Fighting, horseplay, malicious pranks, intimidation or profanity.
8. Damaging CU property, including CU vehicles or property of other employees.
9. Insubordination or interfering with business operations or directing others to do so.
10. Violating University policies on discrimination and harassment on CU premises or when conducting CU business off premises.
11. Disrespect toward fellow employees, students, visitors, or other members of the public
12. Possession or use of weapons or explosives, except as allowed by law, on CU premises.
13. Violation of safety, health and person protection rules.
14. Theft, embezzlement, fraud, misappropriation of CU property or funds or any other act of dishonesty.
15. Lifestyles offensive to the LCMS.
16. Relationship between faculty/staff and a current student; especially within same department, affiliated with the same educational program, or in authority roles (ie. Coach, academic advisor, etc.).
17. Any off-the-job misconduct that affects CU's ability to run its business or your ability to do your job.

7.2 Business Hours

Employees are expected to be present and ready to begin work on time each day according to the schedule determined by the supervisor. Some offices, including, but not limited to, Campus Safety, Buildings and Grounds, and Student Service areas are required to have different work schedules and hours of operation.

7.3 Attendance and Punctuality

The supervisor should be notified prior to the beginning of a shift if the employee intends to be absent or late. If the supervisor cannot be contacted, inform the Human Resources Department as soon as possible. Employees are expected to be present and ready to begin work on time each day according to the schedule determined by their supervisor. CU places great emphasis on attendance. Frequent absence or tardiness places an extra burden on your co-workers. It is your responsibility to arrive on time and ready to work at the beginning of your shift each day.

Faculty employees should consult the Faculty Handbook for proper absence report procedures.

A consistent pattern of absence or tardiness or excessive absences, late arrivals and early departures may result in disciplinary action, up to and including termination.

7.3.1 Return to Work Following an Illness, Injury or Hospitalization

An employee who has been absent three days or more or has a medical condition with a work restriction may be required to have a written authorization from a licensed healthcare provider to return to work. The return to work authorization must be brought to the Human Resources Department upon the employee's return to work. If the employee returns to work outside of regular office hours, the medical forms should be brought to the Human Resources Department the next day or faxed directly to the Human Resources Department.

When appropriate, an injured employee may be placed on light duty or restricted work on a temporary basis only. The work site or job duties will be evaluated to ensure the employee's safe return to work.

7.4 Work Schedule

Unless otherwise specified, regular full-time employees are expected to work at least forty (40) hours per workweek.

Absence from work for three consecutive workdays without timely notifying the supervisor or the Human Resources Department will be considered as job abandonment and will be considered a voluntary resignation.

7.5 Meal Break

Full-time employees who work more than five (5) hours per day are provided an unpaid meal break of either thirty (30) or sixty (60) minutes a day depending on the employees work schedule in their office. Generally, Mequon receives a thirty (30) minute unpaid meal break and Ann Arbor receives a sixty (60) minute unpaid meal break due to the office scheduling. Employees are expected to take a meal break. Employees may not forego the meal period to shorten the workday or workweek, unless previously approved by their supervisor.

7.6 Rest Breaks

Employees are allowed two (2) fifteen (15) minute rest breaks – one (1) during through the first half of a shift and another during the second half of a shift. The calculation of the fifteen (15) minutes begins when the employee leaves the work station and concludes when the employee returns to the work station. An employee does not have the option of leaving early because a meal or rest break was not taken. If a work break is not taken, it is lost.

Mequon Campus: With prior approval of the supervisor, when appropriate, one (1) fifteen (15) -minute break time may be added to the thirty (30) -minute unpaid meal break.

7.7 Chapel Attendance

Employees are welcome and encouraged to attend chapel services. The Campus Pastor publishes the chapel schedule. Chapel is an opportunity for spiritual development and, as such, is not a break from work. Employees choosing not to attend chapel may not substitute chapel attendance with another activity or break. Additionally, an employee's choice to attend or not attend chapel will not be a consideration in any decision regarding any terms or conditions of employment. Off-campus sites are encouraged to have brief ten to fifteen (10-15) devotion time on site for the employees or view the chapel services on the CU portal.

An Email sent to the CU community by the Campus Pastor, most weekdays and includes prayer requests. Prayer requests may be made by contacting the Campus Pastor by Email. Prior approval from the prayer recipient in order to post a prayer request is highly recommended.

7.8 Dress and Appearance

Employees at CU represent the University and the Church. Christian values dictate modest and appropriate business or business casual attire for the business side of the University. It is up to the Provost, Vice President, or department head to determine what is appropriate for their department. At all times, clothing should be clean, neat and of proper fit. Supervisors may require employees who report to work inappropriately attired to change clothes. Such employees will be required to use personal or vacation time to do so. Friday is not less casual than the other days of the week.

The President may approve special days when more casual dress is appropriate. Employees will be notified in advance about these special occasions.

7.9 Workplace Décor

Your work station may reflect your personal style within reasonable limits; however, the University reserves the right to restrict workplace décor for any reason, in its sole discretion.

7.10 Children in the Workplace

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

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

7.11 Animals in the Workplace

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

7.12 Solicitation and Distributions

- The University does not permit the solicitation, distribution and posting of material (this includes electronic communications) on work time or in working areas (including electronic work areas) by any employee or non-employee.
- Independent vendors/buyers are not permitted on campus.
- CU prohibits the sale or distribution of any merchandise, product or food that is in direct competition with CU's food service contract, bookstore contract, vending contracts, or other vendor contracts.
- Requests for exceptions to this Policy should be directed in writing to the Executive Vice President for consideration.
- Fundraising activities for institutional purposes which have been approved by the President, Vice President of Student Life or the Senior Vice President of Advancement are permitted.
- Any unauthorized solicitation activity should be reported immediately to Campus Safety.

7.13 Outside Employment

CU prohibits full-time employees from working outside of the University if such employment interferes, as determined by CU, with the employee's duties to the University. Full-time employees may not arrange their CU schedules to accommodate outside employment. Any outside employment while on leave must be approved in writing by the Executive Vice President or Provost and sent to the Director of Human Resources for filing in the employee's personnel file.

7.14 Staff as Part-time Instructor

An exempt employee may teach as a part-time/adjunct instructor with the written permission of his/her supervisor and administrative officer prior to accepting the secondary employment at CU. Preparation for classes taught must be completed outside of the normal working hours. If the course(s) taught are held before or after the employee's normal working hours, the employee will receive pay for services as determined by compensation rates set for adjunct instructors by the Provost.

With the written permission of his/her supervisor and administrative officer, an exempt employee may teach a course(s) that is scheduled during the employee's normal working hours. In such circumstances, either:

- The employee shall receive part-time/adjunct pay and be placed on a flexible schedule to compensate for the time lost for teaching; or
- The services as a part-time/adjunct instructor shall be considered a temporary part of the employee's "other duties as assigned," and no additional compensation as an instructor will be received.

7.15 Performance Review

Regular full- and part-time employees will participate in a performance review session, at least annually, with their supervisor. This performance review is an essential part of meeting goals and standards in carrying out the mission and vision of the University. The purpose of this review is to evaluate employees' past performance, discuss future performance expectations, and to encourage personal and professional growth.

7.16 Communication/Problem Solving

Communication is a shared responsibility.

