

STAFF EMPLOYEE HANDBOOK

**The Essential Guide for
Professional, Support
and Service Staff**



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The Essential Guide for Professional, Support and Service Staff

Human Resources Services
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2009

Revised and Update May 2012

Table of Contents

Letter from the President	
Preface	2
Code of Conduct	3
Mission Statement	4
Affirmative Action	4
Equal Employment Opportunity	4
Non Non Discrimination Notice	5
Americans with Disabilities Act	5
Clery Act Reporting and Notification Statement Revised Nov 26, 2012	5
Rules and Regulations	6
Time of Hire -----	7
Notice of Employment	
Visiting Human Resources	
New Employment Orientation	
Parking Revised March 23, 2011	
E-mail Account Set-up	
Computer Set-up	
Telephone Set-Up	
Lincoln University Identification Card	
Datatel Colleague Identification Number	
Departmental Administrative Support	
Office Space	
Building Access and Keys	
Benefits -----	10
Annual Benefits Review	
Health Insurance	
Life Insurance	
Long Term Disability	
Retirement Plans Revised May 15, 2012	
Tuition Waiver Revised May 9, 2012	
Unemployment Insurance	
Workers Compensation	
Vision and Dental Insurance	
Sheltered Annuity Plans	
Missouri State Employees' Cafeteria Plan	
Other Ancillary Benefits	
Compensation -----	14
Salary Range	
Staff Salary Adjustments	
Staff Salary Adjustments/Appeals Procedures	
Payroll Administration Revised May 14, 2012	
Cash Advances	
Overtime Pay	
General Employment Policies -----	16
Position Classification	
Job Description Policy	

Appointment and Assignment of Personnel
Employee Background Check and Disclosure
Discipline
Disability Accommodation
Political Activity
Public Office
Children on Campus
Consensual Relationships
Conflict of Interest
Conflict of Commitment
Nepotism
Veterans Employment and Re-employment
Work Authorization
Staff Performance Management
Social Security Number
University Email/Portal Use Commendation Policy *Added, May 15, 2012*

Technology -----27

Technological Resources
Internet Usage
Electronic Mail
Telephone System
Technology Equipment Purchases
Employee Laptop
Management Software *Revised May 9, 2012*

- Moodle Learning Management System
- Datatel Colleague
- CampusEAI Content Management
- Hyland OnBase Enterprise Management System
- Microsoft Office
- Adobe Creative Suite

Complaint Policy and Procedures-----33

Staff Compliant and Grievance Policy and Procedures
Discrimination Complaint Policy and Procedures
Sexual Harassment Complaint Policy and Procedures
Title IX Sexual Harassment, Sex Equity and Gender Discrimination Policy and Procedures *Revised Nov 11, 2011*

Health and Safety-----45

Drug Free Workplace
Communicable Disease
Clery Act and Crime Reporting *Revised Nov 26, 2012*
Personal Safety
Emergency Preparedness Plan
On the Job Injury
Violence in the Workplace
Sexual Assault and Victims' Rights
No Trespassing
Animals on Campus
Tobacco Free Campus *Added, May 15, 2012*

Termination-----53

- Job Abandonment
- Resignation or Voluntary Termination
- Retirement
- Dismissal or Involuntary Termination
- Employment Withdrawal Process
- Withholding Leave Pay for Indebtedness to University
- Unemployment Insurance
- Employment Verification

Time Off-----56

- Annual Leave
- Personal Leave
- Sick Leave
- Requesting and Reporting Leave
- Special Leave
- Family and Medical Leave Act (FMLA)
- Medical Leave Not Under FMLA
- Leave in Regards to Termination
- Military Leave
- Time off to Vote
- Jury Duty and Court Witness Leave
- Inclement Weather
- Non Academic Holiday Schedule
- Religious Holiday Accommodation

University Resources-----63

- Professional Development Training
- Lincoln University Website
- Campus EAI Technology Resources [Revised May 9, 2012](#)
- Listserve
- Lincoln University Enterprise Resource Systems
- University Print Services
- Mail Room
- Food Services

Business Operations Information-----67

- Fall Institute
- Form Usage
- Rules and Regulations
- Travel
- Purchasing Office Supplies
- Accounts Payable
- Budget Process

Work Schedule-----69

- Work Hours
- Absences
- Essential Services
- Overtime Provisions for Non-Exempt Employees
- Compensatory Time



LINCOLN UNIVERSITY

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Office of the President

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Welcome to Lincoln University!

We are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our institution, and share our commitment to achieving our goals as stated in our mission statement.

