

# *NORTHWEST NAZARENE UNIVERSITY STAFF HANDBOOK/POLICY MANUAL*

*August 2002*

*The attached Staff Handbook/Policy Manual contains working policies and procedures for support staff employed by Northwest Nazarene University (NNU). The information that appears in ***bold italics*** is the information regarded as the ***Staff Policy Manual***. The Board of Trustees has the sole authority to approve changes to the policy manual, and the university administration has the authority to approve changes to the handbook.*

*There is a long-standing tradition that staff is included in the process by which policies and procedures are changed. Therefore, any changes to the Staff Handbook/Policy Manual that are proposed by staff or the administration should be forwarded to the chair of the Staff Policy Council for review and response from the Staff Policy Council. The Staff Policy Council's response will be transmitted to the Board of Trustees and/or administration, as the case may be, for consideration prior to final action on the proposed change.*

*In the event that the Board of Trustees initiates a change to the Staff Policy Manual and determines that the change is to become effective immediately, the Staff Policy Council may choose to review and respond to the change, which response will be considered at the next regular meeting of the Board of Trustees.*

## I. GENERAL INFORMATION

### A. PERSONNEL

The President of the university appoints the Staff Personnel Manager from among the administrative officers of the university. The Vice President for Financial Affairs is the current appointee as the Staff Personnel Manager. The Staff Personnel Manager serves as the official liaison between the Staff Policy Council and the administration. All confidential staff personnel files, salary matters, and other employee relations are handled from the office of the Staff Personnel Manager. Final hiring or termination of all staff is reviewed and approved by the Staff Personnel Manager. The Staff Personnel Manager is available for counseling on matters of job clarification, policy interpretation, and personnel matters.

*Individuals shall not be hired to work under the supervision of an immediate family member or close relative.*

### B. EQUAL OPPORTUNITY

*Northwest Nazarene University is an equal opportunity employer and does not 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 laws, except where a bona fide occupational qualification applies. The university may, by virtue of its religious affiliation and tenets, afford preferences or make other employment decisions in accordance with applicable federal or state law.*

*The university will:*

- 1. Recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, age, national origin, disability, or veteran status, or any other status or condition protected by applicable state or federal law, except where a bona fide occupational qualification applies. The university may, by virtue of its religious affiliation and tenets, afford preferences or make other employment decisions based on religion in accordance with applicable federal or state law.*
- 2. Insure that all personnel programs such as compensation, benefits, transfers, layoffs, return from layoff, university-sponsored training, education, tuition assistance, and social and recreation programs are administered without regard to race, color, sex, age, national origin, disability, veteran status, or condition protected by applicable state law, except where a bona fide occupational qualification applies or a religious preference is permitted by law.*

### C. ANNIVERSARY DATE

An employee's anniversary date is the first day of the month in which the employee began full-time employment at Northwest Nazarene University.

D. COMPUTATION OF YEARS OF SERVICE

Years of service at NNU will be computed as the number of months worked, rounded to the nearest full year as of each January 1.

E. DEFINITION OF EMPLOYEE STATUS

1. *“Full-time regular employees” are those staff employees who are hired to work a minimum of 1560 hours during a 12-month period on a non-temporary basis.*
2. *“Part-time regular employees” are those staff employees who are hired to work less than 1560 hours during a 12-month period on a non-temporary basis.*
3. *“Temporary employees” are those staff employees who are hired to work for a limited period of time during peak work periods, summer, or employee absences.*
4. *“Independent contractors” are retained by NNU to perform a specific task. Independent contractors are not employees of NNU. Any such contract must be in writing and signed by an authorized officer of the university. Independent contractors are not entitled to any benefits such as group insurance or paid holidays. Contract employees also do not accrue either annual or sick leave.*

***EMPLOYEES WHO HAVE A QUESTION CONCERNING THEIR EMPLOYMENT CLASSIFICATION SHOULD CONSULT WITH THEIR SUPERVISOR OR THE STAFF PERSONNEL MANAGER.***

F. EMPLOYMENT ELIGIBILITY

*It is the policy of Northwest Nazarene University to comply with the Immigration Reform and Control Act of 1986. Accordingly, NNU will only hire those individuals who are authorized to work in the United States. As a condition of employment, each new employee must submit proof of identity and authorization to work in the United States. In addition, the employee must complete and sign a Form I-9 of the Immigration and Naturalization Service verifying, under oath, the employee’s authorization.*

G. PERFORMANCE EVALUATIONS

Each employee’s work performance is 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 staff. The Staff Personnel Manager maintains all completed evaluation forms as part of the employee’s personnel file.

H. ADVANCEMENT/TRANSFER

Any time a position vacancy occurs on campus, an e-mail announcement will be made to all staff employees. Present employees will be given equal opportunity to apply for any open position.

I. JOB ASSIGNMENT

Before a prospective employee accepts employment, the exact nature of the job to which the employee would be assigned will be explained. Various jobs have different peak workload periods; even though a certain area of work has been designated as an employee's responsibility, it is expected that each employee will willingly accept such other duties as may from time to time be assigned when the need arises. Likewise, other persons may be asked to help when a particular employee's workload is temporarily heavy. All NNU personnel are joining in a corporate effort to accomplish a single task and, therefore, employees are asked to give their best effort in helping to achieve this goal, including assisting other departments.

J. WORK WEEK

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. For time sheet purposes, a workweek will be from Saturday, 12:00 a.m. to Friday, 11:59 p.m. Special working hours are required for some positions, and the hours may be adjusted to fit these positions.

The standard workday for staff may be modified during summer months (from one week following graduation in the spring to two weeks before fall registration) at the discretion of the sector's vice president.

K. REST PERIODS

All staff 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 4-6 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 excused absences and may not be used as credit for a late arrival or early departure.

L. CHAPEL/CONVOCATION ATTENDANCE

All employees are expected to attend Monday Community Chapel and special chapels, such as "Spiritual Life Week" or revivals. Attending chapel is in lieu of the mid-morning rest period for that day.

M. KEYS

Employees are required to keep control of all office and building keys checked out to them. Employees are not authorized to lend their keys to any individual for any purpose. Keys are not to be duplicated under any circumstances. Upon termination of employment from NNU, all keys 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 Staff Personnel Manager must approve the issuance of all master keys. An appropriate charge will be levied by the Staff Personnel Manager to an employee for replacement of lost keys. If such loss of keys endangers the security of the campus and re-keying is necessary, the Staff Personnel Manager will determine what charges are necessary to cover the costs involved.

N. USE OF UNIVERSITY AND PRIVATELY OWNED VEHICLES

1. University Vehicles

Only personnel approved by the Office of Environmental Services and holding a valid and current driver's license are permitted to operate university vehicles. Violations against any driver must be reported immediately to the Staff Personnel Manager. Failure to do so can result in immediate termination.

University vehicles are to be used for official university business as authorized by NNU personnel. The Office of Environmental Services should be contacted to schedule use of university vehicles other than buses; bus use may be scheduled through the Athletic Department.

Employees must receive training and approval from the Office of Environmental Services before operating a university vehicle for the first time.