CU encourages all employees to communicate their opinions, suggestions, ideas, and grievances in a spirit of cooperation, trust and openness. Questions about the information in this Handbook, about your job, suggestions, or concerns should be directed to the supervisor, Director of Human Resources or member of the administration. Every attempt will be made to provide you with an honest, straightforward response.

In most cases, your supervisor is in the best position to help you. He/she can handle the majority of work-related questions or problems that arise during the workday. If you feel that you cannot discuss the situation with the supervisor, contact the Director of Human Resources or the Executive Vice President or another administrator you feel might be able to assist you.

Generally, if you are having a problem with an individual, we encourage you to approach that person first and attempt to resolve the conflict. CU encourages employees to utilize the Peacemaker model of Christian Reconciliation. If that does not resolve the problem, go to your immediate supervisor next. In some cases, you or your supervisor may decide to refer the problem to the next higher level of administration. If a problem arises and you feel you cannot use normal channels, you may also speak to a member of the administration.

7.17 Confidential Information and Nondisclosure

Employees may not disclose or use any of CU's confidential information, other than for the benefit of CU, during their employment.

Unauthorized disclosure or misuse of CU's confidential information will result in disciplinary action, up to and including termination.

7.18 Standards and Ethics – Academic Freedom

Because academic freedom is an important and valued concept in determining the policies of CU, it becomes increasingly important that each University employee recognize the value of personal responsibility at all times. The following guidelines describe additional University expectations of all employees.

CU requires close attention to personal integrity of its employees. All activities of and decisions made by University employees should be free of conflict of interest, which may be defined as any situation in which a reasonable individual would perceive private outside interests to be in conflict with the best interests of CU. Furthermore, CU expects each employee to maintain the highest ethical standards in all associations and activities involving students, staff, faculty and the community at large. It is vital that each employee conduct business in a manner that will reflect well not only on the employee and his/her department but CU as a whole.

8 COMPENSATION AND PAY PRACTICES

8.1 Compensation Objectives

Employment within the University differ in responsibility, working conditions, complexity, education requirements and other important factors. Rates of pay that employees receive for performing their duties reflect differences in skill levels, experience and education.

The University strives to provide employees with a competitive total compensation package that includes both take home pay and the cost of benefit programs provided.

8.2 Pay Periods and Paydays

A regular workweek for full-time employees normally consists of forty (40) hours divided into five (5) calendar days, Monday through Friday. The payroll week begins at 12:00 AM Sunday and ends 11:59 PM Saturday. All employees are paid semi-monthly on the fifteenth (15th) and the last day of the month. If these dates fall on a weekend or a holiday, payday will be the preceding business day. The payroll schedule is available on the portal.

8.3 Direct Deposit

Direct deposit is required for all employees. Employees may choose any bank or credit union for the direct deposit. To change a direct deposit, complete a Direct Deposit Form available on the portal or in the Human Resources Department. Consult payroll prior to changing a direct

deposit or bank. Information on accessing your pay stub and other related information will be provided by the Human Resources Department.

8.4 Payroll Advances

CU does not offer payroll advances.

8.5 Payroll Deductions

The University will make all deductions required by law from an employee's wages. You may also authorize CU to make additional voluntary deductions from your paycheck, such as flexible spending account contributions, contributions for giving campaigns, health care employee premiums, personal computer purchases, or other deductions.

The University will not make deductions from the pay of exempt employees because of variations in the quality or quantity of their work, nor will CU make any other impermissible deductions from their pay under the federal or state wage and hour laws. If an employee believes that he/she has been subjected to an impermissible pay deduction, he/she must promptly report the pay deduction to his/her supervisor. CU will promptly investigate the employee's concern about the pay deduction. If CU determines that an impermissible deduction has been made from an exempt employee's pay, CU will reimburse that employee, in full, for the improper deduction, and CU will take all actions it deems necessary to ensure compliance with the salary basis test in the future.

8.6 Self Employment Contribution Act ("SECA")

Ministers of the Gospel are subject to SECA. CU cannot make deductions for these taxes as it does for other employees unless authorized by each Minister to make such withholdings. If interested, a Minister should notify payroll personnel of the amount he/she desires to withhold and submit the proper authorization forms.

8.7 Timesheets: Non-Exempt Staff

All non-exempt employees (eligible for overtime) must complete timesheets accurately and truthfully. Time is recorded to the nearest quarter hour (15 minutes). The employee records all hours actually worked each day. At the end of each pay period, the timesheet is submitted electronically to the supervisor for verification of hours worked. After verification, the supervisor approves the timesheet and electronically submits it to payroll. If there is a question concerning the hours worked, the problem should be resolved before the timesheet is submitted to payroll. The timesheet must be submitted to payroll at the end of each pay period. Non-exempt employees are pay delayed. Failure to complete and submit a timesheet by the published deadline may result in delay of payment until the timesheet is submitted.

8.8 Overtime Pay: Non-Exempt Staff

The normal workweek is forty (40) hours. There are times when overtime hours are required. Overtime hours are defined only as those worked over forty (40) hours within a given workweek. Holiday hours, paid vacation hours, paid sick leave hours and miscellaneous paid time hours are not counted as "worked" for determination of overtime applicability with a workweek. Any non-exempt employees working more than forty (40) hours in any one workweek shall be paid at the rate of 1-1/2 times the regular rate for hours worked in excess of forty (40) hours in one workweek.

All overtime must be approved by your supervisor prior to working more than forty (40) hours in a workweek. Working more than forty (40) hours in a workweek without approval from your supervisor or refusing to work overtime as needed may result in disciplinary action, up to and including termination.

For the purpose of overtime calculations, the workweek begins at 12:00 AM on Sunday and ends at 11:59 PM on Saturday.

8.9 Time and Attendance Reporting: Exempt Staff

Exempt employees are expected to observe normal working hours and to work at least forty (40) hours per week. Extended work hours may be expected or required. Exempt employees do not receive overtime pay.

Exempt employees must accurately and truthfully report exception time to their supervisor.

9 EMPLOYEE BENEFITS

9.1 **Concordia Plan Services (“CPS”)**

Health, retirement, disability and survivor, supplement life, and accidental death and dismemberment insurance benefits are administered for the LCMS by CPS.

Detailed information on these plans can be found at www.concordiaplans.org, by calling 1-888-927-7526, or by writing to Concordia Plan Services, The Lutheran Church-Missouri Synod, 1333 South Kirkwood Road, St. Louis, MO 63122

The information in this Handbook serves as a general guide to the plans. If any of the terms and conditions of any benefit plan described in this Handbook are inconsistent with the terms and conditions described in the summary plan descriptions for such plans or benefits, the plan documents will govern and control. **CU RESERVES FULL DISCRETION TO INTERPRET, CHANGE, MODIFY, CANCEL, OR AMEND THESE BENEFITS AT ANY TIME, WITH OR WITHOUT NOTICE.**

The Human Resources Department can assist or refer employees to appropriate resources for specific questions.

Domestic partners are not eligible for participation in the plans.

Summary plan descriptions, plan election forms and claim forms are available online at www.concordiaplans.org or from the Human Resources Department.

9.2 **Benefit Eligibility**

Regular full-time employees are eligible to participate in CPS according to each program’s eligibility requirements.

