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CHAPTER 1
GENERAL INSTITUTIONAL INFORMATION

1. INTRODUCTION

The Northwest Nazarene University Staff Policy Manual (Manual) contains the policies, procedures, and links to the forms, and documents under which University Staff (exempt and non-exempt), individually and collectively do their work; substantive changes to the Staff Policy Manual will be submitted to the President by the University Staff Policy Council for review and approval.

University Staff are an integral key to the success of the University. Without the diligent work of all University Staff, the success of the University would be diminished. The purpose of this manual is to assist University staff and administrators as they carry out their respective functions and cooperate to effectively carry out the mission of the institution (below).

The Staff Policy Manual is the primary source for information about policies related to the University Staff, but it is not the only source. In addition to this document, the Human Resources website, by-laws, and board policy manual contain information that supports and clarifies statements found in this document.

1.2 STATEMENT OF MISSION

The Mission of Northwest Nazarene University is the transformation of the whole person. Centered in Jesus Christ, the NNU education instills habits of heart, soul, mind, and strength to enable each student to become God’s creative and redemptive agents in the world.

Northwest Nazarene University is a Christian university of the liberal arts, professional and graduate studies. The University is grounded in the Wesleyan-Holiness tradition and is an educational expression of the Northwest region of the Church of the Nazarene.

Northwest Nazarene University is founded upon belief in and relationship with the One Triune God—Father, Son and Holy Spirit. Therefore, we seek to build our lives and the practices of the University upon the Kingdom of God as revealed in Jesus.

At Northwest Nazarene University we value the following core themes:

TRANSFORMATION—We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church and the world.

TRUTH—We believe education pursues truth. NNU explores knowledge, the wonder of God’s creative activity, the story of human civilization and the achievements in the arts, sciences and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ.

COMMUNITY—We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships we express our love for God and others.

SERVICE—We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind.

1.3 STATEMENT OF FAITH

The University, theologically, emphasizes the theistic view of God and humanity as interpreted in the Wesleyan-Arminian tradition. We, therefore, deem belief in the following brief statements to be sufficient.

1.3.1 We believe:

a. In one God - the Father, Son, and Holy Spirit.

b. That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.

c. That humanity is born with a fallen nature, and is, therefore, inclined to evil, and that continually.

d. That the finally impenitent are hopelessly and eternally lost.

e. That the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.

f. That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.

g. That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.

h. That our Lord will return, the dead will be raised, and the final judgment will take place.
1.4 CORE THEMES

In 2009-10 when the University went through an extensive process to rearticulate its mission, the four values of transformation, truth, community, and service emerged as especially salient to the new mission. During the 2010-11 academic year, the faculty, deans, and administration periodically revisited these values and reached the conclusion that they represent major, interdependent areas that manifest essential elements of the mission and collectively encompass and expand upon the University’s mission.

The pages that follow contain descriptions and tables that map the University’s objectives, indicators, and acceptable thresholds related to fulfillment of each core theme.

1.4.1 Core Theme One: Transformation

As stated in the University’s mission, NNU is committed to the transformation of the whole person. We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church, and the world.

NNU seeks students with promise and passion who come to this community as partners in learning. Transformation in this context can come in many forms. While there are times that the “lights go on” in a student’s eyes and their thinking is altered in an instant, more often transformation occurs as the product of long-term exposure and experience.

It is incumbent upon all universities to foster an environment where academic transformation (learning) can take place, but NNU seeks more. In addition to academic transformation, we aim to transform students’ beliefs and values from varying degrees of narcissism to a willingness to engage in conversation people and value those who hold other points of view, even those with whom the student may disagree. As a Christian institution, we seek to hold up the person of Jesus Christ as the ultimate expression of the transformed life. We pursue His life of love and His teachings as the ultimate source of transformative energy, given through the presence of the Holy Spirit. Though we do not require our students to be Christians, we do require them to understand Christianity and then choose whether to adopt a life of Christian faith for themselves.

NNU is committed to fostering Christian spiritual maturity. We believe this is essential in the education of the whole person. By encountering the rich Christian intellectual traditions through the teachings and writings of Jesus, Paul, Augustine, Aquinas, Luther, Wesley, and others, students we hope to foster a sense of purpose and life’s calling. At NNU, we consider the transition toward mature and independent thinking fostered in a liberal arts education to be an important part of the Christian formation in the Wesleyan tradition.

1.4.2 Core Theme Two: Truth

One of the primary components of an NNU education is the pursuit of truth. Students at NNU explore knowledge, the wonder of God’s creative activity, the story of human civilization, and achievements in the arts, sciences, and professions—and in this way, NNU casts the word truth in its broadest sense; the pursuit of accurate knowledge is the pursuit of truth. As a people of faith, working for an institution that holds to a Christian view of the world, we also believe in a higher Truth, a set of Truths that are embodied in the life of Jesus Christ. We believe that there is great congruence between the discoveries of the natural, social, and behavioral sciences with the truth represented in the core tenants of Christian theology. There are also points of apparent conflict. Understanding and being able to articulate the congruence and the tension are part of this core theme.

NNU provides knowledge, values, and skills that lead to a broadening understanding of the world and its cultures. We challenge our students to envision lovingly the world as it should be. Ultimately, we seek understanding in order to gain wisdom—wisdom to emulate the ways of God and His Kingdom.

NNU seeks faculty who are committed to Christ, the pursuit of excellence in their discipline, and to the mission and vision of the University. We hire faculty who actively model the life of truth-seeking for their students.

1.4.3 Core Theme Three: Community

NNU is a community of faith and learning whose members teach, challenge, and encourage each other to grow intellectually and spiritually. We believe that education flourishes in community through co-curricular learning and living experiences that enrich and reinforce academic learning. Indeed, neither the process of transformation nor the robust exploration of truth should occur in a vacuum. Community forms, reinforces, corrects, and propels our academic endeavors.

Establishing and maintaining healthy relationships within a university community is a constant challenge. Students, faculty, and staff are intelligent people with passionately held beliefs. It is the goal of our community to understand our differences and be strengthened in our diversity.
1.4.4 Core Theme Four: Service

NNU has a unique responsibility to prepare and position students to have a positive, loving impact wherever they live. Truth-seeking transformation in community is stunted if it does not seek an outlet. Indeed, service to the broader community is an essential goal for a Christian community in the Wesleyan tradition. As a result, we believe that education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ.

We nurture students to creatively apply their knowledge and skills to the problems they encounter. We want our students to understand, and experience the world, then see themselves as God's creative agents, who use their NNU education to bring hope and healing, peace and justice, to the communities in which they live.
CHAPTER 2
INSTITUTIONAL ORGANIZATION AND STRUCTURE

INTRODUCTION

Northwest Nazarene University is chartered in the state of Idaho as a non-profit educational institution. The responsibility for its operation rests with a forty-member Board of Trustees, whose membership is prescribed by the Articles of Incorporation of the University. Specific rights and obligations of the Board of Trustees regarding the faculty are addressed throughout this Manual.

2.1 THE BOARD OF TRUSTEES

By corporate charter, the corporation (university) is managed and the assets are owned by the Board of Trustees of the University. The majority of the members of the Board of Trustees are chosen/elected by the district assemblies of the districts of the Church of the Nazarene that compose the Northwest Educational Zone of the Church of the Nazarene in the United States of America. The President of the University is a member of the Board of Trustees as is a member selected by the NNU Alumni Association.

The Board of Trustees has overall responsibility for the affairs of the University. It establishes mission and overall policy, provides for due care of the physical assets, hires the chief executive officer (the President of the University), and approves faculty and key personnel. The full Board has two regularly scheduled meetings each year and other meetings as necessary.

The Board of Trustees organizes its work by selecting officers as required by the corporation charter and in order to carry on its work. Included among the officers selected are the Chairperson, Vice Chairperson, Treasurer, and Secretary.

The Board Policy Manual sets forth instructions from the Board for the conduct and activity of the officers. Additional mandatory organizational authority is set forth in the Articles of Incorporation, the By-Laws of the University and this Faculty Policy Manual.

The Board of Trustees has established through its by-laws an executive committee known as the Executive Committee. Certain on-going responsibilities are delegated to the Executive Committee with power to act on behalf of the full Board of Trustees between meetings of the full Board of Trustees. The officers of the Board of Trustees and the President of the University are members of the Executive Committee, along with other members elected by the full Board of Trustees.

The faculty as a whole elects six representatives to the Board of Trustees: the Faculty Chairperson, the CAS and CAGS faculty Vice Chairpersons, and three at-large representatives. These individuals represent faculty interests to the Board of Trustees as non-voting ex officio representatives. The Faculty Chairperson is responsible for recommending faculty representatives to specific standing committees of the Board of Trustees.

The President of the Student Government Association attends the plenary sessions of the Board of Trustees and is a non-voting ex officio member of the Student Development Committee.

2.2 THE PRESIDENT

The University President is the chief executive officer of the University and is employed by the Board of Trustees for a term specified. According to Article VII.2.a. of the University Bylaws, “The President of the University shall be elected by the Board of Trustees by a two-thirds vote of its membership (excluding the office of the President as a member of the Board of Trustees). The President serves at the pleasure of the Board of Trustees for such term, compensation, and with such conditions of employment, as it shall determine.”

The Board of Trustees delegates on-going management responsibilities for the University to the President. Acting within the general policy and procedural framework of the Board of Trustees, the President is responsible for all matters set forth as Presidential responsibilities in the Board Policy Manual and the By-Laws of the University. In that context and subject thereto, the President’s responsibilities include all University educational and managerial affairs. The President is responsible for leading the University, implementing all Board policies, keeping the Board informed on appropriate matters, consulting with the Board in a timely manner on matters appropriate to its policy-making and fiduciary functions and serving as the University's key spokesperson.