In the event of a mechanical breakdown, an employee must immediately contact the Office of Environmental Services for further instructions. An employee should NOT continue to drive the vehicle without approval from the Office of Environmental Services.

2. Privately Owned Vehicles

Generally, use of privately owned vehicles for official university business will be reimbursed at the university's mileage rate upon filing a travel expense report at the Business Office. However, employees in certain positions will receive a monthly stipend in lieu of mileage reimbursement. The stipend shall be evaluated annually.

Privately owned vehicles must be properly insured and such insurance must permit the use of the vehicle for university business.

Under no circumstance is an employee to consume alcohol or drugs before or while driving a university vehicle or privately owned vehicle on university business. Any employee who operates a university vehicle or privately owned

vehicle on university business while under the influence or when impaired by either alcohol or controlled substances will be subject to immediate termination.

In the event of an accident, IMMEDIATELY contact police and report the accident. In addition, the employee must contact the appropriate supervisor, the Staff Personnel Manager, and the Office of Environmental Services.

The employee should get the name, address, license number, telephone number, and insurance company of the other party. If there are witnesses, the employee should obtain their names, addresses, license numbers, and telephone numbers. Finally, the employee should note any mechanical problems with his/her vehicle and the other vehicle(s) involved.

O. PROFESSIONALISM

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

Personnel are responsible to keep university business confidential.

Every telephone call is important and should be answered as promptly as possible, identifying the speaker to the caller. Necessary personal calls should be kept brief and to a minimum. Any personal long-distance calls should be recorded and reimbursement made to the university as soon as the cost of the call is determined.

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

P. 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.*

*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 with a member of the University Safety Committee. Reports and concerns about workplace safety issues may be made without fear of reprisal.*

*Each employee is expected to obey safety rules and to exercise caution in all work activities. 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 injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor and the office of the Staff Personnel Manager. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.*

*Fires can start in any kind of building. Small fires can develop into real hazards. Be extremely cautious at all times. Fire extinguishers are provided throughout the buildings. Make note of their locations in case of emergency.*

*Other simple precautions can prevent painful, even tragic, accidents. When using the stairs, walk—do not run. Use the handrails. Keep file and desk drawers closed when they are not in immediate use. Do not open more than one file drawer in the same file cabinet at the same time.*

*Most chairs are on casters and roll easily. Holding the chair seat with one hand when sitting down will prevent a chair from rolling. Never stand on chairs, etc. with casters.*

*Never leave objects in halls and aisles where someone might trip and fall.*

Q. WORKPLACE VIOLENCE

*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. 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, or sabotage. 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 from employment. This policy also contemplates that employees who witness, but fail to report, potential violations may be subject to disciplinary action up to and including termination from employment.*

R. HARASSMENT/DISCRIMINATION

*The university prohibits harassment on the basis of any protected class. The university encourages those employees who feel they have been subjected to unlawful harassment to come forward. An investigation will be performed, and employees who are found to have violated this policy will be subject to disciplinary action, up to and including termination from employment. Employees will not be subjected to retaliation for submitting or making complaints about unlawful harassment.*

1. *Unlawful Harassment Prohibited*

*It is the policy of the university that it will not tolerate harassment of any employee on account of that person's age, sex, race, color, creed, religion, national origin or disability. Any employee who violates this policy shall be subject to immediate disciplinary action, up to and including termination from employment.*

2. *Sexual Harassment Defined*

*In the case of sexual harassment the following guidelines shall apply. Prohibited conduct includes: unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature that constitutes sexual harassment when:*

- a. Submission to such conduct is made explicitly or implicitly a condition of an individual's employment;*
- b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee; or*
- c. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.*

*Conduct prohibited under this policy may be oral, written, or physical in nature. Examples of conduct which might constitute sexual harassment include, without limitation, physical contact; granting or withholding the benefits of employment in response to sexual conduct; off-color jokes; foul language (dirty words); display of sexually explicit or offensive cartoons and the like; sexually oriented propositions; obscene or graphic gestures or contact; and similar activities which might be thought of only as mere "kidding" or "teasing."*

3. *Age, Race, Religion, Creed, National Origin or Disability Harassment*

*Conduct or remarks based on age, race, religion, creed, national origin, or disability that unreasonably interferes with any individual's work performance or creates an intimidating, hostile, or offensive work environment shall also constitute a violation of this policy.*

4. *Complaint Procedure*

*Complaints of any form of harassment must be immediately reported to the employee's supervisor and to the Staff Personnel Manager. Should the complaint involve the supervisor, the complaint is to be reported to the Staff Personnel Manager only. Complaints of harassment are not limited to circumstances or events between university employees, and may involve harassment committed by outside vendors or customers. If any employee believes that another employee is the victim of harassment in violation of this policy, the*

*employee perceiving such conduct should immediately report the matter as is described above. This policy also prohibits retaliation or reprisal against any employee who complains of harassment or participates in the investigation process.*

5. Investigation

*The university will promptly investigate all complaints of harassment. All information gathered during an investigation is considered confidential information of the university. Although the university may endeavor to conduct its investigation in a discreet fashion, employees must understand that the investigation process may require disclosure of certain information about the complaint and the identity of individuals associated with it. Individuals contacted in connection with an investigation will be asked to maintain the confidentiality of any information disclosed concerning the complaint or the pending investigation. In addition, all individuals who are involved in the investigation process will be advised of the prohibition against retaliation and reprisal. The university will attempt to provide information to the individual(s) making a complaint to the extent it does not compromise the investigation process. The Staff Personnel Manager shall be initially responsible for commencing and conducting the investigation process, although another individual or entity may be appointed to conduct an investigation when circumstances warrant.*

**ANY EMPLOYEE WHO HAS QUESTIONS CONCERNING THE INTERPRETATION OR APPLICATION OF THIS POLICY SHOULD IMMEDIATELY CONTACT THE STAFF PERSONNEL MANAGER.**

S. 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 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.*

T. DISCIPLINE

*The university has adopted various work rules and has the right to discipline employees who fail to abide by those rules. The university's policy is to inform employees of the rules whenever possible and to ask that employees use common sense about appropriate behavior. Whenever, in the discretion of the university, discipline is deemed appropriate, it will be imposed. The university retains the discretion to determine the type or level of discipline imposed which can range from an oral warning to a written warning, probation, suspension, or termination. The following list of potential offenses is not meant to be all-inclusive, and the imposition of any particular method of discipline is not intended to bind the university in future disciplinary actions.*