A regular full-time employee who works thirty (30) hours or more per week and more than five (5) consecutive months per year is eligible to participate in the health, retirement, disability and survivor plans; the flexible spending program; the supplemental life; the accidental death and dismemberment insurance program; and the tax sheltered annuity plan.

A part-time employee who works twenty (20) hours or more per week for more than five (5) consecutive months per year is eligible to participate only in the retirement, disability and survivor plans; the flexible spending program; the accident insurance program; and the tax sheltered annuity plan.

Regular part-time employees who works less than twenty (20) hours per week or temporary employees are not eligible for any benefits.

9.3 **Effective Date**

Coverage in the applicable Concordia Plans begins the first day of the month following the date of employment once appropriate enrollment forms are completed. New employees have sixty (60) days to enroll in the plans.

9.4 **Concordia Health Plan (“CHP”)**

Health plan benefits are bundled to provide comprehensive coverage for eligible employees. The CHP includes medical benefits, prescription drug benefits, mental health and substance abuse benefits, health and wellness benefits, and hearing care discounts. Vision benefits and dental benefits are also available.

9.5 *Concordia Disability and Survivor Plan (“CDSP”)*

CDSP provides eligible employees disability income, pre-retirement survivor income, pre-retirement lump sum worker death benefit, and pre-retirement lump sum dependent death benefit. When appropriate, CDSP benefits are coordinated with Workman’s Compensation benefits and Family Medical Leave Acts (“FMLA”) (federal and state).

9.5.1 *Using Your Disability Benefit*

Notify the Human Resources Department any time you suspect you may have a disability, whether maternity leave or because of hospitalization, illness or injury. The Human Resources Department can assist you in notifying CPS to report the disability. CDSP will need the name and phone number of your healthcare provider and the last day worked.

9.5.2 *Disability Pay*

CDSP provides eligible employees a payment beginning on the fifteenth (15th) calendar day of disability. Employees may be paid for the first fourteen (14) days of disability and should contact the Human Resources Department for information pertaining to their employment status.

9.5.3 *Return to Work*

For any leave not covered under the University’s FMLA policy, a signed healthcare provider’s release or “return to work” slip must be submitted to the Human Resources Department before returning to work after any illness of three (3) days or more, a significant injury or any hospitalization.

9.6 *Concordia Retirement Plan (“CRP”)*

CRP provides eligible retirees primary retirement benefits, post-retirement survivor income, and a post-retirement lump sum retiree death benefit.

9.7 *Concordia Retirement Savings Plan (“CRSP”)*

CU provides eligible employees the opportunity to participate in a Tax Sheltered Annuity 403(b) plan.

9.8 *Accidental Death and Dismemberment or Supplemental Life Insurance*

These provide optional coverage. Eligible employees may purchase this coverage through payroll deduction.

9.9 *Personal Spending Accounts (“PSA”)*

PSAs allow a worker to have account from which the deductible and any other unreimbursed eligible healthcare expenses can be paid. Depending on which accounts are compatible with the CHP Option(s), employees can choose between one or both of the following options:

9.9.1 *Flexible Spending Accounts (“FSA”)*

Eligible employees have the opportunity to participate in a medical and dependent care FSA. An FSA allows employees to set aside pre-tax dollars from their pay for eligible health and dependent care expenses. An eligible employee completes a deduction authorization form annually at the end of a calendar year for the following calendar year; any money left in the fund at the end of the year is transferred to the employer.

9.9.2 *Health Savings Accounts (“HSA”)*

Eligible employees can use an HSA in conjunction with a qualifying high-deductible health plan for medical care for themselves and their dependents. The distributions will not be taxed if used for qualified medical expenses and the funds are fully portable, rolling over from year to year.

9.10 Tuition Waivers

Tuition waivers are available for eligible employees and their qualified dependents. The Financial Aid Office can provide complete information and answer questions regarding tuition waivers for CU, other LCMS Colleges and Universities and other tuition exchange programs. The complete CU Tuition Waiver Policy is on the CU portal.

9.11 Recognition of Service to CU (revised 07/01/2011)

To recognize loyal service to the University, a service award program has been established for regular employees.

CU Employment Anniversary for Full and Part-Time Regular Employees

- Employment anniversaries are recognized at an after-chapel coffee. All are welcome to attend these informal gatherings.
- Employment anniversaries are recognized at a spring employee appreciation event. They are currently recognized in five (5)-year increments beginning with the completion of the 5th year at July 1.

Church Work Anniversary

Church work anniversaries are recognized for those on the Synodical roster. Those achieving major milestones (every five (5) years) are recognized.

Recognition of Retirement

The definition of *retiree* is an employee who has consistently worked for CU and: 1) reaches the age of retirement; 2) announces their retirement; and 3) applies for retirement benefits. Retirees in good standing with twenty (20) years or more of consistent service to CU will be recognized.

Emeritus Employee

An *Emeritus Employee* is an individual who:

- Has retired from CU.
- Was a regular full-time or part-time employee in good standing with a minimum of five (5) years of service to the University.
- Was a staff member and has been nominated by the appropriate Vice President and approved by the President.
- Was a faculty person and has been nominated by the President and approved by the Board of Regents.

Benefits to Emeritus Employees and their spouses may include:

- Ability to maintain CU Faculty/Staff identification card.
- Admission to campus events at the current employee rates.
- Use of the campus food service at employee rates.
- Use of the Library collections and facilities.
- Receipt of CU publications.
- Participation in University Opening and Commencement activities.
- Invitation to employee special events.
- Eligibility to serve on special University boards, councils and committees, at the invitation of the President.

10 LEAVE POLICIES AND OTHER BENEFITS

Leaves specific to faculty employees are included in the Faculty Handbook.

10.1 Holidays (revised 07/01/2011)

Only employees who are regularly scheduled to work more than twenty (20) hours per week are eligible for holiday pay. Eligible employees will receive holiday hours equal to the hours they would have worked but for the holiday. For example, an employee normally scheduled for five (5) hours on a Thursday would receive five (5) hours of holiday pay if the paid holiday fell on a Thursday. CU recognizes the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Holidays that fall on a weekend may be observed on the preceding Friday or the following Monday as determined by the University's administrators.

Holiday pay will not be considered as time worked for the purpose of overtime calculations and is computed at the employee's base rate of pay.

Part-time employees (under twenty (20) hours per week) do not receive holiday pay.

Holiday pay will not be paid to employees on any type of unpaid leave.

Non-exempt staff employees required to work on a holiday are paid for hours worked in addition to holiday pay.

10.2 Vacation Leave – Staff

10.2.1 Vacation Eligibility and Use

Paid vacation time is earned by full-time and part-time staff employees regularly scheduled to work more than twenty (20) hours per week. Employees working less than forty (40) hours, but more than twenty (20) hours per week, earn vacation proportional to the number of regularly scheduled hours worked per week. Vacation is earned only for months worked.

Pay is not granted to employees in lieu of vacation. Terminating employees may be paid for unused vacation but will not be paid for more vacation time than is earned in a year.

Supervisors will attempt to grant vacation requests whenever possible, but work requirements will be considered and seniority within the department may be considered. All vacation time must be approved in advance by the employee's supervisor.

Supervisors may block out certain time periods when vacations may not be taken due to the needs of a department.