2.3 THE VICE PRESIDENTS

The University President has responsibility for organizing the internal management of the institution. In addition to the President, internal management and leadership is lodged with vice presidents representing the operational areas of the University. The President delegates certain responsibilities and authority to the Vice Presidents as necessary to carry out the mission of the University.
2.3.1. The following Vice Presidents report to the President of the University:

a. Vice President for Academic Affairs.
b. Vice President for Enrollment and Marketing.
c. Vice President for Financial Affairs.
d. Vice President for Spiritual and Leadership Development.
e. Vice President for Student Development.
f. Vice President for University Advancement.

Each Vice President, in consultation with the President, is expected to organize their respective operational area in a manner that efficiently and effectively serves the constituents under their care. Job descriptions of the Vice Presidents can be found in the Human Resources Department and the office of the President.

2.3.1.1 Vice President for Academic Affairs

The Vice President for Academic Affairs is responsible for the academic activities of the University.

2.3.1.2 Vice President for Enrollment Services and Marketing

The Vice President for Enrollment Services and Marketing is responsible for providing campus-wide leadership in achieving the University's undergraduate enrollment goals and for fostering market-oriented relationships with alumni and friends of the University. The Vice President also advises graduate and continuing education programs in the areas of enrollment services, constituent relationships, and marketing.

2.3.1.3 Vice President for Financial Affairs

The Vice President for Financial Affairs has general responsibility for financial affairs and oversees the care and maintenance of the physical plant of the University and all other property of the University.

2.3.1.4 Vice President for Spiritual and Leadership Development.

The Vice President for Spiritual and Leadership Development is responsible matters pertaining to the spiritual development of the University and matters pertaining to Christian Leadership.

2.3.1.5 Vice President for Student Development

The Vice President for Student Development is responsible for areas involving student life.

2.3.1.6 Vice President for University Advancement

The Vice President for University Advancement is responsible for the administration of programs related to fund raising, alumni relations, community and governmental relations, and general institutional advancement.

2.4 THE PRESIDENT'S CABINET

The President, the Vice Presidents, and others as the President may deem appropriate constitute the President's Cabinet. This group meets regularly to discuss matters related to University management and to recommend policy and courses of action to the President. All actions by the cabinet are recommendations to the President.
CHAPTER 3
GENERAL INFORMATION

3.1 EMPLOYMENT AT-WILL

All employment with the University is at-will, meaning that either you or the University may terminate the employment relationship at any time, for any reason or no reason, with or without cause, notice or formality, unless there is an express written contract of employment that: (a) is signed by you and an authorized officer of the University and (b) promises employment to you for an express period of time or limits the reasons for which your employment may be terminated.

None of the following alter the at-will nature of your employment with the University:

A. Oral or written statements or representations, whether before or after your hiring, except in an express written contract that is signed by you and an authorized officer of the University;
B. Practices or procedures of the University or its supervisory personnel;
C. Any written materials including but not limited to recruitment materials, employment applications, policies, rules, guidelines, descriptions of benefits, and this University Staff Policy Manual; and
D. Completion of an “introductory period” or conferral of “regular” status.

3.2 EMPLOYMENT ELIGIBILITY

It is the policy of NNU to comply with the Immigration Reform and Control Act of 1986. Accordingly, NNU will hire only those individuals who are authorized to work in the United States. As a condition of employment, each new employee must complete section 1 of the I-9 form on or before the first day of employment and must submit proof of identity and authorization to work in the United States within two days of the date of hire.

3.3 EQUAL OPPORTUNITY EMPLOYER

NNU is an equal opportunity employer and does not unlawfully discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, disability, veteran status, or any other status or condition protected by applicable state or federal law. As an educational institution operating under the auspices of the Church of the Nazarene, Northwest Nazarene University is permitted and reserves the right to prefer employees on the basis of religion (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended).

The University will:

Ensure that all personnel programs and actions, such as hiring, promotion, demotion, compensation, benefits, transfers, layoffs, return from layoff, University-sponsored training, education, tuition assistance, social and recreation programs, suspension, disciplinary action and termination, are administered in accordance with all applicable state and federal laws.

3.4 EMPLOYEE DESIGNATIONS

Employees who have questions concerning their employment designation should consult with the Office of Human Resources.

3.4.1. University Staff
Non-exempt and exempt personnel serving in established positions.

3.4.2. Full-time
Those persons hired to work a minimum of 1560 hours (.75 FTE) within a 12-month salary period (salary period runs August 1 through July 31) in a non-temporary position.

3.4.3. Part-time
Those persons hired to work less than 1560 hours within a 12-month salary period in an established (non-temporary) position.

3.4.4. Regular Employees
Those persons hired to work in an established position, whether exempt or non-exempt and including those hired into a part-time, established position.

3.4.5. Temporary Employees
Those persons hired to work in a short-term, non-established position, typically during peak periods.

3.4.6. Independent Contractors
Retained by NNU to perform specific tasks. Independent contractors are not employees of NNU. Any such employment arrangement must be made in writing and signed by an authorized officer of the University. Independent contractors are not entitled to any employee benefits.
3.4.7. Established Positions
A position that is not temporary in nature. Established positions are budgeted within the salary budget and are ongoing in nature.

3.4.8. Temporary Positions
A position of temporary nature. A temporary position may be full-time but is not expected to be a position that continues beyond one year. Temporary positions are not benefit eligible.

3.5 PERSONNEL REPRESENTATION AND FILES
Pursuant to appointment by the University President, the Vice-President of Financial Affairs is the official liaison between the University Staff Policy Council and the Administration (The President's Cabinet).

All confidential personnel files, salary matters, and other employee relations are handled from the Office of Human Resources. Final hiring or termination of all University Staff will be reviewed and approved or denied by the Vice President for Financial Affairs or the President. The Director of Human Resources is available for counseling on matters of job clarification, policy interpretation, performance management, and other personnel matters. No employee or representative of the University shall, without first consulting with and obtaining the approval of the Director of Human Resources, purport to (a) make or extend any offer of employment by the University to any applicant for employment or other individual, (b) formally or informally notify any individual that the University will not make or extend an offer of employment by the University to any applicant for employment or other individual, or (c) terminate the employment of any individual employed by the University.

The University maintains a personnel file for each employee. The personnel file contains information specific to the employee. These files are the property of the University, and access to the information they contain is restricted. Generally, only supervisors and management personnel who have a legitimate reason to review information contained in a personnel file will be allowed access. Any employee who wishes to review the University file regarding that employee should contact the Director of Human Resources. With reasonable notice, the employee will be allowed to review the file in the presence of the Director of Human Resources. Personnel are permitted to request that their objections or perspective regarding performance or disciplinary measure may be placed within their personnel file. No documents will be removed from the personnel file. No copies of documents in the personnel file may be retained by the employee, except those documents normally provided to the employee. Exceptions to this policy may be granted in particular cases upon the prior written approval of the Director of Human Resources.

3.6 PRIVACY OF INFORMATION
As an employee, you may encounter or have access to information that is sensitive or confidential in nature. Access and distribution of this information is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 as amended (HIPAA), other state and federal laws, and policies of Northwest Nazarene University. Any unauthorized access to or unauthorized disclosure of this information is considered a violation of these policies and laws. As an employee, you will be required to abide by all laws, regulations, and policies regarding the privacy of information. Failure to do so is considered a serious infraction and will result in disciplinary action, up to and including termination of employment.

3.7 POLICY ON NEPOTISM
Northwest Nazarene University (NNU) permits members of the same family to work at the University. NNU will not, however, consider or accept an employment application from an individual who is a relative of an existing employee, wherein such employment would result in the relatives being in a supervisor/subordinate relationship. Furthermore, NNU retains the right to refuse to appoint an existing employee's relative to a position in the same department, school, office, or sector, in those cases where the University, in its sole discretion, determines that their relationship has the potential to create an adverse impact on supervision, safety, security or morale, or involves a potential conflict of interest.

For purposes of this policy, “supervisory employee” or “supervisor” means any employee, regardless of job description or title, having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in the connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Relatives are defined as: parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, niece, and nephew, and any in-law, half-relative, or step-relative of the same kind.
When two existing employees enter into a dating relationship and/or marry, and a determination is made that the potential to create an adverse impact as described above exists, the appropriate supervisor or Vice President, in conjunction with the Director of Human Resources, shall, if practicable, make reasonable efforts to minimize problems of supervision, safety, security or morale through reassignment of duties of one of the employees or reassignment of one of the employees to another department, office, or school. If NNU, in its sole discretion, determines that it is unable to make an acceptable reassignment, then the two individuals will be notified by the appropriate supervisor or Vice President that one of the employees must separate from NNU employment within 60 days. The choice of who shall separate from NNU employment shall be the employees’. In the event the employees do not agree with respect to which one shall resign, the employee with the lesser seniority shall be separated from NNU.

If you have a question regarding the possible or current employment of a relative, please contact the Director of Human Resources.

3.8 ANNIVERSARY DATE/YEARS OF SERVICE

An employee’s anniversary date is the first day of the month in which the employee began full-time employment in an established position at Northwest Nazarene University. Years of Service will be computed on the basis of the number of months worked, rounded to the nearest full year.

3.9 PERFORMANCE EVALUATIONS

Each employee’s work performance will be evaluated at the end of the employee’s first three months in a position. Thereafter, each employee will be evaluated on an annual basis. Annual performance evaluations are prepared during the same time period for all University Staff. The Office of Human Resources maintains all completed evaluation forms as part of the employee’s personnel file.

3.10 ADVANCEMENT/TRANSFER

Position vacancies will be announced to all employees. Present employees will be given equal opportunity to apply for any open position. If an employee applies for a different position on campus, the employee must notify his or her supervisor of the application. If the employee prefers, he or she may request that the Office of Human Resources notify the supervisor on his or her behalf.

3.11 JOB ASSIGNMENT

Before a prospective employee accepts employment, the general nature of the job to which the employee will be assigned will be explained to the employee. Various jobs have different peak workload periods and even though a certain area of work has been designated as an employee’s responsibility, it is expected that each employee will willingly accept additional duties as may from time to time be assigned when the need arises. All NNU personnel are joining in a corporate effort to accomplish the goals of the University and, therefore, employees are asked to give their best effort in helping to achieve these goals, including assisting other departments.