1. *Possession or use of tobacco, alcoholic beverages or controlled substances.  
This includes the use of tobacco, drugs, or alcohol outside of work.*
2. *Damage to university property due to negligence or carelessness.*
3. *Falsification of university records, including statements on the application for employment.*
4. *Theft of property belonging to the university, another employee, or student.*
5. *Fighting or horseplay during working hours.*
6. *Immoral conduct.*
7. *Insubordination, carelessness, or inefficiency.*
8. *Failure to return from vacation when scheduled without notification.*
9. *Gambling of any kind.*
10. *Driving a university vehicle with an expired, revoked, or suspended driver's license or where the employee is told the employee may not drive a university vehicle.*
11. *Revealing or using any confidential business or client information of the university.*
12. *Misrepresenting the university or its name.*
13. *Carrying firearms or other dangerous weapons on university premises.*
14. *Absence for three consecutive days without permission or prior notice.*
15. *Leaving the job without permission during working hours.*
16. *Using university equipment for personal reasons without approval.*
17. *Sleeping or deliberate idleness during working hours.*
18. *Violating established safety rules or practices.*
19. *Failure to report a personal work injury to the supervisor or the Staff Personnel Manager.*
20. *Habitual tardiness or excessive absenteeism.*
21. *Harassment.*
22. *Using the Internet to access inappropriate material.*

*Many of the rules set forth above are further defined in this Policy Manual. The university encourages all employees to follow the rules and perform their work in a timely and efficient manner so that discipline will not be necessary.*

## II. COUNCIL & COMMITTEES

Full-time and part-time regular staff employees are eligible to serve on committees and vote in annual staff elections, held during the month of April. New council and committee members will begin serving the following June 1<sup>st</sup>.

### A. ELECTION COMMITTEE

The Election Committee is composed of five staff members elected for a one-year term. In March of each year, the committee will select candidates for the following year's staff council and committees. The members shall select a committee chairperson. Written instructions regarding the election process can be obtained from the office of the Staff Personnel Manager. The committee shall contact candidates to obtain permission for names to appear on the ballot. It is the committee's responsibility to produce a finalized ballot, conduct the election, tally, and publish the results. The committee chairperson shall relay the election results to the Staff Personnel Manager.

### B. STAFF POLICY COUNCIL

The Staff Policy Council is composed of the Staff Personnel Manager and ten staff members, as follows:

two from each of the following areas:

1. Enrollment Services/President's Office/Student Development/University Advancement
2. Environmental Services
3. Business Office/Bookstore/Post Office/Conferences & Events/Security/Safety

and four from Academic Affairs.

Each member will be elected for a two-year term.

This council shall consider and make recommendations to the administration on such matters as work hours, staff development programs, salary scale, benefits, and other items related to staff services and the Staff Handbook/Policy Manual. Each year the council members will select a chair and a secretary.

### C. SOCIAL COMMITTEE

The Social Committee is composed of four staff members elected for a one-year term. The Committee shall select one of its members to act as chairperson. This committee plans an annual staff event. Two members, to be selected by the committee, will serve on the Faculty-Staff Social Committee to plan faculty-staff socials.

### D. GRIEVANCE COMMITTEE

*The Grievance Committee shall be composed of the following: the University President or his/her appointee, one faculty member (appointed by the University President), and five staff members. The five staff members shall be elected for a two-year term. The University President or his/her appointee shall act as chairperson. If any person involved in a grievance is a member of the Grievance Committee, the President will appoint another individual to act as a committee member for that grievance only.*

Definition

*A grievance is defined as an unresolved complaint related to employment at Northwest Nazarene University. Grievance issues may include, but are not limited to, annual leave, sick leave, dismissal, suspension, demotion, or discrimination relative to gender, race or age.*

*Step 1:*

*The employee shall present a written description of the grievance to the immediate supervisor and the Staff Personnel Manager. Within five working days of receipt of the grievance, the Staff Personnel Manager, supervisor and employee will meet to discuss the issue and seek resolution to the problem.*

*Step 2:*

*Within three working days of the meeting between the Staff Personnel Manager, supervisor and the employee, the supervisor shall provide the employee and the Staff Personnel Manager a written, suggested solution to the grievance. If resolution is achieved, both the employee and the supervisor must sign the supervisor's resolution response document. The Staff Personnel Manager must maintain all documents associated with the grievance as part of the employee's personnel file.*

*Step 3:*

*The grievant shall, within three working days of the date of non-resolution with the supervisor, file a request for hearing with the chairperson of the Grievance Committee. This request must be in writing, stating the following: a) the complaint; b) the fact that grievant has exhausted supervisory channels for resolution; c) what the grievant believes an appropriate solution to be.*

*Step 4:*

*The Grievance Committee shall meet within five working days of the chairperson's receipt of the request for hearing. The employee and supervisor shall be allowed to appear before the committee to present information, documents, written communications, testimony, etc. that are pertinent to the complaint. The fact-finding meetings, discussions, and a decision by the committee shall be limited to ten working days. The chairperson will document the committee's decision in writing and provide delivery of the decision to the employee, supervisor, and Staff Personnel Manager. The Grievance Committee will keep accurate records of all deliberations and actions. These records will be considered confidential and accessible only to the committee, the supervisor, the grievant, and the Staff Personnel Manager. The documents will become part of the employee's personnel file held in the office of the Staff Personnel Manager.*

### III. EMPLOYEE BENEFITS

*THE UNIVERSITY RESERVES THE RIGHT TO AMEND, ALTER, OR TERMINATE ANY OF THE BENEFITS DESCRIBED HEREIN. IN THE EVENT OF A CONFLICT BETWEEN THE DESCRIPTION OF ANY BENEFIT CONTAINED IN THIS MANUAL AND THE BENEFIT PLAN DOCUMENT ITSELF, THE EXPRESS LANGUAGE OF THE PLAN DOCUMENT SHALL CONTROL. Eligibility rules are contained within each benefit plan document.*

#### A. MEDICAL INSURANCE

*Medical insurance is provided to eligible employees of Northwest Nazarene University. NNU pays 90% of the premium for the employee and the employee's spouse and dependents.*

*All full-time regular employees are eligible for the medical insurance benefit. The employee's responsibility for 10% of the premium is deducted from the employee's monthly compensation via payroll deduction.*

*Part-time regular employees receive a pro-rated medical insurance benefit. The premium paid by NNU for this type of enrollment is calculated on a reduced pro-rated base, with the balance paid by the employee through payroll deduction.*

*Example:*

*If a part-time regular employee works half-time and wants family coverage, assuming the cost of family coverage is \$500, the following is the calculation of his/her payroll deduction amount: The family employee premium amount (\$50) would be subtracted from the total premium (\$500). That resulting amount (\$450) is then multiplied times 50% (\$225). (The 50% is the employee's work hour equivalency.) The multiplied result (\$225) is then subtracted from the total premium (\$500), resulting in a total employee premium of (\$275).*

*Employees are eligible for coverage under NNU's group medical insurance plan as long as their employment status continues to meet eligibility requirements. For information regarding continuation of medical insurance after employment eligibility ends or in the event of a family status change, see paragraph I, COBRA.*

#### B. GROUP TERM LIFE INSURANCE

*Group term life insurance is available to eligible employees. If an eligible employee elects the group term life coverage, NNU pays one-half the premium and the employee pays the other one-half. An employee must be a full-time regular employee to be eligible for this benefit. The insurance benefit is \$50,000 for the employee, until age 65. Coverage continues after age 65 at reduced benefits and rates according to the plan document.*

*Coverage for an eligible employee's dependents is available for an additional cost to the employee.*