Although not required, CU requests that employees give notice as specified in Section 13.3 if they choose to resign from their position. Failure to provide this notice will result in forfeiture of accrued, unused or earned vacation time at the end of an employee's employment.

10.2.2 **Vacation Accrual Rates**

The amount of vacation accrual is based on completed years of service to CU on July 1st and the number of regularly scheduled hours worked per week.

Benefit Eligibility: Exempt Full-Time Employees *Employee prior to November 2016

- Less than one year of employment at July 1st - One and one half (1.5) day for each month completed at July 1st – up to a maximum of fifteen (15) working days.
- One (1) year, but less than ten years of employment on July 1st - fifteen (15) working days.
- Ten (10) years of employment or more at July 1st - twenty (20) working days.

Although employees begin to earn vacation time during the first year of employment, it is not available for use until the second year of employment. Vacation time available during the current fiscal year is the amount earned during the previous fiscal year.

Vacation time may not be used unless it is earned. In other words, an employee who has only accrued five (5) days of vacation time cannot request six (6) days of vacation on the assumption that he/she will earn the extra day in the future.

Benefit Eligibility: Exempt Full-Time Employees **Employees on or after November 2016

- Less than ten (10) years of employment at July 1st - One and one-quarter (1.25) day for each month completed at July 1st – up to a maximum of fifteen (15) working days.
- Ten (10) years of employment or more at July 1st – One and three-quarters (1.67) day for each month completed at July 1st – up to a maximum of twenty-one (21) working days.

**Vacation time may be used as it is earned. In addition, an employee can request up to a maximum of five (5) days of vacation days that they have not yet earned on the assumption that he/she will earn the extra day(s) in the future months; or will pay back the amount if they should terminate employment prior to earning the days back on their final pay period.

Benefit Eligibility: Non-Exempt Full-Time Employees *Employee prior to November 1, 2016

- Less than one year of employment at July 1st - One day for each month completed at July 1st – up to a maximum of ten (10) working days.
- One (1) year, but less than six years of employment at July 1st - ten (10) working days.
- Six (6) years, but less than fourteen years of employment at July 1st - fifteen (15) working days.
- Fourteen (14) years of employment or more at July 1st - twenty (20) working days.

*Although employees begin to earn vacation time during the first year of employment, it is not available for use until the second year of employment. Vacation time available during the current fiscal year is the amount earned during the previous fiscal year.

Vacation time may not be used unless it is earned. In other words, an employee who has only accrued five (5) days of vacation time cannot request six (6) days of vacation on the assumption that he/she will earn the extra day in the future.

Benefit Eligibility: Non-Exempt Full-Time Employees **Employees on or after November 1, 2016

- Less than one year of employment, but less than five (5) years of employment at July 1st earn 1 day (8 hours) per month up to maximum of twelve (12) working days.
- Five (5) years, but less than ten years of employment at July 1st - earn 1.25 days per month up to a maximum of fifteen (15) working days.
- Ten (10) years of employment or more at July 1st - earn 1.67 days per month up to a maximum of twenty (20) working days.

**Vacation time may be used as it is earned. In addition, an employee can request up to a maximum of five (5) days of vacation days that they have not yet earned on the assumption

that he/she will earn the extra day(s) in the future months; or will pay back the amount if they should terminate employment prior to earning the days back on their final pay period.

10.3 Leaves of Absence

A leave of absence is an authorized period of time off the job, with or without pay, and is granted at the discretion of administration and in accord with federal/state law. The following are specific types of leaves of absence: sick, compassionate, military, professional and jury duty.

10.3.1 Sick Leave – Non-Exempt Employees

Employees working less than 40 hours, but more than 20 hours per week, earn sick time proportional to the number of regularly scheduled hours worked per week.

Sick time is earned only for months worked.

- Sick leave must be taken in no less than one-quarter (1/4) hour increments.
- Sick leave may be used for the employee's own illness or injury or may also be used when a dependent family member requires attendance by the employee.
- An employee must contact his/her supervisor before starting his/her shift if he/she will not be reporting for work that day due to illness. All absences of more than three (3) working days are to be reported to the Human Resources Department. Absence due to an accident, illness or hospitalization may require a release form signed by a licensed healthcare provider before an employee can return to work.
- When appropriate, certain illnesses or injuries will be coordinated with federal and state family and medical leaves. For benefit-eligible employees, illnesses or injuries of more than fourteen (14) days may be coordinated with Concordia Disability benefits. Contact the Human Resources Department for assistance.
- Sick leave will be paid only for scheduled work time missed and will not be counted in computing overtime.
- Abuse or excessive use of sick leave may result in disciplinary action, up to and including termination.

Sick Leave – Non-Exempt Employees *Grandfathered Status (Effective March 1, 2019)

Non-exempt employees scheduled to work forty (40) hours per week earn sick leave at the rate of five (5) hours per month. Employees working less than forty (40) hours per week but more than twenty (20) hours per week earn sick and personal leave proportional to their regularly scheduled work hours.

- Unused sick leave may accumulate to two hundred forty (240) hours.

Sick Leave – Non-Exempt Employees ** Employees on or after November 1, 2016

Non-exempt employees scheduled to work forty (40) hours per week will earn sick leave at the rate of eight (8) hours per month. Employees working less than forty (40) hours per week but more than twenty (20) hours per week earn sick leave proportional to their regularly scheduled work hours.

- Unused sick leave may accumulate up to a maximum of eighty hours (80) hours.

10.3.3 Sick Leave –Exempt Employees

By the nature of their position, the expectation is that exempt employees will work the necessary time to accomplish the responsibilities of their position.

In the event of an absence, exempt employees must contact their supervisor before starting their shift if they will not be reporting for work that day. All absences of more than three (3) working days are to be reported to the Human Resources Department. Absence due to an accident, illness or hospitalization may require a release form signed by a licensed healthcare provider before an employee can return to work. When appropriate, certain illnesses or injuries will be coordinated with federal and state family and medical leaves. For benefit eligible employees, illnesses or injuries of more than fourteen days may be coordinated with Concordia Disability benefits. Contact the Human Resources Department for assistance.

10.3.4 Compassionate Leave

Compassionate leave of up to five (5) days may be given to an employee for the death of a member of the employee's immediate family without loss of pay. Immediate family includes a parent, stepparent, father-in-law, mother-in-law, spouse, child, or stepchild, son-in-law or daughter-in-law.

Compassionate leave of up to two (2) days may be given to an employee for the death of a brother, sister, brother-in-law or sister-in-law, grandchild or grandparent without loss of pay.

Compassionate leave will be paid only for scheduled work time lost and will not be counted in computing overtime.

The University provides a floral arrangement or green plant in the event of a death of an employee or employee's spouse, child or parent. The employee's supervisor should notify the President's office as soon as possible to allow for timely delivery. Information should include the complete name of the deceased, address and phone number of the funeral home or church, and times of visitation and funeral.

10.3.5 Military Leave

The University recognizes the commitment and dedication of its employees who serve in any branch of the state or federal armed services. The University will grant an employee's request for military leave of absence for active duty, military training, reserve duty, drills, maneuvers, etc., as required by applicable law.

10.3.6 Professional Leave

A full-time employee may be granted time to attend meetings directly related to his/her position and responsibilities. The meeting and time of attendance must be approved by the supervisor in advance. Reimbursement for expenses must have prior authorization and be processed through normal budget channels.