Exempt University Staff employees must obtain approval from the immediate supervisor and appropriate Vice President before seeking, accepting or engaging in employment in addition to his or her position at NNU.

3.12 WORKWEEK

The normal workweek consists of five working days of eight hours each. The normal workday consists of eight work hours from 8:00 a.m. to 5:00 p.m. with a normal lunch period of one hour. Non-exempt employees will record time worked in the manner designated by the Administration. For recording purposes, a workweek will be from Saturday at 12:00 a.m. (midnight) to the following Friday at 11:59 p.m. Special work hours are required for some positions. Therefore, a particular employee’s work hours may be adjusted to fit these positions. If a flexible work schedule is authorized, please check with Payroll to determine how holidays, vacation, and other forms of leave may be affected. For an example of holiday hours and pay, visit the HR website (www.nnu.edu/hr).

Exempt employees regularly work a minimum of 45-50 hours per week. It is inherent with exempt positions that there will be weeks wherein more than 50 hours of work are necessary to complete the work.

The standard workday may be modified during summer months at the discretion of each Sector’s Vice President. Summer months are defined as being the time period beginning no earlier than one week following spring commencement and ending no later than three weeks prior to the first day of traditional undergraduate classes.
3.13 REST PERIODS
All employees working between 6 and 8 hours per day are entitled to two 15-minute rest periods per day to relax and get away from the work routine (one 15-minute rest period for those working less than 6 hours per day). Rest periods should be taken near mid-morning and mid-afternoon and may not be accumulated. Rest periods are not to be used to make up time for any absences and may not be used as credit for a late arrival or early departure.

3.14 COMMUNITY CHAPEL ATTENDANCE
All employees (on NNU’s Nampa campus during regular business hours) are expected to attend Community Chapel and special chapels as invited by the Administration. Attending chapel is in lieu of the mid-morning rest period for that day.

3.15 KEYS AND KEY CARDS
Employees are required to maintain control of all office and building keys/key cards that are checked out and/or issued to them. Employees are not permitted to lend their keys or key cards to any individual for any purpose. Keys and key cards are not to be duplicated under any circumstances. Upon termination of employment from NNU, all keys and key cards checked out to the employee must be returned to the Office of Environmental Services.

Keys related to a direct working assignment may be obtained by filling out a key authorization form, available from the Office of Environmental Services. The Vice President for Financial Affairs must approve the issuance of all master keys.

Key cards related to a direct working assignment may be obtained from Technology and Media Resources (TMR).

If a key or key card is lost and if such loss endangers the security of the campus and re-keying/carding is necessary, the employee is responsible to cover the costs incurred. The Vice President for Financial Affairs will determine the amount of the appropriate charges to be paid by the employee whose key or key card was lost.

3.16 USE OF VEHICLES AND SPECIALTY EQUIPMENT
Only personnel who are approved pursuant to the NNU Transportation & Driving Policy (found on the NNU Safety Department website) and who hold a valid and current driver’s license are permitted to operate University vehicles and privately owned vehicles being driven for University business. Any violation of this policy or any traffic or related law and any accident of any kind involving any such vehicle or driver must be reported immediately to the police, then to supervisor, the Office of Financial Affairs, and Campus Safety. Failure to do so may result in immediate termination of employment. NNU Approved Driver records are maintained by Campus Safety and changes to driver’s license and traffic citations/fines are to be reported to both the Office of Financial Affairs and Campus Safety. Personnel are expected to adhere to all federal, state, and local laws.

Under no circumstance is an employee to consume alcohol or illegal drugs before or while driving a University vehicle or privately owned vehicle while conducting University business. Any employee who operates a University vehicle or privately owned vehicle on University business while under the influence of or impaired by either alcohol or controlled substances will be subject to immediate termination. For further clarification, please see “Lifestyle Standards” contained in this policy manual.

In the event of an accident, the employee should get the name, address, license number, telephone number, and insurance company of all parties involved in the accident and all witnesses. Finally, the employee should note any damage to and mechanical problem with his/her vehicle and the other vehicle(s) involved. If possible, the employee should take pictures of any damage and/or evidence that will document the accident.

3.16.1 University Vehicles
University vehicles are to be used for official University business as authorized by this policy. The Office of Environmental Services should be contacted to schedule use of University vehicles.

In the event of a mechanical breakdown or safety problem involving a University vehicle, the employee operating or using the vehicle must immediately contact the Office of Environmental Services (if after hours, please contact Campus Safety) for further instructions. An employee should not continue to drive the vehicle without approval from the Office of Environmental Services.

3.16.2 Privately Owned Vehicles
Only personnel who are approved pursuant to the NNU Transportation and Driving Policy are permitted to drive privately owned vehicles for University business.

Generally, pre-authorized use of privately owned vehicles for official University business will be reimbursed at the University’s mileage rate upon filing a purchase order, including the proper mileage documentation.

Privately owned vehicles must be properly insured and such insurance must permit the use of the vehicle for University business. The insurance of the privately owned vehicle will be the primary insurance in the event of an incident, and NNU will not reimburse the employee for deductibles and or out-of-pocket expenses not covered by the employee’s insurance.
3.16.3 Specialty Vehicles and Equipment
If an employee will be operating specialty vehicles or equipment, such as those utilized by Environmental Services, additional training on safety and proper usage will be given through the department in charge of that equipment. This additional training is required and must be completed before an employee operates the specified equipment.

3.17 PROFESSIONALISM
All NNU employees are expected to maintain appropriate, professional, and ethical relationships with all NNU students, co-workers, and constituents. Inappropriate relationships will be investigated and may lead to disciplinary action up to and including termination.

A friendly, professional attitude and loyalty to the University are expected of all employees. The public’s impression of Northwest Nazarene University is determined, to a great extent, by contacts with University personnel.

NNU employees are expected to carry out assigned duties efficiently and accurately, displaying courtesy, tact, and respect for all constituents.

Personnel are responsible for keeping University business confidential.
Every form of communication is important and should be answered as promptly and professionally as possible. Necessary personal communications should be minimal and brief.

Use of University-owned equipment such as computers, fax, copiers, should be limited to business use. Personal use will be minimal and any expense will be reimbursed in full. All information transmitted through, stored on, or accessed by NNU-owned equipment is the property of the University.

All personnel are expected to dress appropriately for the job being performed. A professional appearance is important.

3.18 LIFESTYLE STANDARDS OF THE NNU COMMUNITY
The University expects its personnel to meet certain Lifestyle Expectations, regardless of whether they are on or off campus. The University was established and is governed by the Churches of the Nazarene in the Northwest. NNU stands in the long succession of Christian orthodoxy maintaining its commitment to an evangelical Wesleyan perspective; it requires all who affiliate with the University community to live within the guidelines of this commitment. Thus, the lifestyle standards of the University are informed by and in harmony with the Articles of Faith, Covenant of Christian Character and Covenant of Christian Conduct contained within the Manual of the Church of the Nazarene. Non-compliance with lifestyle standards may be grounds for disciplinary action, up to and including termination of employment. Please reference the list (not intended to be all-inclusive) of offenses warranting dismissal for cause included within the Dismissal for Cause section of this manual.

3.19 RELEASE OF PERSONAL INFORMATION TO THE CAMPUS
All requests for campus-wide notices, including prayer requests, regarding a private matter or a health-related matter must follow the steps below:

A. Submit request to one of the following offices:
   1. President’s Cabinet (i.e., the President, or one of the Vice Presidents),
   2. President’s Administrative Assistant,
   3. VP secretary,
   4. Director of Human Resources,
   5. Office of Human Resources

B. Required permission from the party requesting notice will be confirmed and documented by the individual by whom the request was submitted. Written record with date, time, and person requesting message will be kept on file at the Switchboard.

C. Switchboard will send message to campus community.

3.20 SAFETY
The University endeavors to provide a safe environment for its students, employees, and visitors. Safety is a priority for the University, and its success depends on the alertness and personal commitment of all employees. Be extremely cautious at all times.

Please be mindful to exercise precautions in the workplace, such as, when using stairs use the handrails, keep file and desk drawers closed when not in immediate use and never stand on chairs with casters, etc.
Some of the best safety improvement ideas come from employees. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or the Campus Safety Office. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Northwest Nazarene University, for both legal and moral reasons, wishes University Staff to comply with the regulations set forth by the Occupational Safety and Health Administration (https://www.osha.gov/). Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report (or where appropriate, remedy) such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in personal injury, regardless of how insignificant the injury may appear, to an employee while on the job or University property, the injured employee should immediately notify both his or her supervisor and the Office of Human Resources. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures.

### 3.21 WORKPLACE ENVIRONMENT

In an effort to provide a safe work environment for its students, visitors, and employees, it is the policy of the University that violence or perceived threats of violence or other intimidating conduct will not be tolerated. Incidents of such conduct should be reported immediately to the Director of Human Resources. Examples of behavior or conduct that is in violation of this policy include, but are not limited to: intimidating, threatening, or hostile conduct, physical abuse, vandalism, arson, and sabotage. In a life-threatening emergency, call 911 and contact Campus Safety. This is a “zero tolerance” policy. ANY reported event or perceived violation will be thoroughly investigated. Employees found to have violated this policy will be subject to disciplinary action, up to and including termination of employment. This policy includes a failure to report provision. Employees who witness, but fail to report, potential violations may be subject to disciplinary action up to and including termination from employment.

### 3.22 HARASSMENT/DISCRIMINATION

The University prohibits unlawful harassment and any other form of unlawful discrimination in employment or otherwise. The University strongly encourages those employees who feel they have been subjected to unlawful harassment or discrimination to report the incident to their supervisor and the Director of Human Resources. An investigation will be performed and disciplinary action, up to and including termination of employment, will be taken if and when appropriate.

#### 3.22.1 Policy Statement

Northwest Nazarene University has adopted a Statement of University Policy Title IX Compliance and is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, or genetic information. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy.