*The effective date of the group term life insurance is specified by the rules within the plan document.*

C. WORKER'S COMPENSATION

*All employees are covered under worker's compensation insurance. All premiums are paid by NNU. In the event of an on-the-job injury resulting in time loss, worker's compensation insurance will replace approximately 67% of the employee's salary. This amount is evaluated to ensure adherence to state minimum and maximum amounts. In most cases, compensation to the employee begins after five days of time loss related to the on-the-job injury and continues until the employee is able to return to normal work duties. Sick leave may be used, if available, until the worker's compensation benefit begins. The recovery and amount of worker's compensation benefits are determined by the Idaho Industrial Commission in accordance with Idaho law.*

D. LONG-TERM DISABILITY

*Long-term disability insurance is provided for all full-time regular staff employees. NNU pays the entire amount of the disability premium. The premium is included in earnings and deducted, in most cases, after taxes. If the employee chooses, the premium may be designated as a pre-tax deduction. However, if pre-tax withholding is designated, the employee is then taxed on any benefit payable in the event of a disability claim. The benefit is 60% of the first \$10,000 per month of pre-disability earnings, reduced by deductible income. The benefit waiting period is 120 days. Any accrued leave may be used during the 120-day waiting period. Maximum and minimum benefits, as well as allowed benefit periods, are defined in the plan document.*

E. RETIREMENT PLAN

*The university sponsors a tax-sheltered annuity retirement plan. This means that any contributions made by the employee and university are not included in taxable income. Upon retirement, all amounts withdrawn will have some tax consequences to the retired person.*

*Employees are eligible to participate in the retirement plan offered by NNU provided they are employed in a regular full- or part-time position, and work a minimum of 1000 hours of service over a twelve-month period.*

*An employee may immediately, upon meeting the above eligibility conditions, participate in the plan. There is a one-year waiting period for participation in the university matching contribution. This one-year waiting period shall be waived if the employee has had one year of previous full-time work experience at a qualifying institution of higher education.*

*Upon enrollment and after the waiting period, the following applies: If the employee contributes five percent or more of his/her salary, the university will contribute nine percent. If the employee contributes less than five percent of his/her salary, the university will match the contribution of the employee on a "dollar-for-dollar" basis.*

*Further information about this retirement plan is available in the Summary Plan Description that is distributed to all employees when they are eligible to participate.*

F. POST-RETIREMENT BENEFITS

*Employees hired after March 31, 1992 are NOT eligible.*

*Employees hired prior to March 31, 1992 who retire at age 62 or older with 10 or more years of full-time equivalent service, are eligible for post-retirement benefits.*

*The benefits will begin for eligible employees when the employee reaches his/her 65<sup>th</sup> birthday or the effective date of his/her retirement, whichever occurs last. Spouses of employees become eligible for benefits when the employee becomes eligible, provided the spouse is 65 years of age or older. If the spouse is younger than age 65 when the employee becomes eligible, the spousal benefit does not occur until such time as the spouse turns age 65. Spouses from marriages occurring after the employee has retired do not qualify for this benefit.*

*For information regarding continuation of medical insurance after employment eligibility ends or in the event of a family status change, see paragraph I, COBRA.*

*Benefits:*

*Eligible employees retiring after September 1, 1992, will receive a percentage of the cost of Part B Medicare and the cost of a supplemental health policy according to the following schedule:*

Age as of 9/1/92	Percentage of Costs Paid by the University
64 & Older	98.6
63	94.7
62	91.2
61	87.6
60	83.9
59	80.1
58	76.0
57	71.5
56	66.8
55	61.8
54	56.6
53	51.2
52	45.4
51	39.4
50	33.0
49	26.3
48	19.3
47	11.5
46	4.0
45 & Younger	0.0

G. SOCIAL SECURITY

*The Federal Insurance Contributions Act (FICA) regulates social security withholding for university employees. The university pays the employer portion of the tax.*

H. FLEXIBLE BENEFITS PLAN

*The university offers eligible employees the option of participating in a Section 125 Flexible Benefits Plan. Employees may elect to have premiums for health, life, dental, etc. withheld from pay on a pre-tax basis. Pre-tax dollars may also be designated for unreimbursed medical and/or dependent care costs. The university pays a portion of the flexible spending administrative fees for each participant. Employees must participate in an annual renewal process to make designations for the next plan year.*

I. COBRA

*NNU's medical and life insurance falls under regulations included in the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. This law allows the opportunity for continuation of certain benefits after an event has occurred that causes the employee and/or an employee's dependents to lose the employer's group plan coverage. The employee/dependent will be responsible for the full cost of the premiums under COBRA. Events that qualify for COBRA are evaluated for a determination of the coverage extension period each time an event occurs. Governing laws and/or policy provisions of the insurance carrier may change from time to time; therefore,*

*current information, options or limitations should be reviewed with the Office of Financial Affairs.*

*Voluntary or involuntary termination from employment allows enrollment under COBRA and a coverage extension maximum period of 18 months. The employee is responsible for the full cost of the insurance premiums as determined by NNU.*

*Upon retirement from NNU, if an employee is not yet 65 years of age, he/she may enroll under COBRA for a maximum period of 18 months or until age 65, whichever occurs first. The retired employee will be responsible for the full cost of the insurance premium as determined by NNU. If a retired employee has exhausted the COBRA benefit period, he/she may seek to obtain health coverage under a private individual contract with the university's insurance carrier.*

*In addition, if the spouse of a retired employee is not 65 years of age at the time of the employee's retirement, the spouse may enroll in COBRA for a maximum period of 18 months, or until age 65, whichever occurs first. The retired employee and/or spouse will be responsible for the full cost of the insurance premium as determined by NNU. If the retired employee's spouse has exhausted the COBRA benefit period, he/she may maintain health coverage under a private individual contract with the university's insurance carrier.*

*A reduction in hours that ends an employee's eligibility under a group medical plan, allows for enrollment under COBRA with a coverage extension maximum period of 18 months.*

*In the event that a dependent of an employee ceases to be eligible as such, that individual is allowed enrollment under COBRA for an extension period of 36 months. The employee's prior dependent would be responsible for the full cost of the medical premium as determined by NNU.*

#### J. TUITION BENEFITS

*Full-time regular employees, their spouses, and eligible dependents may receive undergraduate tuition benefits as outlined below. Eligibility terminates when employment terminates or the employee becomes part-time, except as noted below.*

1. *Employee. Staff members are eligible for full tuition benefits from the date of employment. Staff members may enroll in classes at NNU with full tuition benefit for not more than two classes per semester. Only one class may be taken during working hours; any other class must be scheduled during non-working hours. Only one course may be taken per summer session. Staff members actively pursuing a specific degree may request special consideration for additional class time. "Staff Course Request" forms are available in the Business Office and must be completed prior to registration.*

*Time spent in class during scheduled working hours is not work time and must be made up during the same workweek, as coordinated with the supervisor. Staff employees will not be permitted to make up for class time if it places them in an overtime status. Courses that directly benefit the employee's current job, may qualify for full work release time, subject to approval by the employee's supervisor.*