This handbook of university policies, practices, and services has been prepared especially for you. I encourage you to review its contents to learn about your responsibilities and the opportunities that accompany Lincoln University employment.

You should use this handbook as a ready reference as you pursue your career with Lincoln University. Additionally, the handbook promotes and supports good management and fair treatment of all employees. Welcome aboard! I look forward to working with you.

Sincerely,

Carolyn R. Mahoney, Ph.D.
President



Preface

The Employee Handbook provides guidance on the policies, procedures and practices governing employment at Lincoln University. The content of this handbook is not all inclusive nor a promise or contract between Lincoln University and its employees. These guidelines and summaries are intended to be an introduction to how university policies and procedures apply to Lincoln employees.

The University reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this handbook as it deems appropriate. It is the employee's responsibility to be familiar with information contained in the handbook and seek interpretation or clarification from appropriate administrative authority when necessary.

The University will, at its discretion, make changes and develop new or revised policies and procedures from time to time. When possible and appropriate, the university will seek input from staff committees, employee representatives, and administrators. Differences that result from changes will take precedence over the contents of this handbook.



Lincoln University Code of Conduct

The Code of Conduct establishes the University's expectation of integrity and ethical and professional conduct by the following members of the Lincoln University community: members of the Board of Curators; executive officers, faculty, staff, and other individuals employed by the University and using university resources or facilities; consultants, vendors and contractors when they are doing business with the University; and volunteers and representatives acting as agents of the University. The code is not an attempt to define specifically what one should and should not do, but to communicate that Lincoln University affirms that conduct consistent with accepted standards is an integral part of its mission.

Consequently, each Lincoln University community member must transact University business in compliance with all federal and state laws and in accordance with the University policies and regulations established by the Board of Curators. Executive officers, managers and supervisors are responsible for knowing the laws and regulations that are relative to their positions and responsibilities and for systematically teaching and monitoring compliance in their areas. Examples include but are not limited to human resources and employment regulations, conflict of interest policies, confidentiality, security and integrity of University documents and records, computer use and security policies, procurement guidelines, sound business practices, environmental health and safety regulations, and ethical stewardship of the University's property and resources. Located appropriately throughout the Rules and Regulations, these standards of conduct, supported through policies, procedures and workplace rules, provide guidance for making decisions and exemplify the institution's commitment to responsible and ethical behavior.

Students are not subject to this code unless they are employed by the University, but must comply with the university's Student Code of Conduct as described in the Student Affairs chapter of the Rules and Regulations and published in the official Student Handbook.

Mission Statement

Lincoln University in Missouri is a historically black, 1890 land-grant, public, comprehensive institution that provides educational opportunities including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

Affirmative Action

Lincoln University's Affirmative Action Program shall comply with all other necessary provisions as stated in the federal regulations. A notice of the Affirmative Action Program will be posted in conspicuous locations stating availability for review in Human Resources upon request.

The Affirmative Action Program will ensure equal employment opportunity by institutionalizing the University's commitment to equality in every aspect of the employment process. Therefore, as part of its Affirmative Action Program, Lincoln University must monitor and examine its employment decisions and compensation systems to evaluate the impact of those systems on women and minorities.

The Affirmative Action Program will also include those policies, practices, and procedures that the University implements to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment.

Lincoln University will also employ affirmative action guidelines towards individuals with disabilities and Vietnam-era and disabled veterans. This compliance will include an attestation of affirmative action policy statements and assurances plus an opportunity for employees to self-identify.

Equal Employment Opportunity

It is the policy of Lincoln University to promote and ensure equal employment opportunities for all persons regardless of race, color, gender, national origin, religion, age, or disability. Equal employment opportunity principles govern all aspects of the university's personnel policies, employment practices, and operations. All phases of employment, including recruitment, hiring, evaluation, promotion, transfer, assignment, training, benefits and separation, shall be conducted in compliance with equal employment opportunity laws and regulations. Supervisors at all levels share the responsibility to ensure equal employment opportunity.

The university has established a discrimination grievance procedure. This complaint and grievance procedure is for any type of alleged discrimination regarding job decisions, employment practices, and other terms of employment or privileges of employment based on age, disability, marital status, veteran status, national origin, race, religion or sex.

Additionally, this complaint procedure pertains to a hostile work environment or harassment based on age, disability, marital status, veteran status, national origin, race, religion or sex. Any Lincoln University employee or job applicant has a right to file a complaint of discrimination. Information pertaining to the filing of a complaint is kept on file in Human Resources.