It is important that members of the University community understand that the law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the University community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all University programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, university housing, and university employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is central to the values of this University that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

This policy shall not be construed or applied to restrict academic freedom at Northwest Nazarene University, nor shall it be construed to restrict constitutionally protected freedom of religion or freedom of expression, even though such expression may be offensive, unpleasant, or even hateful.

#### 3.22.2 Complaints

All complaints or any concerns about conduct that may violate this policy and retaliation should be filed with the Title IX Coordinator (“Coordinator”):

Title IX Coordinator
Upon receiving a complaint, the Coordinator will follow the procedures described in this section below.

Important Note! Please do not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The Title IX Coordinator, designees, and other University officials can take proactive steps to prevent harassment from continuing and perhaps escalating and to protect or otherwise assist the person harassed. For example, the University can arrange for no-contact orders, counseling and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The Coordinator office and designees can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute sexual harassment or hostile environment harassment prohibited by this policy and address any concerns or complaints appropriately.

3.22.3 Harassing Conduct

Harassment is covered under this policy if it is based upon an individual’s race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below.

Harassment violates this policy when it creates a hostile environment, as defined in Section II.B, below.

3.22.4 Sexual Harassment

Sexual Harassment can include unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex. Consistent with the law, this policy prohibits two types of sexual harassment:

3.22.5 Tangible Employment or Educational Action

This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a University activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual’s employment, education, living environment, or participation in a University program or activity. Generally, perpetrators will be agents or employees with some authority from the University.

3.22.6 Hostile Environment Harassment and Bullying

3.22.6.1 A Hostile Environment or bullying, which can include a sexual hostile environment or otherwise, based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, or genetic information exists when harassment:

3.22.6.1.1 is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person’s ability to participate in or benefit from the University’s programs, services, opportunities, or activities; or

3.22.6.1.2 when such conduct has the purpose or effect of unreasonably interfering with an individual’s employment.

3.22.6.1.3 but shall not be deemed to occur hereunder where it is the result of legitimate processes or policy, communication, exercise of legitimate authority or university operation where there is no intent to intimidate; the fact that some otherwise legitimate conduct is rude, abrasive, loud, unpleasant unwelcome or adverse does not mean that it rises to the constitute harassment or bullying.

3.22.6.2 Harassment that creates a hostile environment (“hostile environment harassment”) violates this policy.

3.22.6.3 A hostile environment can be created by anyone involved in a university program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.
3.22.6.4 In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

3.22.6.4.1 The degree to which the conduct affected one or more students’ education or individual's employment;

3.22.6.4.2 The nature, scope, frequency, duration, and location of incident or incidents;

3.22.6.4.3 The identity, number, and relationships of persons involved;

3.22.6.4.4 The nature of higher education.

3.22.6.5 Sexual Misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and relationship violence.

3.22.6.5.1 Sexual Assault means an actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

i. Involvement in any sexual contact when the victim is unable to consent.

ii. Intentional and unwelcome touching of, or coercing, forcing, or attempting to coercer or force another to touch a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast).

3.22.6.5.2 Consent is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

3.22.6.5.3 Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as “consent” is defined in this policy) to sexual contact.

3.22.6.5.4 Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

i. Prostituting another person;

ii. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;

iii. Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;

iv. Going beyond the bounds of consent;

v. Engaging in non-consensual voyeurism;

vi. Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;

vii. Inappropriate exposure of intimate body parts;

viii. Possessing, distributing, viewing or forcing others to view illegal pornography;

3.22.6.5.5 Relationship Violence is abuse or violence between partners or former partners involving one or more of the following elements:

i. Battering that causes bodily injury;

ii. Purposely or knowingly causing reasonable apprehension of bodily injury;

iii. Emotional abuse creating apprehension of bodily injury or property damage;

iv. Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten;

v. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.
vi. Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

3.22.7 Off-Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the University’s attention.

3.22.8 Mandatory Employee Reporting of Sex-based Discrimination, Sexual Harassment and Sexual Misconduct Involving Students

In order to enable the University to respond effectively and to stop instances of sex-based discrimination, sexual harassment and sexual misconduct involving students at the University proactively, all University employees must, within 24 hours of receiving the information, report information they have about alleged or possible sex-based discrimination, sexual harassment, and sexual misconduct involving students to the COORDINATOR. Employees who are statutorily prohibited from reporting such information are exempt from these reporting requirements, including licensed health-care professionals. Please note that this policy does not reach curriculum or in any way prohibit or abridge the use of particular textbooks or curricular materials.

Upon receiving a report of alleged or possible sex-based discrimination, sexual harassment, or sexual misconduct, the COORDINATOR will evaluate the information received and determine what further actions should be taken. The COORDINATOR will follow the procedures described in the Discrimination Grievance Procedures. The COORDINATOR will take steps, either directly with the complainant or through a reporting employee, to provide information about the University’s Discrimination Grievance Procedures, as well as available health and advocacy resources and options for criminal reporting.

3.22.9 Sanctions and Corrective Action

Violations of this policy will be addressed through the Discrimination Grievance Procedures. Consequences for violating this policy will depend upon the facts and circumstances of each particular situation. Sanctions and Corrective Action could include: a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, a reprimand, a no-contact order, denial of a merit pay increase, reassignment, suspension or termination. The severity of sanctions or corrective action will depend on the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct. A finding of discrimination, harassment that creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action, up to and including the discharge of employees and the expulsion of students, in accordance with applicable University procedures and collective bargaining agreements. The University may also take appropriate action if it does not find discrimination or harassment that creates a hostile environment or results in a tangible employment or educational action, but (a) the University found that the respondent engaged in disruptive behavior or (b) to prevent the creation of a hostile environment.

3.22.10 Amnesty for Drug or Alcohol Possession and Consumption Violations

The University strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual misconduct involving students will not be disciplined by the University for any violation of the University’s drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

3.22.11 External Complaints

If you filed a complaint with the Coordinator and believe the University’s response was inadequate, or you otherwise believe you have been discriminated against by the University on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section of the Civil Rights Division of the U.S. Justice Department of Justice.
3.22.12 Discrimination Grievance Procedures

3.22.12.1 Purpose
The purpose of these procedures is to provide a prompt and equitable resolution for complaints or reports of discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, or genetic information. Any person believing that they have been subjected to discrimination or harassment on any of these bases may file a complaint or report with the University. These procedures address all complaints or reports of alleged discrimination or harassment, including conduct that violates the Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation Policy (hereinafter referred to as “Policy Violations”). The procedures also address complaints or reports of retaliation against those who have opposed practices forbidden under the policy, those who have filed complaints or reports under the policy, and those who have testified or otherwise participated in enforcement of the policy.

3.22.12.2 University Complaints and Reporting
Complaints and third-party reports of discrimination, including Policy Violations, should be made to the Title IX Coordinator (“Coordinator”). The Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for the Coordinator is listed below.

Title IX Coordinator
Northwest Nazarene University
628 University Blvd.
Nampa, Idaho 83684
208—_______
Title9Coordinator@nnu.edu

Complaints and reports should be made as soon as possible after an incident. The Coordinator coordinates and tracks all complaints and reports under this procedure.

There are several avenues available for submitting a complaint or report:
• Leave a private voice message for the Coordinator;
• File a complaint or report on the form contained on the Coordinator website;
• Mail a letter or send an email to the Coordinator office;
• Visit the Coordinator (it is best to make an appointment first to ensure availability);
• Report to another trusted University official (e.g., Supervisor, Faculty, Program Director, Coach, Advisor) who will provide information as required under the policy to the Coordinator.

If there is a complaint about the Coordinator or if the COORDINATOR has a complaint, that complaint should be filed with the President of the University. The President will appoint another trained individual to take the place of the Coordinator for purposes of the complaint.

If a person desires that details of an incident be kept confidential, that person should speak with on-campus mental health counselors, campus health service providers, clergy (acting in capacity as clergy), chaplains, off-campus rape crisis resources or medical personnel who can keep such information confidential. Campus counselors are available to help free of charge, and can be seen on an emergency basis.

3.22.12.3 Criminal Reporting
Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to NNU Campus Safety (467-5911), or to the Nampa City Police Department (208—_______). Some forms of discrimination and harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: Obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

3.22.12.4 Confidentiality of Complaints and Reports
Parties in these processes, including the Complainant, the individual accused of a Policy Violation ("Respondent"), and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this procedure. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Coordinator will keep confidential the complaint, report, witness statements, and any other information provided by the Complainant, Respondent, or witnesses and will disclose this information only to the Complainant, Respondent, or witnesses, as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other University officials as necessary for coordinating interim measures or for health, welfare, and safety reasons, and to government agencies who review the University's compliance with federal law. The investigation report and any written decision from the Discrimination Grievance Committee will be disclosed only to the Complainant, Respondent, Coordinator, Discipline Authority as necessary, and University officials as necessary to prepare for subsequent proceedings (e.g., University President and University Legal Counsel). Information about complaints and reports, absent personally identifiable information, may be reported to University officials, and external entities for statistical and analysis purposes pursuant to federal and state law and University policy.

3.22.12.5 Anonymous and Third Party Reporting

The Coordinator accepts anonymous and third-party reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report (Reporter) is encouraged to provide as much detailed information as possible to allow the Coordinator to investigate and respond as appropriate. The Coordinator may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the Coordinator to conduct a meaningful and fair investigation.