10.4 Family and Medical Leave ("FMLA")

10.4.1 Introduction

CU's Family and Medical Leave Policy (the "Policy") is intended to conform to, and not exceed, the requirements of the federal Family and Medical Leave Act of 1993, as amended ("FMLA"), and the Wisconsin Family and Medical Leave Act ("WFMLA"). This Policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws directly into the University's personnel policies. This Policy does not repeat every provision of the FMLA's or the WFMLA's statutory or regulatory requirements. You may contact Human Resources Department if you have specific questions regarding the FMLA, WFMLA, or this Policy.

Family and medical leave taken under this Policy may be covered by federal law, state law, or both. When leave taken by employees under this Policy is governed by both federal and state law, the more generous provision will control in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this Policy. In this regard, you should note that certain leaves may be covered by both state and federal law for only a portion of the leave.

10.4.2 Eligibility Requirements

To be eligible for leave under federal law, you must have been employed by the University for at least twelve (12) months, must have worked at least 1,250 hours during the 12-

month period immediately preceding the commencement of the requested leave, and be employed at a worksite where fifty (50) or more employees are employed by the University within a 75-mile radius. State laws will be reviewed for employees to find whether or not the employee is eligible for leave under state law. The kind and amount of leave available to you under this Policy, as well as your rights during leave, depend on whether you meet the above requirements.

10.4.3 Types of Leave Available

The University provides family and medical leave for eligible employees under the following circumstances:

- (1) For the birth of the eligible employee's child and to care for a newborn child.
- (2) For placement with the eligible employee of a child for adoption or foster care.
- (3) To care for an eligible employee's spouse, child, parent or parent-in-law with a serious health condition.
- (4) Because of a serious health condition that makes the eligible employee unable to perform any of the essential functions of the employee's job.
- (5) Because of a "qualifying exigency" arising out of the fact that the eligible employee's spouse, son, daughter or parent is a member of the Armed Forces, including the National Guard or Reserves, or a retired member of the Armed Forces on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
- (6) For an eligible employee to care for his/her spouse, son, daughter, parent or next of kin who is a covered service member with a serious injury or illness.

See Human Resources Department to determine whether your request for leave qualifies under one of the above categories.

10.4.4 Certification

If leave is requested due to your own serious health condition, the serious health condition of your spouse, child, parent or parent in-law, the serious illness or injury of a covered service member or for a qualifying exigency, the University requires that the leave request be supported by certification issued by a health care provider or other specified third party. The University's certification forms can be obtained from Human Resources Department. Failure to provide the University with timely, complete, and responsive certification within fifteen (15) days of the University's request for certification may result in delay or denial of the leave.

If an employee provides the University with incomplete or insufficient certification, the University will provide written notice to the employee explaining the deficiency in the certification and will allow the employee at least seven days to cure the deficiency. If such deficiency is not cured, the University may deny the employee's leave request.

The University reserves the right to request re-certification or a second medical opinion, when necessary. In addition, the University may contact the employee's health care provider to clarify and authenticate a medical certification, as permitted by law.

10.4.5 Definition of Serious Health Condition

In conjunction with the certification, the University reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling you to family or medical leave under state or federal law.

Under federal law, a "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

- Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice or residential medical care facility.

- A period of incapacity of more than three consecutive full calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:
 - o In-person treatment two or more times by a health care provider related to the same condition under the following circumstances:
 - the first in-person treatment must occur within seven (7) days of the first day of incapacity; and
 - the second in-person treatment must occur within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist.
 - o In-person treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Any period of incapacity due to pregnancy, or for prenatal care.
- A chronic condition that requires periodic visits for in-person treatment by a health care provider.
- A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective.
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider.

Definitions of serious health conditions will also be reviewed as applicable from other state and local State laws.

10.4.6 Military Family Leave Entitlements

Federal law allows eligible employees with a spouse, son, daughter or parent who is an active or retired member of the Armed Forces, including the National Guard or Reserves, and who is on active duty or call to active duty status in support of a contingency operation to use their general 12-week leave entitlement to address certain “qualifying exigencies.” Qualifying exigencies may include attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Federal law also provides a special leave entitlement for eligible employees to take up to 26 weeks of leave in a single 12-month period to care for their spouse, son, daughter, parent or next of kin who is a covered service member. A covered service member is a current member of the Regular Armed Forces, including the National Guard or Reserves, who has a serious illness or injury incurred or aggravated in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for which the service member is undergoing treatment, recuperation or therapy, or is on outpatient status, or is on the temporary disability retired list. The term covered service member also includes a veteran who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the five-year period preceding his/her medical treatment, recuperation or therapy for a serious illness or injury incurred or aggravated in the line of duty on active duty.

Service member and qualifying exigency leave may run concurrent with other leave entitlements provided under federal, state, and local law. For details, contact Human Resources Department.

10.4.7 Amount of Leave Available

Under federal law, eligible employees are entitled to a total of twelve (12) workweeks of leave during a 12-month period for any of the reasons stated in Section 2, above.¹ Except when leave is to care for a covered service member, an eligible employee may take up to twenty-six (26) weeks of leave in a single 12-month period to care for the service member. Leave to care for a covered service member, when combined with other leave, may not exceed twenty-six (26) weeks in a single 12-month period. The 12-month period utilized by the University in applying this Policy is defined as the calendar year.

Under state law, eligible employees are entitled to:

- (1) a total of six (6) weeks of leave for the birth of your biological child and/or the placement of a child with you for, or as a precondition to, adoption;
- (2) a total of two (2) weeks of leave to care for a spouse, child, parent or parent-in-law with a serious health condition; and
- (3) a total of two (2) weeks of leave if you cannot perform your employment duties due to a serious health condition.

The University will treat use of family or medical leave under this Policy as simultaneous use of state and federal leave entitlements whenever permitted by law.

10.4.8 Manner In Which Leave Can Be Taken

Leave available under this Policy may be taken in full, and, under certain circumstances, may also be taken intermittently (*e.g.*, one week at a time) or on a reduced leave schedule (*e.g.*, consecutive hours at a time). See the Human Resources Department for details.

While on FMLA leave, employees may not work or otherwise provide services for another employer nor may employees engage in any for-profit enterprise themselves or on behalf of a family member.

10.4.9 Compensation During a Leave

Generally, leave taken under this Policy is unpaid. However, for leaves governed exclusively by federal law, you may be required to, as allowed by law, use the following leaves provided by the University, if available:

- (1) Vacation or personal leave, if available, for any family or medical leave;
- (2) Accrued paid family leave (*i.e.*, paid leave covering the particular circumstances for which the employee is seeking leave), if available, for birth, adoption or to care for a seriously ill family member; and
- (3) Accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the employee's own serious health condition.

However, you may not substitute paid sick leave or paid medical leave for leave taken under this Policy in any situation where the University would not normally provide such paid leave. In addition, in order to receive paid leave, you must satisfy any procedural requirements (*e.g.*, notice requirements) associated with the taking of such leave, unless waived by the University. The procedural requirements for taking paid University leave are outlined in this Handbook.

For leaves governed by state law, you may elect to substitute paid leave, if available. The University reserves the right to deny substitution, as permitted by law.