Non Discrimination Notice

In accordance with Title IX regulations at 34 C.F.R. § 106.9; Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to OCR.

Title IX Coordinator- Jim Marcantonio
Human Resource Director
101 Young Hall
820 Chestnut Street
Jefferson City, Missouri 65102-0029
Phone: 573 681-5019
Fax: 573 681-5787

Office for Civil Rights
Kansas City
U.S. Department of Education
8930 Ward Parkway
Suite 2037
Kansas City, MO 64114
Tel.: (816) 268-0550
Fax: (816) 823-1404

Americans with Disabilities Act

University policy and federal law forbid employment discrimination against qualified persons with physical and mental disabilities. A qualified person with a disability is someone with a disability who meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

The Americans with Disabilities Act (ADA) defines a person with a disability as an individual who:

- Has a physical or mental impairment that limits one or more major life activities (walking, speaking, seeing, hearing, etc.)
- Has a record of such impairment
- Is regarded as having such an impairment

Lincoln University is committed to ensuring equal employment opportunities for qualified persons with disabilities.

The University will provide reasonable accommodations as provided in the law for employees protected by the ADA by making changes in the work environment or by changing certain practices and procedures. If you are an individual with a disability, and you meet the qualifications above, contact your supervisor or Human Resources to discuss your needs.

Clery Act Reporting and Notification Statement

Pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092 {f}) a copy of Lincoln University's Annual Security Report may be viewed on the Lincoln University website at the Public Safety link. Additionally, annually the employees will be notified of the Clery Act Report through the campus UR email system.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Lincoln University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

Rules and Regulations

Your appointment and employment is in accordance with the Board of Curators approved Lincoln University Rules and Regulations. The complete revision of the Rules and Regulations, and all policies therein, was approved by the Board of Curators on January 29, 2009. A complete copy of the Rules and Regulations can be found on the Lincoln University Website, www.lincolnu.edu.



Time of Hire

Notice of Employment

A new employee begins employment after the President signs the Personnel Transaction Form (PTR) that authorizes employment. An employment of notification letter signed by the President that states the employee's official job title, date of hire, and salary or wages will be mailed to them by the Human Resource Office.

Visiting Human Resources

Prior to your first day of work but no later than on your first day of work, you should schedule an appointment with Human Resources to start the initial employment processes. This initial employment process will include: asking you to verify employment authorization through an I-9 Form completion and completing appropriate state and federal tax forms and benefit enrollment forms.

New Employment Orientation

New employees will be asked to participate in an employee orientation session, this typically occurs during the Fall Institute in August at the beginning of the academic school year. A new online employee orientation session is being planned that will allow individualized certification.

The [Staff Employee Handbook](#) an important tool for proper employee orientation. Please read it and use it as a resource when you have employment policy questions.

Staff members will be required to sign an Employee Handbook Acknowledgement Form indicating he or she has been given a copy of the handbook.

Parking Revised August 13, 2009

Lincoln University employees have the opportunity to purchase a parking permit. To purchase this parking permit, complete a Vehicle Registration form at the Cashier's Office located 1st floor Young Hall. The current annual cost is \$60 for a standard tag that entitles you to park in any unreserved parking space on campus. A current driver license, LU identification card (see LU Identification Card section), proof of insurance and license plate number is required to obtain a tag at the Cashier's window.

Please refer to the Department of Public Safety webpage for a complete description of parking regulations.

E-mail Account Set-up

As an employee you are required to obtain and use a University email account. Your email account is typically activated at the time your department submits the necessary documents to Human Resources to have you entered into the Datatel Colleague system; additionally a request form from your department is submitted to the Office of Information Technology requesting an email account for you. Usually your Lincoln University email account will be your full last name and first name initial followed by @ lincolnu.edu (doej@lincolnu.edu). The email usage policy is found in the Technology Chapter.

Computer Set-up

Your department will submit a request form to the Office of Information Technology (OIT) requesting a computer set up for you. OIT staff will come to your office and install all necessary software and operational functions based on your department's request. The computer usage policy is found in the General Employment Chapter.

Telephone Set-Up

Each department has a telephone extension number and equipment available for employees to conduct university business. At the discretion of area heads and in line with purchasing protocols, mobile phones may also be provided. The area heads will determine if an employee should be set up with an individual extension number with the Alcatel equipment. The features of the phones are: speaker phone, caller ID, voice mail, conference calls, multiple lines, directory searching, calling using a full keyboard, and text messaging. A request will be made from the department to the Office of Information Technology for telephone set-up and training.