- 2. Spouse and Dependents. Tuition Benefits will be available to the spouse and dependents (as determined under IRS guidelines) of full-time regular employees on the following basis:*

*Tuition Allowance*

<i>During the 1<sup>st</sup> 12 months of continuous full-time employment</i>	<i>25%</i>
<i>During the 2<sup>nd</sup> 12 months of continuous full-time employment</i>	<i>50%</i>
<i>During the 3<sup>rd</sup> 12 months of continuous full-time employment</i>	<i>75%</i>
<i>During &amp; following the 4<sup>th</sup> 12 months of continuous full-time employment</i>	<i>100%</i>

*Children may receive this benefit through age 24, regardless of marital status. If a child reaches his/her 25<sup>th</sup> birthday during an academic semester, full benefit will be granted for that semester.*

- 3. Tuition benefit is not prorated with the semester. If an employee begins working for NNU after the start of the semester, he or she will not qualify for any portion of this benefit until the beginning of the next semester.*
- 4. Grants or scholarships specified as tuition awards will be applied to tuition costs first; tuition benefit will provide the difference between the value of these awards and the cost of tuition.*
- 5. Should an employee terminate during a semester, the tuition benefit will continue until the end of that semester.*
- 6. For employees whose employment ends due to death or disability or after the employee attains age 62 and has completed the equivalent of 10 or more years of full-time service to the university, dependents will be eligible to receive tuition benefits as defined above.*

## IV. LEAVE POLICIES

### A. FAMILY AND MEDICAL LEAVE

*This policy shall serve to outline the conditions under which an eligible employee may request time off from work without pay, and upon return, be reinstated to a substantially similar position. EMPLOYEES WITH QUESTIONS ABOUT THIS POLICY SHOULD CONSULT WITH THE STAFF PERSONNEL MANAGER.*

*Leave under this policy shall be referred to as “FMLA leave” in accordance with the provisions of the Family and Medical Leave Act. FMLA leave is unpaid except in the limited circumstances described below, and constitutes an approved absence available to eligible employees for up to 12 weeks duration in a given time period. In the event the employee and spouse are both employed by the university and both request leave for the birth or placement in adoption or foster care of a child or for the care of a sick parent, FMLA leave is limited to a total of 12 weeks (rather than 12 weeks each).*

#### DEFINITIONS

##### 1. Eligible Employee

*To be eligible for FMLA leave under this policy, an employee must have been employed by the university for at least twelve (12) months and must have worked at least 1250 hours during the twelve (12) month period preceding the beginning of the leave. In determining eligibility for leave, a “rolling” twelve-month period is used, measuring backward from the date leave is requested. Certain university employees, defined solely for the purposes of this policy as “key employees,” are not entitled to FMLA leave in a manner described in this policy. The university will notify those individuals who are key employees at the time a request for FMLA is made. Generally speaking, key employees are those salaried employees who are among the highest paid ten percent (10%) of university employees within seventy-five (75) surface miles and for whom keeping the job open during leave would result in grievous and substantial economic injury to the university. The university may deny job restoration following leave to key employees. Key employees, will, however, be offered the opportunity to return to work during leave and notified in the event job restoration is denied.*

##### 2. Leave Criteria

*An eligible employee may take FMLA leave for one or more of the following reasons:*

- a. Birth of an employee’s child;*
- b. Placement of a child for adoption or foster care with an employee;*
- c. When an employee is needed to care for a child, spouse, or parent who has a serious medical condition; or*

*d. When an employee is unable to perform at least one of the essential functions of his or her position because of the employee's own serious health condition.*

### 3. Serious Medical Condition

*Means an illness, injury, impairment, or physical or mental condition that involves:*

- a. Any period of incapacity or treatment connected with inpatient care (i.e., overnight stay) in a hospital, hospice, or residential medical care facility.*
- b. Any period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities that also involves a continuing treatment by (or under the supervision of) a health care provider; or*
- c. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care.*

### 4. Intermittent and Reduced-Leave Schedule

*FMLA leave may be taken on an intermittent or reduced-leave schedule if it is medically necessary for a serious medical condition of the employee or his/her spouse, child, or parent. As such, FMLA leave may be taken in blocks of time or the employee's normal daily or weekly work schedule would be reduced. The university may require that employees temporarily transfer to a part-time schedule or an alternative position that better accommodates recurring absences. The alternative position may have equal pay and benefits and employees who are transferred to a part-time position may, in accordance with federal law, have a proportional adjustment of certain benefits.*

## PROCEDURES

### 1. Required Notice

*If the necessity for the FMLA leave is foreseeable, an employee must provide the university with thirty (30) days' advance written notice of a request for a leave, but in any case notice is requested as soon as such notice is practicable (i.e., within one or two business days when the need for FMLA leave becomes known to the employee). Further, failure to provide the required notice may result in denial of FMLA leave until the employee gives proper and timely notice. If need for the FMLA leave is foreseeable, employees are requested to make an effort to schedule FMLA leave so that it does not unduly disrupt university operations.*

### 2. Request for FMLA Leave

*An employee requesting FMLA leave must complete a "Request for Family/Medical Leave" request form, available from the Staff Personnel Manager. The request form must be completed in detail, signed by the employee, and submitted directly to the Staff Personnel Manager. If practicable, the request from should be*

*submitted thirty (30) days before the effective date of the FMLA leave. All requests for FMLA leave based on a serious health condition, whether it involves the employee or a family member, must include medical certification defined below. A medical certification form (“Certificate of Physician or Practitioner”) is available from the Staff Personnel Manager and will be provided when a request for FMLA leave is made. In the event of an emergency (e.g., in the event the employee is incapacitated) a spokesperson such as a spouse, adult child, parent, or doctor may provide notice of the need for FMLA leave and complete the request form.*

*In addition, the request form must include the following information in cases where FMLA leave is due to serious medical condition:*

- a. The reasons for the FMLA leave including the appropriate medical facts which the health care provider knows about the condition;*
- b. The anticipated start date; and*
- c. The anticipated duration of the leave.*

### *3. Medical Certification*

*Medical certification is required in those circumstances where an employee seeks FMLA leave for his/her serious medical condition or to care for a seriously ill child, spouse, or parent. Appropriate documentation may be requested to verify the reasons for the FMLA leave. An employee is required to have the university’s medical certification form entitled “Certificate of Physician or Practitioner” completed by the employee’s physician or health care provider. This certificate will be provided with the request form and additional copies may be obtained from the Staff Personnel Manager. The completed certification may result in the denial of all FMLA leave and benefits under this policy including the denial of re-employment upon completion of the leave.*

*The certificate also requires information identifying or indicating:*

- a. The date the condition commenced;*
- b. The probable duration of the condition;*
- c. The diagnosis of the condition;*
- d. A brief description of the regimen of treatment; and*
- e. Whether inpatient hospitalization is required.*

*In the case of an employee’s own request for FMLA leave the certificate must include a statement that the employee is unable to perform at least one of the essential functions of his/her position.*

*In the case of a request for FMLA leave to care for a seriously ill child, spouse, or parent, the certificate must include an amount of time the employee is needed to provide care.*