10.4.10 Continuation of Benefits

You will remain eligible for group health insurance benefits under the University's group health plan during leave taken under this Policy under the same conditions as coverage would have been provided if you had been actively employed during the entire leave. However, you have the option of choosing not to retain such coverage during family or medical leave if you prefer.

¹ Federal FMLA leave is not available for leave to care for a parent-in-law.

During leave taken under this Policy, the University will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. You are responsible for paying your portion of health insurance premiums regardless of whether your family and medical leave is paid or unpaid. It is your responsibility to arrange with the Human Resources Department for making premium payments for group health insurance during leaves. Your failure to make premium payments may result in the loss of insurance benefits during the remainder of your leave.

Your entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the University's Policy regarding provision of such benefits when an employee is on other forms of leave.

10.4.11 Accrual of Benefits

To the extent permitted by law, you will not continue to accrue seniority or any other employment benefit during leave taken under this Policy, except that such benefits shall accrue if you elect to use other leaves provided by the University pursuant to Section 9.4.9, above, and if such benefits would normally accrue during such leave.

10.4.12 Employment Restoration

To the extent required by law, when you return from family or medical leave, you will be returned to the same position you held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. This Policy does not entitle you to any right, benefit or position of employment other than those to which you would have been entitled had you not taken leave. The University reserves all rights concerning restoration of employment or denial of same under state or federal law.

10.4.13 Required Advance Notice

Absent extenuating circumstances, you must provide the University with a completed FMLA Request Form, available from Human Resources Department before leave taken under this Policy is to begin. You will generally be expected to provide at least thirty (30) days' advance notice for foreseeable leave (*e.g.*, an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with child birth or adoption, you must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable.

Your notice of your need for leave must provide sufficient information for the University to determine if your leave may qualify for FMLA protection and the anticipated timing and duration of leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

If you wish to take leave for a FMLA-qualifying reason for which you have already been approved for, you must provide the University specific notice of your need for FMLA-qualifying leave. Simply calling in "sick" will not be sufficient.

When planning medical treatment, you should consult with the University and make a reasonable effort to schedule the leave so as not to disrupt unduly the University's operations, subject to the approval of your health care provider. You are ordinarily expected to consult with the University in order to work out a treatment schedule that best suits your needs as well as the needs of the University.

10.4.14 CU's Responsibilities

The University must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the University must provide a reason for ineligibility.

The University must inform employees if their leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement, if calculable. If the University determines that the leave is not FMLA-protected, the University will notify the employee.

It is unlawful for the University to (1) interfere with, restrain or deny the exercise of any right provided under the FMLA, or (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA, or for involvement in any proceeding under or related to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private action against the University. This Policy does not affect any federal or state law prohibiting discrimination nor does this Policy supersede any federal, state or local law that provides greater family or medical leave rights.

10.5 Other Leaves/Absences

10.5.1 Jury Duty or Court Leave

As a matter of good citizenship, employees are expected to serve when called upon for jury duty. An employee who has been summoned to jury service must notify his/her supervisors as soon as possible. A copy of the summons should accompany the notice, and the employee must furnish evidence satisfactory to the University that the employee has reported for or performed jury duty on the days claimed.

The University grants full, regularly scheduled pay to an employee called for jury duty. If the jury duty does not require a full work day, the employee is expected to report for work for the remainder of the day.

CU will grant employees leave to testify in court, as required by law. Employees must give their supervisors notice of the need for such leave as soon as possible.

10.5.2 Voting, Community and Church Activities

All employees are encouraged to exercise the right to vote in all elections and to participate in church and community activities. Paid time off is not provided for these activities. Such absences should be approved in advance by the supervisor.

10.6 Reporting Absences

All employees should report absences, including vacations, to their supervisor. Absences for non-exempt employees should also be noted on timesheets/timecards. If appropriate, an employee should prepare an "out of office" message on the telephone and computer. Supervisors should keep accurate records of absences for their employees, so leave policies can be properly administered.

10.7 Emergency Closings, Inclement Weather and Other Conditions

10.7.1 Closing Due to Emergencies or Inclement Weather

The University expects employees make a good faith effort to get to work safely during inclement weather conditions or emergencies if the University has not been declared closed. If the Provost decides to close the offices, he/she will (in this order) put a message on 262-243-2222, put a message on the portal, and contact the major news stations to inform them of our closing. All essential employees will be expected to maintain a normal work schedule during inclement weather or other emergencies unless notified otherwise by their supervisor. All non-essential employees should check with their supervisors regarding work

expectations when not in the office, if appropriate, an employee should prepare an “out of office” message on the telephone and computer. Be aware that there may be occasions when school is closed for students but employees should report to work. If the entire University is closed, employees will receive their regular pay for that day, if they are scheduled to work that day. Provost and/or Executive Director at Extended Campus Operations for locations other than the Mequon-Milwaukee area locations are to decide closings based on local circumstances.

10.7.2 Environment

- If environmental conditions in a building or work area are inappropriate for employees to perform their normally assigned tasks (such as loss of heat or water, chemical spills, emergency asbestos abatement), the supervisor should report this condition to the Director of Buildings and Grounds and to the Director of Human Resources and with their approval, the staff will be excused if no other alternative is practical.
- Other alternatives will be considered, such as: arranging for use of another area or building or rescheduling work.
- If these alternatives are not possible due either to CU’s inability to make arrangements or the employee’s inability to make the accommodation attempted by CU, employees will be excused with pay. These absences would be only for those who reported for work at the time the decision was made.
- When it can be determined in advance that a department or work area will be temporarily closed down or facilities or equipment for work cannot be provided and employees are notified the above policy is not applicable. Alternatives will be considered. If advance arrangements cannot be made, employees will be given at least one (1) week’s prior notice that they will be placed in a non-working status without pay. Employees may be paid by using their accumulated leave time before being placed in a non-working status without pay.

11 UNIVERSITY PROPERTY

11.1 Use and Care of University Property and Equipment

CU will provide employees with the equipment needed to do their job. This equipment should be used primarily for University-related tasks. It should be treated with care and used according to standard procedures. University property is not to be removed from the work place except for University issued laptops and communication devices.

11.2 Employee Identification Card

At the time of employment, employees are issued a CU employee identification card, which is available from the Rincker Memorial Library Office in Mequon or Student Life Suite in Ann Arbor. The CU ID Card must be displayed or carried at all times.

The CU ID card serves several purposes:

- Identifies employees of CU;
- Serves as an electronic security access key;
- Permits free or reduced admission to CU events;
- Provides access to the Fitness Center;
- Provides access to the Library; and
- Acts as a debit card for various campus services (dining facilities, vending machines, bookstore, etc.) and at select local businesses.

Misuse, as determined in CU’s sole discretion, of your employee ID card and/or your security access may result in disciplinary action, up to and including termination. Lost or stolen cards must be reported to Campus Safety and/or the Human Resources Department. A lost or stolen card can be replaced for a fee. A worn or damaged card can be replaced free of charge by presenting the old card.

11.3 University Vehicle Use Policy

The safety and well-being of our employees is of critical importance. Therefore, we each have a responsibility to protect ourselves when on the road but should also do our part to protect those around us. Employees that are required to drive on CU business at any time will be expected to comply with the following requirements.