Lincoln University Identification Card

An employee ID card will be processed through Human Resources at the time of hiring. An employee identification request form will be given to you to take to the Student Affairs Office (303 Young Hall). The photo ID card serves as identification, a library card and pass for event discounts.

Datatel Colleague Identification Number

At the time of hire you will be designated a Datatel Colleague identification number by Human Resources. This number will be utilized in lieu of a social security number for tracking any employment transactions and for reporting leave.

Departmental Administrative Support

Each department will have at least one administrative support person available to assist you in getting acclimated to your job assignment. Please utilize the knowledge and understanding these valuable administrative support people have in the business processes and resources of the University.

Office Space

Your department will determine your office location and a campus address for you. This campus address needs to be reported to Human Resources by the department to ensure you can be identified in the campus directory.

Building Access and Keys

The Department Head will determine what keys an employee will need. The Department will then request the keys through an order process. The employee must pick up the key in person from the locksmith in Building and Grounds (Physical Plant, 821 Lafayette) when ready. Lost keys are a serious security issue that could result in re-coring of locks throughout the building. Some buildings have security systems so your department will need to provide operating instructions, if you are given such access.

Benefits

Full-time regular staff employees are eligible to receive a comprehensive menu of benefits. These benefits will be reviewed with you at the beginning of your employment by a Human Resource Representative. Part-time regular staff employees are eligible for some benefits.

Annual Benefits Review

An annual review of employee benefits will be conducted by the Employee Compensation and Benefits Committee. This committee is responsible for making recommendations regarding any existing benefit changes or new benefit offerings.

The Human Resource Office will coordinate an annual employee benefit meeting where benefit providers give presentations and provide upcoming enrollment information. This meeting usually occurs in the fall of each year.

Health Insurance

Lincoln University's full-time regular employees have the opportunity to enroll in a health insurance plan at the time of hire or during an annual open enrollment period thereafter. Lincoln University provides a determined amount of monthly premium contributions for each employee, which covers all or a significant amount of the employee premium depending on the plan option chosen. A new employee can elect to enroll in a health plan from the date of employment, effective the first day of the employee's first full month of employment. An employee has the option for spouse and dependent coverage at the employee's expense.

An employee's health insurance coverage ends when the employee elects to cancel coverage or upon employment termination. An election to continue health insurance coverage after termination from employment through COBRA provisions will be available to those qualifying employees, spouses or dependent children.

Staff employees retiring from Lincoln University will have the opportunity to continue ongoing coverage at the retiree's expense. Retirees who are not eligible for Medicare may stay on the Lincoln University health insurance at a pre-65 retiree group rate. Upon reaching age 65, the retiree may choose to transition into the post-65 plan.

Retirees who are eligible for Medicare (age 65) may enroll into the Lincoln University sponsored United Healthcare AARP Medicare Supplement Insurance and RX Plan Drug Plan.

Life Insurance

Basic life insurance coverage is paid by Lincoln University for staff eligible for the MOSERS retirement system at an annual salary amount or a minimum of \$15,000 whichever is more. Additionally, employee, spouse and child/ren optional life insurance is available at the expense of the employee through payroll deduction. Employees also have the option of purchasing additional insurance for her/him (up to six times their annual salary for a premium based on his/her age).

Long Term Disability

Long Term Disability Insurance is paid by Lincoln University for staff eligible for the MOSERS retirement system. This covers absences due to injuries and illnesses that are not job-related. Lincoln University provides disability insurance as a voluntary benefit to employees and any disability benefits received by the employee are taxable. Lincoln University's long-term disability policy starts 90 days after the onset of illness or injury.

Retirement Plans Revised May 14, 2012

Employees hired prior to January 1, 2011 are fully vested after 5 years of employment. The formula-driven benefit (age and service years) is paid to employees upon retirement. Normal retirement benefits eligibility starts at age 55 with 25 years of service, at age 60 with 15, at age 65 with 4, or when the employee's years of service and age equals 80. A new employee will receive a MOSERS Employee Retirement Booklet at the time of employment.

Employees who began working at LU in a benefit eligible position for the first time on or after January 1, 2011 without previously employed with the State of Missouri will be enrolled in the MSEP 2011 retirement plan. The age and service requirements for retirement eligibility is a combination = 90. Number of years to be vested is a minimum of 10. Employee is required to contribute 4% of gross wages. Subsidized service purchases and Backdrop is eliminated.

Lincoln University employees who are employed under the classification of federal employment will be covered through the Federal Civil Service Retirement System. Lincoln University contributes a determined percent of the employee's base salary (11.59%).