*In addition to stating the medical necessity for intermittent FMLA leave or FMLA leave taken on a reduced-leave schedule for planned medical treatment, the certificate must indicate the dates on which such treatment is expected to be given and the duration of the treatment.*

*In all cases of FMLA leave for a serious medical condition, the university reserves the right to request a second medical opinion at its expense. If the first and second opinions differ, the university may require the binding opinion of a third health care provider, jointly agreed upon by the employee and the university and paid for by the university.*

*Periodic re-certification also may be required for requested extensions of FMLA leave due to a serious health condition that exceeds thirty days, and in other appropriate circumstances.*

4. *Confidentiality*

*Health care or medical information will be maintained as confidential, and employees are urged to deal directly with their manager. In certain circumstances it may be necessary to divulge certain information concerning any work limitations/restrictions or required information for first aid or safety personnel. In any case, an employee's medical certification (certificate) and any additional medical information will be treated as a confidential medical record, which will be maintained separate from an employee's personnel file.*

5. *Notification and Reporting Requirements*

*Employees on FMLA leave due to a serious medical condition will be required to report periodically on their status and their intention (including dates) when they will return to work. Additionally, the university reserves the right to require a "Fitness for Duty Report" for those employees on FMLA leave due to their own serious medical condition, before the employee may resume his/her duties.*

6. *Length of Leave and Substitution of Paid Leave*

*Each employee may be granted an unpaid FMLA leave, including maternity leave, for a period of up to twelve (12) weeks (during any twelve-month period). When both the employee and spouse work for the university and request FMLA leave for the birth or placement in adoption or foster care of a child or for the care of a sick parent, FMLA leave is limited to a total of twelve (12) weeks of leave (rather than twelve weeks each) during any twelve-month period unless the FMLA period is necessitated by the serious health condition of the employee or his/her spouse or child. A "rolling" twelve-month period is used, measuring backward from the date leave is requested in determining eligibility for FMLA leave.*

*An employee requesting FMLA leave will be required to first apply any accrued or accumulated sick leave and annual leave toward such FMLA leave, as permitted under Federal law, and an employee will not be entitled to any additional FMLA leave, paid or unpaid, during a twelve-month period which is in excess of the FMLA leave granted under this policy.*

## BENEFIT STATUS DURING LEAVE

### 1. Health Insurance

*An employee eligible for and participating in the Group Health Insurance benefit on FMLA leave will be retained on the university's group health plan on the same condition as if they were still working, except that the employee must make arrangement with the payroll department for timely payment of the employee's portion of the premium in order to continue such coverage, and if any premium payment is more than thirty days late, coverage will be lost during the applicable period of the FMLA leave. In circumstances where an employee is on paid FMLA leave by virtue of the substitution of any accrued or accumulated annual leave, the proportionate share of premium deductions will continue to be made from the employee's regular paycheck as if the employee remained at work. Payroll will provide a schedule of the payment amounts and due dates at the beginning of the unpaid FMLA leave of absence. Employees should consult with the Staff Personnel Manager or designee regarding the continuation of certain other benefits during the period of FMLA and their cost associated with continuing the same. However, FMLA leave will be treated as continuous service for the purposes of the university's retirement plan.*

### 2. Recovery of Premiums

*In the event that an employee chooses or fails to return from an approved FMLA leave, the employee will be liable for the premiums paid by the employer to maintain insurance coverage unless:*

- a. The employee's failure to return to work stems from the continuation, recurrence, or onset of a serious health condition of the employee or a family member; or*
- b. The failure to return stems from circumstances beyond the control of the employee.*

### 3. Return from Leave

*An employee (except for key employees as described above) returning from FMLA leave will be reinstated to the same or an equivalent position upon his or her return to work date, except that the employee will not be entitled to any employment rights or benefits greater than those he or she would have had there been no FMLA leave. In dealing with FMLA leaves involving a serious health condition of an employee, medical certification in the form of a Fitness for Duty Report may be required verifying an employee's ability to return to work.*

### 4. Reduced-Work Schedule/Intermittent Leave

*In the case of FMLA reduced-work schedule or intermittent leave for a serious health condition of the employee or a family member, an employee is required to make reasonable effort to schedule the treatment so as not to unduly disrupt university operations, and the*

*university reserves the right to request rescheduling of such treatment in appropriate circumstances. Further, where a reduced-work schedule or intermittent FMLA leave is foreseeable based on planned medical treatment, the university reserves the right to temporarily transfer the employee to a comparable position that better accommodates the employee's recurring periods of leave.*

*In other cases in which an employee is eligible for FMLA reduced-work schedule leave or intermittent leave, for the birth, adoption, or placement of a child, the university will review the individual circumstances involved, taking into account the employee's length of service, number of requests, duties, workload, and employee's job performance.*

**EMPLOYEES WITH QUESTIONS ABOUT THIS POLICY SHOULD CONSULT THE STAFF PERSONNEL MANAGER.**

B. ANNUAL LEAVE

*Full-time regular employees are entitled to annual leave time upon completion of six months of continuous service as stipulated:*

<i>On completion of 6 months</i>	<i>-- 6 working days</i>
<i>7 through 60 months</i>	<i>-- 1 working day per month</i>
<i>61 through 120 months</i>	<i>-- 1.5 working days per month</i>
<i>121 or more months</i>	<i>-- 1.833 working days per month*</i>

*\*2 working days per month for employees employed before 8/1/02*

*Part-time regular employees who work at least 1040 hours per year are eligible for annual leave on a reduced, pro-rated basis.*

- 1. Employees are urged to use their annual leave time for vacation, business, and personal use. Leave time may be accrued to a maximum of 24 days. Leave accumulated over the allowed maximum and not used by December 31 will be reduced to one-half of its original value and paid to the employee. (Example: Employee X has 34 days of accrued annual leave on December 31. Employee X retains 24 days and is reimbursed for 5 days, which is one-half of the 10 days in excess of the 24-day cap.) The same procedure will be followed for an employee who has over 24 days of accrued leave at the time of termination.*
- 2. In the event of a mid-month hire, separation, or change, annual leave accrual will be a percentage of the full accrual, using days worked divided by the total workdays in the month.*
- 3. Supervisors must approve all annual leave time. Employees with seniority will have first choice of vacation time.*

C. SICK LEAVE

*Full-time regular employees accrue one day of sick leave per month. Unused sick leave can be accumulated to a maximum of 120 days. Part-time regular employees who work at least 1040 hours per year are eligible for sick leave on a reduced, pro-rated basis.*

*When an employee becomes eligible to receive disability insurance benefits, the employee will no longer be eligible to receive sick leave benefits.*

*NNU will not pay for unused sick leave on termination.*

Sick leave must be reported to the employee's immediate supervisor no less than 30 minutes prior to the scheduled time the employee is to report to work.

In the event of a mid-month hire, separation, or change, sick leave accrual will be a percentage of the full accrual, using days worked divided by the total workdays in the month.