11.3.1 Valid Driver's License

Employees who operate motor vehicles in the course of their employment with CU must have a valid and current driver's license free of any suspension or restriction that would prohibit them from driving for CU purposes. CU will periodically secure a copy of the driving records of all drivers authorized to drive for CU business. If you are required to drive for CU, it is your responsibility to advise CU of any changes in your license.

11.3.2 Current Insurance

Employees must also, at a minimum, maintain motor vehicle insurance at the coverage levels required by law. Proof of insurance must be furnished to CU upon request.

11.3.3 General Safety Guidelines

- All employees are expected to wear seatbelts at all times while in a moving vehicle being used for CU business, whether they are the driver or the passenger.
- Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is strictly prohibited.
- All employees are expected to follow all driving laws and safety rules, such as adhering to posted speed limits, following directional signs and using turn signals.
- Use of cell phones or other mobile devices (*e.g.*, iPods and global positioning systems) while driving on CU business is strictly prohibited.
- Employees must promptly report any accidents, regardless of how minor, that occur while on CU business to local law enforcement and to their supervisor.
- Employees must promptly report to their supervisor any driving citations received while driving in the course of their employment with CU.

11.3.4 Consequences

Employees who drive negligently, cause an accident or fail to comply with any of this Policy's requirements will be subject to disciplinary action, up to and including termination.

11.4 Return of University Property

Any CU property issued to employees, such as computer equipment, keys, cellular phones, parking passes, CU credit cards, documents, records and materials belonging and/or relating to the University and all copies of all such materials must be returned to CU at the time of separation, for whatever reason, or at the request of the Executive Vice President or the Director of Human Resources.

12 HIRING POLICIES AND PRACTICES

12.1 General Policy

All new and replacement positions are approved by a Vice President, the Provost, the Executive Vice President and the President in cooperation with the Director of Human Resources, based on a review of the need, budget and benefit to CU.

Open positions will generally be posted to the online University job board.

12.2 Application Procedure

Applications and resumes for posted positions should be directed to the Human Resources Department.

All personnel decisions will be made in accordance with CU's Equal Employment Opportunity Policy, as described in Section 4.1.

Unsolicited applications/resumes or applications/resumes without a specific open position designated will not be considered.

12.3 Employee Transfer or Promotion

Qualified current employees can apply for posted open positions in the same manner as applicants from outside the University. The expectation is for employees to complete one (1) year of service in the current position prior to seeking a transfer. Employees should notify their current supervisor of their application.

12.4 Employment of Family Members or Others in Close Relationships

CU will allow simultaneous employment of more than one (1) member of the same family. The appropriateness of placement of a family member of an employee will be evaluated on a case-by-case basis. Employees shall not participate in personnel decisions (initial appointment, retention, promotion, compensation, leaves, etc.) involving direct benefit to members of their immediate families or household. Members of the family or household may not be in a direct reporting relationship. Other relationships may also prevent an employee from participating in personnel decisions relating to an individual where a relationship exists outside of the University. Appropriateness will be evaluated by the Executive Vice President and the Director of Human Resources on a case-by-case basis. This applies to all employees, including student employees.

13 SEPARATION POLICIES AND PROCEDURES

13.1 Unused, Accrued Vacation Time

At the effective date of termination, any unused, accrued or earned vacation time, if any, is converted to the cash equivalent and paid as part of the final payment process for staff. If, however, an employee fails to provide the proper notice under Section 13.3, the employee will forfeit any unused, accrued vacation time. No additional benefits are paid on the final paycheck. No benefits are paid on the final paycheck for faculty as outlined in faculty handbook.

13.2 Retirement

Retirement means separation from CU under a University-sponsored retirement plan. The Human Resources Department should be notified at least 90 days prior to the retirement date.

13.3 Voluntary Resignation

Voluntary resignation occurs when an employee voluntarily ceases employment with CU.

- Non-exempt employees should submit a letter of resignation to their supervisor and the Director of Human Resources at least two (2) weeks before the last work date.
- Exempt employees should submit a letter of resignation to their supervisor and the Director of Human Resources at least thirty (30) days before the last work date.

13.4 Letters of Recommendation and Release of Information

CU prohibits employees from providing other CU employees letters of recommendation or verifying employment without prior approval of the Director of Human Resources. Inquiries by a former employee regarding letters of recommendation should be forwarded to the Human Resources Department. Requests by a current or former employee or third parties for service letters, to verify employment or similar requests should also be directed to the Human Resources Department.

13.5 Continued Rights

Eligible employees may continue the group health plan at their own expense as provided by CPS.

14 GENERAL INFORMATION

14.1 Miscellaneous Benefits and Discounts

Mequon

Admission to Campus Events - Free or Reduced - Employees are welcome to attend musical, theatre, sports events or presentations. A CU ID Card may provide no cost or reduced admission prices for the employee and immediate family members. Information on theatre productions or music concerts is available on the Fine Arts information line at extension 4444. The University calendar is available at www.CUW.edu/calendar

- **Art Gallery** - The campus gallery hosts four to six (4-6) shows annually, including exhibitions by local artists, faculty, and students. The Art Gallery is located in B107.
- **Athletic Training Services** – These services are available to faculty, staff, and students. The services are free and provided by Nationally Board Certified and State Licensed Athletic Training professionals and Athletic Training Students. Hours are 10:00 AM – 2:00 PM, M-F. Walk-ins are welcome but appointments are appreciated (extension 4325).
- **ATM** – A machine is located in lower Albrecht, within the Student Union.
- **Bible Study** - The campus community joins together for Bible Study on Tuesdays at noon in the Lake Shore Room. A lunch is provided. The Campus Pastor leads the hour-long Bible study during the fall and spring semesters. All are welcome.
- **Bookstore - Concordia University** – The store carries a wide variety of CU clothing and gift items. Departments can special order clothing and gift items. The bookstore is located in upper Albrecht Hall. The store hours are posted outside the store. Employees receive a discount when they show their Employee ID.
- **Campus Dining Services** - Sodexo Food Services operates the food services of the Siebert Dining Hall, Falcon's Nest, The Landing, and the Rincker Library's Books, Bagels and Coffee ("BBC"). Employees may eat at Siebert Dining Hall for a reduced cost. The CU ID Card can be used as a debit card at these facilities.
- **Chapel Attendance** - Mequon campus employees are welcome and encouraged to attend, or view via portal, chapel services. The Campus Pastor publishes the chapel schedule. Chapel is an opportunity for spiritual development and as such is not a break from work. Employees choosing not to attend chapel may not substitute chapel attendance with another activity or break. Additionally, an employee's choice to attend or not attend chapel will not be a consideration in any decision regarding any terms or conditions of employment. Off-campus sites are encouraged to have brief 10-15 devotion time on site for the employees or view the chapel services on the CU portal.
- **Computer Purchase Plan – Personal** – Employees, who have been employed by CU for at least thirty (30) days, may purchase personal computers at a reduced cost and through payroll deduction by working with the Information Technology ("IT") Department. Employees can also purchase Microsoft Products at a reduced cost.
- **Computer Maintenance – Personal** - Employees can obtain maintenance on their personal computers at reasonable rates through the CU IT Department. Contact the IT Department in R103 or phone extension 4357 for more information.
- **Concordia Chorale** is a mixed voice choir of students, faculty and staff, of about 65-70 singers. Rehearsal times are 12:05 PM - 12:40 PM, Mondays, Wednesdays, and Fridays. Concordia Chorale sings for chapel services and participates in Christmas at Concordia.
- **Duplicating and Mail Services** – These services are available to employees by the Auxiliary Services Department. Employees can purchase U.S. postage stamps and/or postage for packages. UPS package shipment is also available. Personal duplicating can be provided for a fee. The Auxiliary Services Department is located in S018; the phone extension for the mail center is 2606 and duplicating is 4356.