3.22.12.6 Role of the Coordinator

The Coordinator is charged with coordinating the University's compliance with federal civil rights laws, all of which are listed at the end of these Procedures. The Coordinator is not an advocate for either the Complainant or the Respondent. The Coordinator will explain to both parties the informal and formal processes outlined below and the confidentiality provisions as outlined above. Where appropriate, the Coordinator will provide to both parties information about options for obtaining medical and counseling services; information about making a criminal report, information about receiving advocacy services, information about other helpful campus and community resources. The Coordinator shall, upon receipt of a complaint, initiate Disciplinary proceedings pursuant to the Faculty Policy Manual, the University Staff Policy Manual or the Student Handbook, (collectively the “Manuals”) as appropriate. The Coordinator shall fully explain to any complainant the requirements and procedures set forth in the Manuals and shall act ensure compliance therewith. The Coordinator will offer to coordinate with other campus officials, when appropriate, to implement interim remedial measures such as no-contact orders, rearrangement of living arrangements, or academic accommodations. If an individual does not want to pursue a complaint, the Coordinator will inform the individual that the University is limited in the actions it can take without the cooperation of the individual. The Coordinator will also explain to parties and witnesses that retaliation for reporting alleged violations of the policy, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be immediately reported and will be promptly addressed.

3.22.12.7 Immediate Action and Interim Measures

The University may take interim measures to assist or protect the parties during the grievance process, as necessary and with the Complainant's consent. Such measures for a student Complainant may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily. For an employee Complainant, the University may temporarily reassign or place on administrative leave an employee alleged to have violated this policy.

3.22.12.8 Resolution

If a Complainant chooses to file a complaint, there are two avenues for resolution of an alleged Policy Violation: formal and informal resolution. The Complainant has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution is not appropriate, even if both the Complainant and Respondent indicate a preference for informal resolution. The Coordinator is available to explain the informal and formal resolution procedures.

3.22.12.8.1 Informal Process and Resolution
If the Complainant, the Respondent, and the Coordinator all agree that an informal resolution should be pursued, the Coordinator (or her/his designee) shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process the Coordinator shall be required only to conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the University and the community. Typically, an informal investigation will be completed within twenty (20) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

A Complainant or Respondent always has the option to request a formal investigation. The Coordinator also always has the discretion to initiate a formal investigation. If at any point during the informal process, the Complainant, the Respondent, or the Coordinator wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below will be invoked.

The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent and the overall intent of the University to stop, remedy and prevent Policy Violations. (Informal actions might include, but are not limited to: providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination, or hostile environment harassment; or having a confidential conversation with a supervisor or instructor).

3.22.12.8.2 Formal Process

Formal resolution process shall occur pursuant to the disciplinary process set forth in Section 4.27 (and following subsections) of this Faculty Policy Manual.

3.22.13 Reporter or Complainant Requests No Investigation

If a reporter or Complainant requests that an investigation not be conducted, the Coordinator will consider the reasons for the request, including concerns about continued safety of the person reportedly harmed and members of the campus community. The Coordinator must also balance considerations about the continued health and safety of members of the community against a reporter’s or Complainant’s desire not to have the report investigated. In cases when a reporter or Complainant does not want to have a report investigated, but the Coordinator has concerns that not taking formal or informal action might endanger the health or safety of members of the campus community, the Coordinator will initiate confidential consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. The Coordinator will make the ultimate decision about whether to conduct a formal investigation or respond to the report in another manner, including taking informal actions, such as those described above.

3.22.12 Conflict of Interest and Training

All University officials who are involved in the discrimination grievance process, including the Coordinator, designated investigators, and Discipline Authorities, will have adequate training. Training will address, but is not limited to, recognizing and appropriately responding to allegations of discrimination, harassment, including hostile environment harassment, sexual misconduct, and retaliation, conducting investigations, protecting confidentiality, and recognizing the link between alcohol and drug use and sexual assault and sexual harassment.

The names of the investigator and other involved individuals will be readily accessible. These individuals must promptly disclose any potential conflict of interest they might have in a particular case. In the rare situation in which an actual or perceived conflict of interest arises between an Investigator, or member of the university administration, that conflict must be disclosed to both parties.

3.22.15 External Complaints

If you filed a complaint with the Coordinator and believe the University’s response was inadequate, or you otherwise believe you have been discriminated against by the University on the basis of race, color, national origin, sex, including sexual harassment, disability age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section of the Civil Rights Division of the U.S. Justice Department of Justice.
3.23 EMPLOYEE LIKENESS

At all times pertinent to employment with the University, each employee gives the University the unrestricted right to use the employee's likeness and photographs for any commercial purpose, including, but not limited to, advertising materials. The phrase “at all times pertinent to employment” shall include, without limitation, any time while the employee is employed by the University, and for an indefinite time after the employment relationship ends. Employees, for themselves, their families, and their successors, waive all right and shall have no right to any additional compensation for the University's use of any employee's likeness or photographs used by the University for a commercial purpose. An employee's signature of the Acknowledgement for this Manual constitutes acceptance of, and agreement to, this policy. This policy is a condition of employment with the University that constitutes valuable consideration to support employee's agreement. Nothing contained within this policy shall alter the employee’s at-will employment relationship.
CHAPTER 4
COUNCILS AND COMMITTEES

4.1 UNIVERSITY STAFF POLICY COUNCIL (USPC)

The University Staff Policy Council (USPC) consists of four exempt and four non-exempt representatives nominated then voted on by their peers to serve for a term of two years. The Vice President for Financial Affairs and the Director of Human Resources serves as resources for the council and are not voting members of the group. Full-time and part-time employees in established positions are eligible to serve on the council, nominate and vote in annual council elections typically held during the month of April. New staff council members will begin serving on June 1 of the year in which they are elected. The council meets monthly during work hours (with supervisor approval).

The two-year terms are staggered so that two new representatives from each group are elected each year. Each year, the council members will select a vice-chairperson and a secretary. The vice-chairperson will become the chairperson the following year.

The purpose of the USPC is to ensure appropriate participation of staff in policy making processes, promote visibility of staff as valuable members of the NNU community, and facilitate a sense of belonging within the NNU community.

The USPC will be the collaborative body with the authority to:

A. Review and recommend changes or additions to existing University Staff Policy Manual and other policies pertaining to the staff to the President’s Cabinet for final adoption
B. Recommend staff development needs to the appropriate campus departments
C. Advocate for the rights and needs of the staff
D. Use a communication network for an exchange of information between USPC and University Staff
E. Hold informational gatherings to determine staff needs, opinions, and discuss topics of interest

4.2 ELECTION COMMITTEE

The Election Committee is composed of the four council members elected the previous year, chaired by the USPC vice chair. Written instructions regarding the election process can be obtained from the chair of the University Staff Policy Council. It is the committee’s responsibility to facilitate the nomination process, produce a finalized ballot, conduct the election, tally, and publish the results.
CHAPTER 5
TYPES OF LEAVE

5 INTRODUCTION

In the event of a mid-month hire, separation, or change, annual and sick leave accrual amounts will be determined as follows:

A. Hire or addition of hours worked: If the effective date is on or before the 15th of the month, the employee will receive full accrual for that month. If the effective date is after the 15th of the month, the employee will receive one-half of the full accrual for that month.

B. Separation from employment or reduction of hours worked: If the effective date is on or before the 15th of the month, the employee will receive ½ the usual accrual amount. If the effective date is after the 15th of the month, the employee will receive full accrual for that month.

Should an employee separate from the university and return to employment within 12 months, then their sick leave bank and annual leave accrual rate will be reinstated at the level of previous employment. If leave from NNU employment was longer than 12 months they will begin at the new employee sick leave and annual leave accrual rates.

5.2 TYPES OF LEAVE

5.2.1 Annual Leave- Vacation (www.nnu.edu/hr)
5.2.2 Sick Leave (www.nnu.edu/hr)
5.2.3 Parental Leave (www.nnu.edu/hr)
5.2.4 Family and Medical Leave Act- FMLA (http://www.nnu.edu/offices/human-resources/employee-benefits/additional-health-benefits-and-coverages/)
5.2.5 Campus Holidays (http://www.nnu.edu/offices/human-resources/additional-employee-benefits/)
5.2.6 Jury Duty

Personnel are encouraged to serve their community when called as jurors or witnesses. In this spirit, employees working in established positions will receive their full pay while serving on a jury and may also keep their jury duty pay. If the employee is called to appear for Jury Duty and is not selected to serve, the employee is expected to return to work. The employee is to give notice to his or her supervisor when called to serve in this capacity.

5.2.7 Professional Leave

Approved absences may be arranged for personnel to attend workshops and conventions significant to their professional development. These privileges will be granted on an individual basis and should be requested through the supervisor.

5.2.8 Leave of Absence Without Pay

A leave of absence without pay for a maximum of six months may be requested by any full-time established employee after one full year of service, subject to approval by the supervisor, the Sector V.P., and the Director of Human Resources. Leaves of this nature are expected to be beneficial to the University in some way, and the determination whether to grant such leave requests will take into consideration the impact on the office and/or department. Due to the importance of each position at the University, unpaid leave requests are reviewed and considered with a critical eye. This type of leave is unique and not common.

Any employee who seeks a leave of absence without pay must submit a request for leave of absence without pay to his or her supervisor in writing as far in advance of the intended leave as is possible. Each case will be decided on its own merits based upon the needs of the department and the critical role of the position.

The employee will not accrue annual or sick leave during a leave of absence without pay. NNU’s group benefits do not permit coverage during extended leaves. Continuation of medical insurance coverage is available through COBRA.

5.2.9 Military Leave

It is the University’s policy to permit employees to take military leaves of absence and to comply with applicable law governing such leave.
CHAPTER 6
BENEFITS AND COMPENSATION

The University reserves the right to amend, alter, or terminate any of the benefits described herein. Review of benefits will occur periodically and in consultation with representatives of affected parties. University Staff will be duly informed of substantive changes. Eligibility rules are contained within each benefit Plan Document. Plan Documents are available at www.nnu.edu/hr for review.