Sick leave may be used in the case where a member of the immediate family (parents, spouse, children, brother, sister, or guardian) is in the hospital or recuperating at home from an illness or pregnancy.

D. HEALTH CARE APPOINTMENTS

Three hours per semester are allowed for health care appointments. Employees are to notify their immediate supervisor in advance of scheduled appointments. Time used is to be recorded on the employee's time sheet. If appointments exceed the time allowed and the time is not made up, then the time off will be charged to accrued sick leave.

E. COMPASSIONATE LEAVE

*Full-time employees are eligible for compassionate leave of one day for the death of a close friend and up to three days for the death of a family member. Where additional time is needed, accumulated sick leave may be used with prior approval of the supervisor.*

F. FUNERALS

Time off for funerals is to be coordinated with the immediate supervisor. Three hours per semester are allowed for funerals. Time used is to be recorded on the employee's time sheet. If additional funeral time is needed during a semester, time should be made up or charged to accrued annual leave, with the prior approval of the supervisor.

G. HOLIDAYS

*Full-time regular employees are allowed eight paid holidays per year. Holidays will include: New Year's Day, Fourth of July, Thanksgiving*

*Day, and two days for Christmas. Three other scheduled holidays will be determined on a year-by-year basis.*

1. If a paid holiday is on Saturday, the day off will be Friday. If it is on Sunday, the day off will be Monday.
2. If an employee is on annual leave at the time of a paid holiday, the holiday is not charged as leave time.

H. JURY DUTY

*Personnel are encouraged to serve their community when called as jurors or witnesses. In this spirit, full-time regular employees will receive their full pay while serving on a jury and may also keep their jury duty pay. Prior notice is to be given to the supervisor.*

I. 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.

J. LEAVE OF ABSENCE WITHOUT PAY

*A leave of absence without pay for a maximum of six months can be granted to any full-time regular employee after one full year of service, subject to approval by the supervisor and the Staff Personnel Manager. All leave of absence requests must be presented to the supervisor in writing as far in advance as possible. Each case will be decided on its own merits.*

*The employee will not accrue annual or sick leave during a leave of absence without pay. Continuation of NNU's group life insurance policy and group disability policy are outlined in the policy plan documents. Continuation of medical insurance coverage is outlined in Section III, I (COBRA).*

K. EXTENDED LEAVE

*After every 15 years of continuous (uninterrupted) full-time employment, employees can apply for one extended leave with pay. The extended leave will be equal to the maximum annual leave that can be earned (24 days) plus any accumulated annual leave days. An extended leave must be approved in writing by the President of the University upon recommendation of the supervising administrator.*

*Extended leaves are administered under the following guidelines:*

1. *Extended leave must be taken as a designated block of time.*
2. *Length of leave may be from 1 to 48 working days.*
3. *If the leave taken is 24 working days or less, the entire amount will be*

*considered extended leave time and no time will be charged to annual leave.*

4. *If the leave taken is 24 through 48 working days in duration, 24 working days of the total leave will be charged to extended leave and the remainder to annual leave.*

#### I. 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.*

*A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the United States armed services. The leave will be unpaid. However, employees may use any accrued annual leave for the absence.*

*Subject to the terms, conditions and limitations of the applicable benefit plans for which the employee is otherwise eligible, health insurance will be provided by the university for the term of the military leave of absence for up to two (2) calendar weeks.*

*Employees eligible for sick leave, annual leave, and holiday benefits will accrue those benefits during the first two weeks of any military leave of absence.*

*Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for re-employment in accordance with all applicable state and federal laws.*

*Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. The university makes it a policy not to discriminate in any way against employees who are members of the military.*

*Employees who require military leave should advise their supervisor as soon as possible after receipt of notification. Further information concerning leave will be provided at that time.*

V. ~~COMPENSATION INFORMATION~~ Compensation information is being revised – this is no longer relevant beginning August 1, 2009.

*Staff positions at NNU are designated as Category I, Category II, or Category III by the University President and the Staff Personnel Manager*

A. ~~DEFINITIONS OF CATEGORIES~~

1. ~~Category I:~~

~~A Category One position employee performs general secretarial, clerical, bookkeeping, or maintenance duties. Duties may include performance of an assigned segment of work in accordance with established procedures and operation of specialized equipment. The position requires a moderate amount of experience and independent judgment and only minimum responsibility for results beyond the work actually assigned and performed.~~

2. ~~Category II:~~

~~A Category Two position employee performs secretarial, clerical, bookkeeping, or maintenance duties normally requiring specialized academic or technical training and/or experience. The position demands a high degree of confidentiality. The employee must have at least five years of experience in a job related field. The employee has the ability to maintain department functions without the aid of a supervisor. (Replacements in Category II positions that do not have required experience will be dropped to a Category I pending a 6-month job analysis by the supervisor and the Staff Personnel Manager)~~

3. ~~Category III:~~

~~A Category Three position employee is directly responsible for a separate department on campus. The position requires specialized skills or total supervision of a department, a high degree of decision-making and personal responsibility. The employee reports directly to either an administrative supervisor or administrative officer. The Supervisory Factor is built into the Category III scale. Therefore, a Category 3 staff member would not be eligible to receive the Supervisory Factor.~~

B. TIME SHEETS

Accurately recording time worked and leave time used is the responsibility of every staff employee. Federal and state laws require the university to keep an accurate record of time actually spent on the job performing assigned duties.

Staff employees should accurately record the number of hours worked and leave time used each day. Altering, falsifying, tampering with time sheets, or recording time on another employee's time sheet may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his or her time sheet to certify the accuracy of all time recorded. The supervisor will review and then initial the time sheet before submitting it for payroll processing. In addition, if corrections

or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

The approved timesheet, which covers the period from the 16<sup>th</sup> of a month through the 15<sup>th</sup> of the following month, must be submitted to the Payroll Office within two working days of the monthly cutoff date. (It should be noted that employees are paid for hours worked during the month in which they receive pay, even though time reporting is delayed by one-half month.) The Payroll Office maintains sick and annual leave balances based upon accrual and usage policies.

C. OVERTIME

*Any staff employee working forty hours or less within one workweek (from Saturday, 12:00 a.m. to Friday, 11:59 p.m.) will be paid at the regular hourly rate. Any hours worked in excess of forty per workweek will be paid at 1 ½ times the regular hourly rate. The employee's supervisor must authorize all overtime in advance.*

D. 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). Advance requests must be submitted by Tuesday to be available by Friday and must be approved by the NNU Controller. Advances requested after the payroll has been submitted for processing will be automatically denied. The amount of any advance may not exceed the compensation earned as of the date of the advance. All employees who request an advance as provided in this paragraph must sign a written authorization form permitting the university to deduct the amount of the advance from the employee's next paycheck.

E. ~~COMPENSATION POLICIES~~ Compensation Policies are being revised due to the new salary system that is in place as of August 1, 2009.