- **Facilities – Personal Use** - Employees may use certain CU facilities for personal events by contacting the University Relations Office (extension 4308). Sodexo Catering must be used for these personal events. Call extension 4309 for catering/menu options and pricing.
- **Falcon One Card** - Employees may put money on their Falcon One Card so it can be used as a debit card for a variety of on-campus and off-campus services.
- **Fitness Center** – The Center is available for all CU employees and their immediate family members to use. As with any exercise program, consult your healthcare provider before using the Fitness Center. The Fitness Center is located in the Sports and Fitness Center building adjacent to the Buuck Field House on the west side of the Mequon campus. Hours are posted at the Center. CU is not responsible for non-work-related injuries or accidents that may occur while employees are using the Fitness Center facility or any other area of the CU buildings or grounds.
- **Health Center** - The Student Health Center is staffed M-F, 9:00 AM – 3:00 PM when school is in session. There is a self-care box with band aids and over-the-counter medications located in the waiting area. On-campus immunization (shot) clinics are coordinated by the Health Center and offered to students and employees throughout the school year by the Ozaukee County Public Health Department nurses. A lactation room is available for new mothers. Contact the Health Center for more information. The Health Center is located in upper Albrecht and the phone extension is 4574.
- **In Our Prayers** – This is an Email sent to the CU community by the Campus Pastor. Employees may submit a prayer request by contacting the Campus Pastor by Email.
- **Lactation Room** - Contact the Student Health Center or Student Life for card swipe access. The room is attached to the women’s restroom underneath the Chapel.
- **Library – Concordia’s Rincker Memorial Library** - All CU employees have access to the resources of the Rincker Memorial Library. Access to both physical and online resources is facilitated using the CU Falcon One ID card, which also functions as a library card. Since the Rincker Memorial Library is a member of the SWITCH Library Consortium, borrowing privileges also extend to the circulating materials of the other members’ collections via SWITCH’s online library catalog, TOPCAT.
- **Lost and Found** - Located in the Campus Safety Office R023.
- **Notary Public Service** - Several employees provide Notary Public Services at no charge to fellow employees. Check the Resources tab of the CU portal for their names.

Ann Arbor

- **Admission to Campus Events - Free or Reduced** - Employees are welcome to attend musical, theatre, sports events or presentations. A CU ID Card may provide no cost or reduced admission prices for the employee and immediate family members.
- **Art Gallery** - The campus gallery hosts shows annually, including exhibitions by local artists, faculty, and students.
- **ATM** – A machine is located within the Student Union.
- **Bible Study** - The campus community joins together for Bible Study as communicated by the Campus Pastor. The Campus Pastor leads the Bible study during the summer months. All are welcome.
- **Spirit Shop** – The store carries a wide variety of CU clothing and gift items. Departments can special order clothing and gift items. The store hours are posted outside the store. Employees receive a discount when they show their Employee ID.
- **Campus Dining Services** - Sodexo Food Services operates the food services of the Dining Hall. Employees may eat at the Dining Hall for a reduced cost. The CU ID Card can be used as a debit card at these facilities.
- **Chapel Attendance** – Ann Arbor Campus employees are welcome and encouraged to attend chapel services. The Campus Pastor publishes the chapel schedule. Chapel is an opportunity for spiritual development and as such is not a break from work. Employees choosing not to attend chapel may not substitute chapel attendance with another activity or break. Additionally, an employee’s choice to attend or not attend chapel will not be a consideration in any decision regarding any terms or conditions of employment. Off-campus

sites are encouraged to have brief ten to fifteen (10-15) devotion time on site for the employees or view the chapel services on the CU portal.

- **Computer Purchase Plan – Personal** – Employees, who have been employed by CU for at least thirty (30) days, may purchase personal computers at a reduced cost and through payroll deduction by working with the Information Technology (“IT”) Department. Employees can also purchase Microsoft Products at a reduced cost.
- **Facilities – Personal Use** - Employees may use certain CU facilities for personal events by contacting the catering manager. Sodexo Catering must be used for these personal events. Call Sodexo manager for catering/menu options and pricing.
- **CUAA ID Cards** - Employees may put money on their card so it can be used as a debit card for a variety of on-campus and off-campus services.
- **Fitness Center** – The Center is available for all CU employees and their immediate family members to use. As with any exercise program, consult your healthcare provider before using the Fitness Center. Hours are posted at the Center. CU is not responsible for non-work-related injuries or accidents that may occur while employees are using the Fitness Center facility or any other area of the CU buildings or grounds.
- **Today’s Prayers** – This is an Email sent to the CU community by the Campus Pastor. Employees may submit a prayer request by contacting the Campus Pastor by Email.
- **Lactation Room** - Contact the Human Resources Office for information.
- **Library** – All CU employees have access to the resources of the Library. Access to both physical and online resources is facilitated using the CUAA ID card, which also functions as a library card.
- **Notary Public Service** - Several employees provide Notary Public Services at no charge to fellow employees. Contact the Human Resources Department for their names.
- **Wireless Discount Plan** –Contact the IT Department for more information.

14.2 Information Sources

- **CU Portals:** my.cuw.edu my.cuaa.edu
- **Official Websites of the University:** www.cuw.edu www.cuaa.edu
- **Official Magazines of the University:** The Concordian and the Arbor Light
- **Closed Circuit TV:** Announcements and/or schedule of activities.



CONCORDIA UNIVERSITY EMPLOYEE HANDBOOK

ACKNOWLEDGMENT

I acknowledge receiving a copy of the Concordia University Handbook dated March 2019, which is available on the Employee tab of CU Portal at my.cuw.edu or my.cuaa.edu. The Employee Handbook is intended to summarize some University policies and benefits. I understand that unless otherwise specifically provided by an employment agreement, employment with Concordia University is voluntarily entered into and is at-will. Employees are free to resign at any time. Similarly, Concordia University is free to terminate our employment relationship any time, for any or no reason, with or without notice.

I also understand all aspects of the Handbook and agree to follow them, specifically that employees will be allowed to borrow Vacation not yet accrued and that a negative Vacation balance at time of termination will result in a deduction from final pay.

If I have any questions regarding any University policy, I have asked the appropriate person and received a satisfactory answer to my questions. I acknowledge and agree that this Handbook supersedes all prior Concordia University Employee Handbook versions, including any other representations, verbal or written, by any Concordia University employee or agent. Provided; however, the Faculty Handbook shall govern the employment of faculty employees to the extent that the Faculty Handbook conflicts with the policies in the Concordia University Employee Handbook.

I recognize that the Handbook is not a contract of employment, expressed or implied. Our relationship, unless otherwise specifically provided for by an employment agreement, is one of voluntary employment that is terminable by either Concordia University or me "at-will."

Signature _____

Printed Name _____

DATE _____

Return this form to: Concordia University
Human Resources Department