6.1 TYPES OF BENEFITS

6.1.1 State and Federally Required Benefits

6.1.2 Flexible Spending Benefits Plan (http://www.nnu.edu/offices/human-resources/employee-benefits/flexible-spending/)

6.1.3 Retirement (403b) Plan (http://www.nnu.edu/offices/human-resources/additional-employee-benefits/)

6.1.4 Health, Vision and Dental Insurance (http://www.nnu.edu/offices/human-resources/employee-benefits/)

6.1.5 Long-term Disability Insurance (http://www.nnu.edu/offices/human-resources/additional-employee-benefits/)

6.1.6 Term Life Insurance- Basic (http://www.nnu.edu/offices/human-resources/additional-employee-benefits/)

6.1.7 Life Insurance- Supplemental (http://www.nnu.edu/offices/human-resources/additional-employee-benefits/)

6.1.8 Tuition and Benefits for University Staff (http://www.nnu.edu/offices/human-resources/additional-employee-benefits/)

6.1.9 Moving Expenses (http://www.nnu.edu/offices/human-resources/additional-employee-benefits/)

6.1.10 Supplemental Insurance Policies through AFLAC (http://www.nnu.edu/offices/human-resources/additional-employee-benefits/)

6.1.11 Employee Assistance Program- EAP (http://www.nnu.edu/offices/human-resources/additional-employee-benefits/)
Annual salary letters will be issued to University Staff each year. Coaching positions, if contracted, will be at the direction of the President’s Office.

All position levels are based on the position description, salary survey data, and comparable positions at NNU. Adjustments/increases to salary will be based on performance. Performance evaluations will be conducted annually and will include measurements and expectations. Performance adjustments will be contingent upon budget approval by the Board of Trustees. The complete salary compensation policy is available at www.nnu.edu/hr.

6.2. TIME AND ATTENDANCE REPORTING

Federal and state laws require the University to keep an accurate record of time spent on the job performing assigned duties. Non-exempt staff are required to accurately record the number of hours worked and leave time used each day. Exempt staff must record time away from the office in the time and attendance reporting system. Altering, falsifying, or tampering with time and leave reporting, or recording time on another employee’s behalf may result in disciplinary action, up to and including termination of employment.

It is the employee’s responsibility to approve his or her time and leave and certify the accuracy of all time recorded. The supervisor will review and approve the time and attendance reporting before submitting it for payroll processing. In addition, if corrections or modifications are made to the report, both the employee and the supervisor must approve the changes in the system thereby consenting to the alteration.

The Payroll Office maintains sick and annual leave balances based upon accrual and usage policies. If leave taken exceeds the balance available, the time will be modified at the system administrator level to conform to policy. These changes may result in a leave without pay situation.

6.3 OVERTIME

Any hourly non-exempt employee working 40 hours or less within one work week (from Saturday, 12:00 a.m. to Friday, 11:59 p.m.) will be paid at the regular hourly rate. Any hours worked by a non-exempt employee in excess of 40 per workweek will be paid at 1 ½ times the regular hourly rate. The non-exempt employee’s supervisor must authorize all overtime in advance.
6.4 PAYDAY ADVANCES

All NNU employees are paid on the last business day of each month. In the event of an emergency or extreme need situation, an advance can be requested (forms are available in the Payroll Office). Payroll advance requests are subject to approval by the Payroll Manager. Advance requests are processed according to the Accounts Payable check processing schedule. Payroll advances requested after payroll has been submitted for processing will be denied. The amount of any advance may not exceed the compensation earned as of the date of the request. All employees requesting a payroll advance, as provided in this paragraph, must sign a written authorization permitting the University to deduct the amount of the advance from the employee’s next paycheck.
CHAPTER 7
DISCIPLINE AND SEPARATION OF EMPLOYMENT

7.1 DISCIPLINE
The University has adopted various work rules and has the right to discipline employees who fail to abide by those rules as set forth herein. The University’s policy is to abide by the provisions of this manual and to ask that employees use common sense about appropriate behavior. The University retains the discretion to determine the type or level, as well as the timing and sequence, of discipline imposed as set forth herein below.

7.2 SEPARATION OF EMPLOYMENT
When an employee leaves employment with the University, either voluntarily or involuntarily, the employee must return all uniforms, equipment, keys, key cards, and other University property.

a. Voluntary Separation
At-will employees are free to resign from their employment with the University at any time.
However, the University requests any employee who wishes to terminate employment with the University to give written notice of the intended resignation to the employee’s supervisor at least two weeks prior to the date of separation.

b. Involuntary Separation
The University may terminate an at-will employee without cause, notice or formality.

7.3 REDUCTION OR POSITION ELIMINATION
In the case of personnel reductions that are determined to be necessary by NNU Administrative and/or Board of Trustees action, several factors may be taken into consideration, though no one factor would be considered primary, in the reduction of positions or removal of individuals from employment with NNU. Factors given consideration would include level, the essential role of the position, the employee’s qualifications, the critical job skills of the employee, and the employee’s past performance. Seniority will be considered when two employees are considered to be equal in qualifications, job skills, and performance.

7.4 DISCIPLINARY PROCESS FOR UNIVERSITY STAFF

7.4.1 Discipline. The following standards and procedures will be used in all matters involving discipline of University Staff, including dismissal for cause. This procedure is intended to protect both the interest of the staff member and the University.

7.4.2 Basis for Discipline. The following conduct constitutes conduct for which discipline as described in this Section is authorized.

- Incompetence or neglect of duty, insubordination, carelessness, failure to follow supervisor’s instructions, or inefficiency.
- Revealing or using any confidential business, student, or client information of the University.
- Habitual tardiness or excessive absenteeism; absence from work without permission; absence from work without prior notice; failure to return from vacation; leaving the job without permission during work hours, or sleeping or deliberate idleness during working hours.
- Neglect of Duty despite prior oral or written warnings. Neglect of duty in this regard shall include but not be limited to failure to comply or cooperate with requirements imposed on the University by virtue of State or Federal laws, regulations or requirements, or failure to attend required training.
- Possessing firearms or other dangerous weapons on University premises.
- Lying, dishonesty, fraud or perjury.
- The use of profanity or vulgarity.
- Sexual conduct outside of heterosexual marriage.
- Practice or promotion of transgender or transvestite conduct.
- Marital separation or divorce may result in the employee being retained, reassigned or dismissed.
Sexual harassment, sexual violence, rape, unwelcome sexual advances, requests for sexual favors, involvement in any way in prostitution, or sexual humor which would be offensive to a reasonable person, or any other conduct prohibited by Section 3.22 of the Staff Policy Manual or any statement of policy adopted by the University concerning such topics. Failure to report in accordance with this Staff Policy Manual any of the foregoing conduct described in this subsection.

Stealing, theft or vandalism.

Fighting and bullying, or threatening behavior of any type, harassment, creation of a hostile environment or any physical or mental abuse of another person, whether child, elder or otherwise.

Consumption or use of alcohol (as a beverage), illegal drugs (including prescription drugs in the absence of a valid prescription) and tobacco. The University also prohibits the procurement or provision of such alcohol, illegal drugs or tobacco for to any student or any other individual covered by this policy.

Grossly negligent conduct.

Use of the Internet to harass or embarrass another person, to spread rumors about another person, to defame another person or to obtain privileged or confidential information.

Defamation of faculty, staff or students.

Possession, display or use of pornography or pornographic materials.

Unauthorized access to or manipulation (hacking) of computers, computing devices, networks, mobile devices, information systems or software.

Gambling.

Conviction of a felony or misdemeanor involving moral turpitude.

Any other conduct which is harmful to persons or property or which is disruptive of the educational process where such conduct would be deemed to be material or harmful by a reasonable person and particularly where such conduct is repeated or persistent.

Promoting views or engaging in conduct that is not in harmony with standards and practices of Northwest Nazarene University and the Articles of Faith, Covenant of Christian Character and Covenant of Christian Conduct contained with the Manual of the Church of the Nazarene.

**7.4.3 Disciplinary Options.** Violation of or failure to abide by any conduct requirements, whether academic, employment, lifestyle or other, may result in warning or admonition, counseling, probation, suspension with or without pay, termination, or such other response as the University may in its discretion deem to be appropriate. In the event of a disciplinary action based on a violation of Section 3.22 of this Staff Policy Manual, the violation may result in conduct restrictions and other remedies recommended in or consistent with the April 4, 2011 Dear Colleague Letter issued by the Office of Civil Rights of the U.S. Department of Education. The process for response to such violations is set forth below.

**7.4.4 Considerations in Selecting Disciplinary Options.** In the enforcement of conduct requirements the University may in any case consider mitigating, aggravating and extenuating factors or justification attendant to any violation, issues of ambiguity and clarity, or lack thereof, of such requirements, and prior conduct of persons violating any requirement. The University reserves the right to use or not use progressive intervention, response, consequence or sanction in any case as it deems appropriate. In determining the severity of any consequence, response, sanction or discipline, the following considerations may be applied by the University, among others:

a. Instances of direct physical, emotional or psychological harm to persons or harm to property or property rights will be considered to be more serious and of immediate concern by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.

b. Instances of repeated or persistent prohibited conduct will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.

c. Instances of lifestyle conduct where such conduct would be deemed to be material or harmful by a reasonable person or to be damaging to the reputation and mission of the University will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.

d. Instances of self-protection or conduct intended to protect others from physical, emotional or psychological harm or injury will be considered to be less serious or to justify the use of prohibited conduct and may therefore result in less serious response or sanction.
e. Instances where prohibited conduct is undertaken with intent and is flaunted publicly will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.

f. Instances involving violations of Section 3.22 of this Staff Policy Manual will be considered to require response or sanction consistent with the April 4, 2011 Dear Colleague Letter issued by the Office of Civil Rights of the U.S. Department of Education and the document entitled “Questions and Answers on Title IX and Sexual Violence” issued on April 29, 2014 by the Office of Civil Rights of the U.S. Department of Education.

7.4.5 Purpose of Disciplinary Process.

In the application, interpretation and enforcement of these policies the University shall strive to make decisions which are consistent with the foundational purposes of the University as a Christian institution serving the Church of the Nazarene and the greater Christian Community and Kingdom of God. Redemption and restoration shall be overriding goals in most instances and absent aggravating circumstances demanding more serious intervention. If the disciplinary matter involves a violation of Section 3.22 of this Staff Policy Manual, all provisions of that section shall be strictly observed.