- ~~1. *The staff compensation scale is applied to all employees without regard to age, sex or race.*~~
- ~~2. *The years of experience column is equal to the actual number of years the person has been a full-time staff member at NNU plus an allowance of one-half year for each year of full-time education beyond high school and/or work experience directly related to work performed at NNU up to a maximum allowance of 10 years' experience on the scale for education and non-NNU employment. Credit for part-time work at NNU will be given on a full-time equivalent basis up to a maximum of 12 months' credit. Total years of experience will be rounded to the nearest full year.*~~
- ~~3. *The compensation factors will be applied to the monthly staff compensation base. Full-time regular employees are compensated monthly. Part-time employees receive an hourly wage calculated on the basis of the staff scale and are paid only for time worked.*~~

~~4. — Education Factor: An employee who has either an earned bachelor or higher degree or specialized formal training may receive an education factor of up to 3 percent if it is determined by the supervisor and the Staff Personnel Manager to be directly related to the job to be performed.~~

~~5. — Extra Supervisory Factor: An employee who is responsible for the direct supervision of other full-time or part-time employees will receive additional salary as follows according to the total number of hours worked by the employees supervised in an average week on a regular basis:~~

<del>20 – 30 hours</del>	<del>=</del>	<del>1% additional compensation</del>
<del>31 – 60 hours</del>	<del>=</del>	<del>2% additional compensation</del>
<del>61 hours or over</del>	<del>=</del>	<del>3% additional compensation</del>

~~6. — Merit or Special Qualification Factor: Upon recommendation by the supervisor and approval of the University President and the Staff Personnel Manager, a merit or special qualification factor may be added to the computed compensation when there are factors such as superior contribution to the program of the university, working for more than one supervisor, etc. Except in unusual situations, the amount added will not exceed 6 percent of the calculated compensation.~~

~~7. — Sample Compensation Computation:~~

~~Employee X completed 27 months of college in Secretarial Studies, worked in the Admissions Office of Brand Y College full-time for 26 months, and has been on the secretarial staff of NNU in a Category I position for 60 months.~~

<del>Actual months at NNU:</del>	<del>60</del>
<del>Credit for 27 months college</del>	<del>14</del>
<del>Credit for 26 months experience</del>	<del>13</del>
<del>Total months experience</del>	<del>87</del>
<del>Years of experience to nearest full year</del>	<del>7</del>
<del>Compensation factor from table</del>	<del>1.14</del>
<del>Compensation base</del>	<del>1265/month</del>
<del>Scale compensation (1.14 x 1265)</del>	<del>1442.10</del>

# Of Years	Category I	Category II	Category III
0	1.00	1.20	1.40
1	1.02	1.22	1.42
2	1.04	1.24	1.44
3	1.06	1.26	1.46
4	1.08	1.28	1.48
5	1.10	1.30	1.50
6	1.12	1.32	1.52
7	1.14	1.34	1.54
8	1.16	1.36	1.56
9	1.18	1.38	1.58
10	1.20	1.40	1.60
11	1.22	1.42	1.62
12	1.24	1.44	1.64
13	1.26	1.46	1.66
14	1.28	1.48	1.68
15	1.30	1.50	1.70
16	1.31	1.51	1.71
17	1.32	1.52	1.72
18	1.33	1.53	1.73
19	1.34	1.54	1.74
20	1.35	1.55	1.75
21	1.36	1.56	1.76
22	1.37	1.57	1.77
23	1.38	1.58	1.78
24	1.39	1.59	1.79
25	1.40	1.60	1.80
26	1.41	1.61	1.81
27	1.42	1.62	1.82
28	1.43	1.63	1.83
29	1.44	1.64	1.84
30	1.45	1.65	1.85
31	1.46	1.66	1.86
32	1.47	1.67	1.87
33	1.48	1.68	1.88
34	1.49	1.69	1.89
35	1.50	1.70	1.90
36	1.51	1.71	1.91
37	1.52	1.72	1.92
38	1.53	1.73	1.93
39	1.54	1.74	1.94
40	1.55	1.75	1.95
41	1.56	1.76	1.96
42	1.57	1.77	1.97
43	1.58	1.78	1.98
44	1.59	1.79	1.99
45	1.60	1.80	2.00

## VI. TERMINATION

*When an employee leaves employment with the university, either voluntarily or involuntarily, the employee must return all uniforms, equipment, keys, this Handbook/Manual, and all other university property.*

### A. VOLUNTARY SEPARATION

*As an at-will employee, an employee is free to resign at any time.*

*If an employee wishes to terminate employment with the university, written resignation is to be given to the supervisor at least two weeks prior to the date of termination.*

### B. INVOLUNTARY SEPARATION

*The university may terminate an employee without cause with a two weeks' notice.*

### C. CIRCUMSTANCES CAUSING NEED FOR REDUCTION OF STAFF OR POSITION ELIMINATION

*In the case of staff reductions that are determined necessary by 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 the staff. Factors given consideration would include category, the essential role of the position, the employee's desire to consider early retirement, the employee's qualifications, the critical job skills of the employee, and the employee's past performance. Seniority will be considered when two employees qualified for the same position are judged to be equal on other factors. At least two weeks' notice will be given under these circumstances.*

### D. DISMISSAL FOR CAUSE

*The university may terminate any staff employee without two weeks' notice, but with sufficient substantiation for any of the following causes:*

- 1. Incompetence or insubordination;*
- 2. Immoral conduct and/or other conduct contrary to the Manual of the Church of the Nazarene;*
- 3. Promoting beliefs contrary to the Manual of the Church of the Nazarene;*
- 4. Violation of one or more of the offenses listed in Section I, Paragraph T, DISCIPLINE.*

*Any employee questioning the determination of "cause" has the right to initiate the grievance process as outlined in this Handbook/Manual.*

## VII. PRIVACY STATEMENT

*The university maintains a personnel file on each employee. The personnel file contains information personal 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. Employees who wish to review their own file should contact their supervisor or the Staff Personnel Manager. With reasonable notice, the employee will be allowed to review the file in the presence of the employee's supervisor or the Staff Personnel Manager. No copies of documents may be kept of the information in the personnel files, 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 Staff Personnel Manager.*

## ACKNOWLEDGMENT

This Acknowledgment must be completed in full, signed and returned to your supervisor prior to starting work.

I have received a copy of the Northwest Nazarene University Staff Handbook/Policy Manual including all updates through the date shown below. I have read and familiarized myself with all of its contents and been provided with an opportunity to ask any questions which I might have had. A copy of the Handbook/Policy Manual is available for me to keep and I understand that I can obtain a replacement if it is lost, by asking my supervisor.

### EMPLOYMENT AT-WILL

I understand and agree that the Northwest Nazarene University Staff Handbook/Policy Manual (“Manual”) does not constitute a contract. Moreover, the Manual is not a contract of employment nor does it constitute an expression of a guarantee or expectation of continued employment. I understand, acknowledge and agree that my employment with Northwest Nazarene University (“NNU”) is and shall remain at-will. At-will employment means that either NNU or I can terminate my employment at any time with or without cause and with or without notice. I further understand that NNU retains the right to modify the terms of the 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 Manual, and this edition of the Manual supersedes any previous policies, handbooks, or representations, oral or written, which are inconsistent with it.

*This original signed Acknowledgment will be placed in your personnel file.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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