7.4.6 Disciplinary Process. The following process, including rights of appeal, shall be employed in all cases by the University in implementing any disciplinary decision.

a. A recommendation for discipline, including a recommendation for dismissal for cause must be made to the Vice President for the sector in which the staff member works (hereinafter the “appropriate Vice President”) by a Dean, Associate or Assistant Dean, a Department Chair, a Supervisor, the Title IX Coordinator (only with regard to matters resulting from or pertaining to Section 3.22 above including complaints made to the Coordinator or others), or otherwise through the administrative structure. The President and the Vice Presidents may initiate any disciplinary matter on his or her own initiative upon good cause or on a request by any employee based upon good cause as determined solely at the discretion of the President or the appropriate Vice President. A recommendation for discipline shall be accompanied by a detailed description of the basis for the recommendation (setting forth specific allegations of violation, facts comprising the violation, any investigation reports created pursuant to this manual or the Statement of University Policy Title IX Compliance, and specific provisions of this Manual which are alleged to have been violated) and any documents, witness lists, affidavits, written witness statements, or any other supporting material, all of which shall become a part of the official record as described below. The person designated hereunder shall review information, conduct such further investigation as he or she deems appropriate (which investigation may enlist appropriate assistance including help from the Coordinator) and render a decision as to the basis for discipline and the appropriate disciplinary response to be applied. The appropriate Vice President may request to be recused; the President shall approve or disapprove such recusal and if recusal is approved, the President shall appoint an alternative Vice President, College Dean or other person in a similar position of authority to act in the place of the appropriate Vice President for all purposes and action in this Chapter 7. In the event that the appropriate Vice President is unavailable or cannot respond in a timely manner, the President may appoint a College Dean, alternate Vice President or some other person in a similar position of responsibility to act in the stead of the appropriate Vice President.

b. Any staff discipline resulting from usual staff evaluation processes, including discipline for incompetence, neglect of duty, or other academic or employment misconduct may, after affording the staff member an opportunity to address and remediate the cause, be brought forward pursuant to the process described in this section. If the appropriate Vice President concurs that grounds for discipline exist, a meeting will be held between the appropriate Vice President and the staff member. At this meeting, a mutual agreement may be reached that may include any response or sanction permitted above or voluntary termination of employment. If a mutual agreement is not reached, the appropriate Vice President will comply with the procedures described below and then make a determination as to whether discipline is warranted and if so, what response or sanction is appropriate considering all factors including those identified above. In making such a determination, the appropriate Vice President and the staff member may jointly elect with mutual consent to involve up to three other appropriate faculty or staff members to provide advice and input into the process of determining whether discipline is warranted and if so, what response or sanction is appropriate pursuant to the provisions in this section.

c. In consideration of staff discipline at all stages, including appeals, the following standards shall apply:

1. All proceedings shall be confidential absent any overriding duty of disclosure imposed by law, policy or statute, provided that in a matter pertaining to a violation of Section 3.22 above, the Coordinator shall be allowed access to all information and proceedings. All documents submitted or created as a part of the process shall be included within such confidentiality requirement.

2. The Office of the Vice President for Financial Affairs shall maintain the official record regarding the proposed disciplinary matter, and such record shall be the official record concerning the matter.
3. The staff member shall be afforded an opportunity to examine all materials contained in the official record and to make copies thereof.

4. The staff member shall be afforded the opportunity to speak with the appropriate Vice President and to inquire and present his or her point of view, evidence, and arguments.

5. All time requirements set forth herein shall be strictly enforced unless both the staff member and the University acting through the appropriate Vice President agree in writing to alter such time requirements. Failure to abide by time requirements shall be deemed to be a waiver any further rights to process hereunder.

6. As procedures herein are not formal legal proceedings, neither the staff member nor the University shall have a right to have legal counsel present at any proceedings hereunder.

7. The staff member may designate one person who is not an attorney to attend proceedings hereunder with the staff member.

8. The staff member shall have the right to provide any documents, witness statements, affidavits or written arguments or briefs and such materials shall become a part of the record of the matter and shall be considered by the University in good faith.

9. No rules or procedures shall apply beyond those set forth in this section except with regard to violations of Section 3.22 of this Staff Policy Manual, in which case all provisions of that section shall be strictly observed. In case of any violation of Section 3.22 of this Staff Policy Manual, and where a Formal resolution is requested pursuant to that section, all proceedings shall comply with the April 4, 2011 Dear Colleague Letter issued by Office of Civil Rights of the U.S. Department of Education and all subsequent guidance issued by that office.

10. Except where statute, law or policy apply and except where compliance with this term could cause physical, emotional or psychological harm to the witness, the staff member shall have the right to know the identity of all persons complaining or testifying against the staff member and shall have the right to submit written questions to be asked to that witness by the University; the staff member shall have the right to know answers to such questions. There shall be no right to in-person cross-examination.

11. All decisions shall be rendered in writing, signed and dated by the appropriate party rendering such decision.

12. All decisions shall be personally delivered to the staff member and in any matter involving a complainant, to that complainant.

13. Decisions shall be rendered based upon a preponderance of evidence giving due regard to the quantity, quality, and credibility of such evidence.

14. With regard to matters involving violation of Section 3.22 of this Staff Policy Manual, the following additional standards shall apply:
   - The Coordinator shall bring forward to the appropriate Vice President any complaint received involving a member of the University staff.
   - All Proceedings shall, in addition to the above, comply with all requirements set forth in the April 4, 2011 Dear Colleague Letter issued by the Office of Civil Rights of the U.S. Department of Education, signed by Russlyn Ali, Assistant Secretary for Civil Rights, and the document titled “Questions and Answer on Title IX and Sexual Violence,” issued the U.S. Department of Education, Office of Civil Rights, on April 29, 2014.
   - The Coordinator shall advice the appropriate Vice President and others of requirements provided by such authority and shall ensure that such requirements are met.
   - The Appropriate Vice President shall also determine any remedial or restorative actions to be taken in favor of any complainant or person affected by the alleged violator, in a manner consistent with the Statement of University Policy, Title IX Compliance and the foregoing authority.

7.4.7 Appeals. After determination of discipline, if any, by the appropriate Vice President or a person acting in his or her stead, the affected staff member or any complainant or affected person shall have the right to appeal such decision as to either or both of the decision to render discipline or the disciplinary option selected as follows. Until the final decision by the President, the disciplinary action will not be effective or implemented unless direct physical, emotional
or psychological harm to the staff member or others might in the opinion of the President occur if the staff member continues in normal duties. Any interim suspension pending a final decision will be with pay.

A staff member who believes that a disciplinary action by the University is adverse to the staff member and is erroneous may appeal to the President of the University by filing a Notice of Appeal with the appropriate Vice President within three (3) business days of receipt of the written decision of that Vice President concerning such discipline. The President shall undertake such processes as are appropriate and shall issue a written decision concerning the appeal within ten (10) business days (unless the President shall for good cause extend the time for decision). The President may at his or her discretion meet in person with the staff member or any other persons, or may consider the matter on the basis of the written record created below. Any failure by the staff member to timely file a Notice of Appeal shall be deemed to be both a waiver of the right to appeal and confirmation of a Final Action by the University. For all matters the decision by the President shall be final.
CHAPTER 8
GRIEVANCE DEFINITION AND PROCEDURE

8.1 GRIEVANCES
The following standards and procedures will be used in all matters involving grievances brought by staff members. This procedure is intended to protect both the interest of the staff member, other persons involved in the conduct giving rise to the grievance, and the University.

8.2 BASIS FOR GRIEVANCE
The following conduct constitutes conduct for which a grievance as described in this Section is authorized; such conduct includes but is not limited to concern about:
A. An event or condition which affects the conditions or circumstances under which a staff member works, allegedly caused by misinterpretation or inequitable application of established policy, practice, or the terms of a contract; or
B. The non-renewal of a contract.

8.3 EXCEPTIONS FROM GRIEVANCE:
The following actions or occurrences may not be grieved under this policy:
A. Complaints of unlawful harassment or discrimination in violation of NNU policy lodged against members of the staff by any student, NNU staff, or administration, or faculty person. This exception also applies to discipline that may be imposed against a staff member who is found to have violated NNU policy. Grievances of this type are covered by other provisions in this manual.
B. Alleged violations of FERPA.
C. Removal from the position made by administrative appointment.

8.4 GRIEVANCE OPTIONS
A grievance which is upheld pursuant to the terms of this Section may result in such response directed to the grieving staff member or others involved in the conduct giving rise to the grievance as the University deems appropriate, including but not limited to warning or admonition, counseling, probation, suspension with or without pay, termination, restoration to position, payment of unpaid back-pay, transfer in position, relocation, interpretation of policy, adjustments in terms of employment or such other response as the University may in its discretion deem to be appropriate. The process for response to such violations is set forth below.

8.5 CONSIDERATIONS IN SELECTING GRIEVANCE OPTIONS
In responding to a grievance the University may (with regard to the grieving staff member or any other person involved in the conduct giving rise to the grievance) in any case consider mitigating, aggravating and extenuating factors or justification attendant to any violation, issues of ambiguity and clarity, or lack thereof, of such requirements, and prior conduct of persons violating any requirement.

The University reserves the right to use or not use progressive intervention, response, consequence or sanction in any case as it deems appropriate. In determining the severity of any consequence, response, sanction or discipline, the following considerations may be applied by the University, among others:
A. Instances of direct physical, emotional or psychological harm to persons or harm to property or property rights will be considered to be more serious and of immediate concern by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
B. Instances of repeated or persistent prohibited conduct will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
C. Instances of lifestyle conduct where such conduct would be deemed to be material or harmful by a reasonable person or to be damaging to the reputation and mission of the University will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
D. Instances of self-protection or conduct intended to protect others from physical, emotional or psychological harm or injury will be considered to be less serious or to justify the use of prohibited conduct and may therefore result in less serious response or sanction.

E. Instances where prohibited conduct is undertaken with intent and is flaunted publicly will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.

8.6 PURPOSE OF GRIEVANCE

In the application, interpretation and enforcement of these policies the University shall strive to make decisions which are consistent with the foundational purposes of the University as a Christian institution serving the Church of the Nazarene and the greater Christian Community and Kingdom of God. Redemption and restoration shall be overriding goals in most instances and absent aggravating circumstances demanding more serious intervention.

8.7 GRIEVANCE PROCESS

The following process, including rights of appeal, shall be employed in all cases by the University in implementing any disciplinary decision.

8.7.1. A grievance by a staff member must be made to the Vice President for the sector in which the staff member works (hereinafter the “appropriate Vice President”) by presenting the grievance to a Dean, an Associate or Assistant Dean, a Department Chair, or Supervisor unless the grievance is brought by or otherwise directly involves a Dean, Associate or Assistant Dean or a Department Chair or Supervisor in which case the grievance may be brought directly to the appropriate Vice President. A grievance shall be accompanied by a detailed description of the basis for the grievance (setting forth specific allegations, facts comprising or relating to the grievance and specific provisions of this Manual or any Contract of Employment Letter which are alleged to have been involved in the conduct giving rise to the grievance) and any documents, witness lists, affidavits, written witness statements, or any other supporting material, all of which shall become a part of the official record as described below.

8.7.2. Any staff grievance resulting from usual staff evaluation processes, including discipline for incompetence, neglect of duty, or other academic misconduct may, after affording the staff member an opportunity to address and remediate the cause, be brought forward pursuant to the process described in this section. If the appropriate Vice President concurs that grounds for a grievance exist, a meeting will be held between that Vice President and the staff member. At this meeting, a mutual agreement may be reached that may include any response or sanction permitted above. If a mutual agreement is not reached, the appropriate Vice President will comply with the procedures described below and then make a determination as to whether the grievance should be sustained and if so, what response is appropriate considering all factors including those identified above. In making such a determination, the appropriate Vice President and the staff member may jointly elect with mutual consent to involve up to three other appropriate faculty or staff members to provide advice and input into the process of determining whether the grievance is warranted and if so, what response is appropriate pursuant to the provisions in this section.

8.7.3. In consideration of staff grievances at all stages, including appeals, the following standards shall apply:

a. All proceedings shall be confidential absent any overriding duty of disclosure imposed by law, policy or statute. All documents submitted or created as a part of the process shall be included within such confidentiality requirement.

b. The Office of the Vice President for Financial Affairs shall maintain the official record regarding the grievance matter, and such record shall be the official record concerning the matter.

c. The staff member shall be afforded an opportunity to examine all materials contained in the official record and to make copies thereof.

d. The staff member shall be afforded the opportunity to speak with the appropriate Vice President and to inquire and present his or her point of view, evidence, and arguments.

e. All time requirements set forth herein shall be strictly enforced unless both the staff member and the University acting through the appropriate Vice President agree in writing to alter such time requirements. Failure to abide by time requirements shall be deemed to be a waiver any further rights to process hereunder.

f. As procedures herein are not formal legal proceedings, neither the staff member nor the University shall have a right to have legal counsel present at any proceedings hereunder.

g. The staff member may designate one person who is not an attorney to attend proceedings hereunder with the staff member.

h. The staff member shall have the right to provide any documents, witness statements, affidavits or written arguments or briefs and such materials shall become a part of the record of the matter and shall be considered by the University in good faith.

i. No rules or procedures shall apply beyond those set forth in this section.
j. Except where statute, law or policy apply and except where compliance with this term could cause physical, emotional or psychological harm to the witness, the staff member shall have the right to know the identity of all persons complaining or testifying against the staff member and shall have the right to submit written questions to be asked to that witness by the University; the staff member shall have the right to know answers to such questions. There shall be no right to in-person cross-examination.

k. All decisions shall be rendered in writing, signed and dated by the appropriate party rendering such decision.

l. All decisions shall be personally delivered to the staff member.

8.7.4. Appeals. After determination regarding the grievance, if any, by the appropriate Vice President, the affected staff member shall have the right to appeal such decision as to either or both of the decision to uphold the grievance or the response option selected as follows. Until the final decision by the President in the first appeal, the grievance response will not be effective or implemented unless direct physical, emotional or psychological harm to the staff member or others might in the opinion of the President occur if the staff member continues in normal duties. Any interim suspension pending a final decision will be with pay.

A staff member who believes that a decision by the appropriate Vice President is adverse to the staff member and is erroneous may appeal to the President of the University by filing a Notice of Appeal with the appropriate Vice President within three (3) business days of receipt of the written decision of the Vice President concerning such discipline. The President shall undertake such processes as are appropriate and shall issue a written decision concerning the appeal within ten (10) business days (unless the President shall for good cause extend the time for decision). The President may at his or her discretion meet in person with the staff member or any other persons, or may consider the matter on the basis of the written record created below. Any failure by the staff member to timely file a Notice of Appeal shall be deemed to be both a waiver of the right to appeal and confirmation of a Final Action by the University. The decision by the President shall be final.

8.8 WHISTLEBLOWER POLICY

8.8.1 Institutional Commitment to Integrity in operation and compliance. NNU is committed to high standards of ethical, moral and legal business conduct. NNU is further dedicated to acting in good faith with those employees who, in good faith, raise concerns regarding illegal or improper conduct of any sort. This Whistleblower policy is intended to provide NNU employees (administrative, faculty or staff) with an avenue for raising such concerns and to reassure each employee that they will be protected from reprisal or victimization as a consequence of reporting the alleged wrongdoing of any officer, employee, supervisor, co-working or agent of NNU.

8.8.2 Statement of Policy. No officer, employee, supervisor, co-working or agent of NNU shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to law enforcement, any member of senior management, any member of the Board of Trustees, the Executive Committee of the Board of Trustees or any other person employed by NNU any truthful information relating in any manner to the commission or possible commission of any crime, illegal action, violation of NNU Policy, or other wrongdoing.

8.8.3 Safeguards.

8.8.3.1 Harassment or Victimization. NNU will not tolerate the harassment or victimization of any employee who raises concerns under this policy.

8.8.3.2 Confidentiality. NNU will make every effort to treat a complainant’s identity with an appropriate regard for confidentiality, with the understanding the details of the complaint may need to be shared with others in order to properly investigate that complaint.

8.8.3.3 Anonymous Allegation. Because a thorough investigation often depends on an ability to gather addition information beyond that provided by the complainant, NNU encourages complainants to put their names to allegations of wrongdoing. NNU will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming alleged facts or circumstances from attributable sources.

8.8.3.4 Bad Faith Allegations. Allegation made in bad faith, allegations which are known to be false, and allegations intended to harm other employees or persons, shall constitute a basis for disciplinary action under relevant University policies.

8.8.4 Procedures. Reports of wrongdoing pursuant to this policy may be made by any employee to any supervisor, supervisor’s supervisor, appropriate Vice President, Human Resources Office, or the President. Complaints hereunder should be made as soon as possible. Any complainant acting under this policy will not be expected to bear any burden of proof but shall be expected to provide any available evidence and to demonstrate that he or she made the complaint in good faith. Any wrongdoing hereunder may result in discipline (disciplinary responses and process) pursuant to Section 3.22 of this Manual.
CHAPTER 9
AMENDMENT OF UNIVERSITY STAFF POLICY MANUAL

9.1 AMENDMENT OF THE UNIVERSITY STAFF POLICY MANUAL MAY BE INITIATED IN THE FOLLOWING WAYS:

9.1.1 University Staff Policy Council:
The University Staff Policy Council will periodically review the University Staff Policy Manual and may make proposals for change to the policies contained herein. If such a change is requested, the change will be communicated to the Vice President for Financial Affairs. The Vice President for Financial Affairs will present the proposal(s) to the President for consideration, response and approval. The President will provide his or her response to the Vice President for Financial Affairs, who will then communicate that response to the University Staff Policy Council. Any amendments made in this manner will then be communicated back to the University Staff Policy Council and all University Staff.

9.1.2 The President:
The President of NNU has the authority to amend and to propose amendments to any portion of the University Staff Policy Manual, at any time. When amendments are initiated by the President, the amendments will be communicated to the University Staff Policy Council. The Council may provide comments on the amendments to the President, which may include a request that the President consider an alternative. The amendment(s) will be communicated to the University Staff.

9.1.3 Board of Trustees:
The Board of Trustees has the authority to amend the University Staff Policy Manual at any time. When amendments are initiated by the Board of Trustees, the amendments will be communicated to the University Staff following the meeting wherein the amendment was adopted.
A copy of the University Staff Policy Manual is available at http://www.nnu.edu/hr/. I acknowledge that I have received instruction as to how to access the Policy Manual, that I am responsible for reading and understanding the provisions of the University Staff Policy Manual and that I will ask the Director of Human Resources for clarification if I have a question or concern regarding any provision of the University Staff Policy Manual. _______ (Initial)

I also understand that all employment with the University is at-will, meaning that either I or the University may terminate the employment relationship at any time, for any reason or no reason, with or without cause, notice or formality, unless there is an express written contract of employment that: (a) is signed by me and an authorized officer of the University and (b) promises employment to me for an express period of time or limits the reasons for which my employment may be terminated.

I understand and agree that, except for the “Employee Likeness” statement contained herein, nothing in the Northwest Nazarene University Staff Policy Manual (“Manual”) constitutes a contract or legally enforceable agreement. Moreover, the Manual is not a contract of employment nor does it constitute an expression of a guarantee or expectation of continued employment. I further understand that NNU retains the right to modify any benefits available to employees or the terms of the University Staff Policy Manual (or the content or effect of any link included within such Manual) at any time without permission of the employees, that no employee or representative of NNU has any authority to enter into any agreement or make any policies, oral or written, inconsistent with this University Staff Policy Manual, and that this edition of the University Staff Policy Manual supersedes any previous policies, handbooks, or representations, oral or written, which are inconsistent with it.

This hardcopy or electronically signed Acknowledgment will be placed in your personnel file.

______________________________________________________________
Employee’s Signature  Date