Educational Assistance Tuition Waiver

An educational assistance tuition waiver is granted to benefit eligible employees. Benefit eligible employees are full-time staff members with one or more years of service. In-state tuition for full-time employees with one or more years of service shall be waived for the first six hours each semester for undergraduate enrollment. Fifty percent of in-state tuition for dependent children and/or spouse of an eligible employee shall be waived for the first twelve hours each semester for undergraduate enrollment. Calculation of the tuition waiver for eligible employees, dependent children or spouse will be made only after a financial aid award (PELL and SEOG) has been applied.

A FAFSA must be completed to determine eligibility except individuals who hold prior baccalaureate degrees. The calculations would be as follows:

Employee:

$(6 \text{ credits of tuition} - \text{financial aid} - 100\% \text{ remaining tuition}) + \text{other fees} = \text{Employee cost}$

Dependent & Spouse

$(12 \text{ credits of tuition} - \text{financial aid} - 50\% \text{ remaining tuition}) + \text{other fees} = \text{Dependent/Spouse cost.}$

The employee Tuition Waiver Form must be submitted and approved for the respective semester no later than the last for making financial arrangements with Student Accounts.

For the purpose of this policy, a dependent child is defined as one of the following: one of natural birth (documented by copy of birth certificate), one of legal adoption (documented by copy of legal

adoption certificate), a stepchild by marriage (documented by birth certificate and marriage license), and not over the age of 24. To establish eligibility, the dependent child must complete and submit a financial aid application (FAFSA) to demonstrate dependent status.

This policy applies to fees for tuition only as stated above. This policy does not apply to any other fees. This policy does not include the summer session nor applied courses such as music where one on one instruction occurs. Only person who have satisfied all university admission requirements are eligible to benefit from the provisions of this policy.

Any person who receives a tuition waiver as provided herein and does not maintain a cumulative grade point average of 2.00 or above shall be denied further benefits under this policy until a cumulative grade point average of 2.00 or above has been achieved. Benefits shall be denied until a 2.00 or above grade point average is achieved the subsequent semester.

An individual receiving the fee waiver benefit under this policy who is not a candidate for a degree shall be limited to a time period of thirty-six months for receiving such benefits.

An eligible employee shall be granted three academic hours of release time during the normal work week. In addition, an eligible employee may utilize the lunch hour for attending academic classes with the approval of the area supervisor.

Unemployment Insurance

Involuntary terminated employees can apply for unemployment through a claims process administered by the State of Missouri Employment Security. If the terminated employee is determined eligible for unemployment assistance, the State of Missouri requests reimbursement for these claims from Lincoln University.

Workers Compensation

Lincoln University utilizes the State of Missouri Workers' Compensation Program. The State of Missouri administers its workers' compensation program through the Office of Administration, Central Accident Reporting Office (CARO).

CARO is devoted to providing timely workers' compensation benefits to the employees of Lincoln University. CARO utilizes a preferred provider network, a medical referral service and case management designed to provide prompt quality medical care in an economical manner.

Lincoln University's Human Resources Office provides specific information regarding employer, employee and supervisor responsibilities and proper injury reporting. If medical treatment is required, an employee must seek authorized medical care through CARO. In the case of an emergency, an employee should seek medical care promptly then notify CARO when possible.

All employees—full-time, part-time, temporary or student workers—are eligible for coverage. Benefits available are medical care including fees and costs, payments based on lost wages, and rehabilitation services.

Lincoln University in conjunction with CARO has established an Early Return to Work program to enhance the recovery of employees who are injured or contract an occupational disease in the course and scope of university employment. Employees will be placed in temporary modified duty

assignments, when feasible, during the course of the recovery to perform duties consistent with the temporary limitations.

Vision and Dental Insurance

A vision plan and a dental insurance plan are optional benefits and, if elected, are paid for by the employee. The premiums are payroll-deducted. Enrollment takes place at time of employment or during an open enrollment period each year. Dental and vision insurance is offered through an established vendor. The employee has the option to enroll in dental and vision insurance along with eligible dependents at the employee's expense.

Sheltered Annuity Plans

Lincoln University offers employees different options and companies through which to participate in sheltered annuity programs. These are 403-B plans and a deferred compensation plan.

Missouri State Employees' Cafeteria Plan

The Missouri State Employees' Cafeteria Plan is an optional benefit for Lincoln University employees. At the time of employment or during an open enrollment period each year, an employee may enroll in the plan and elect to tax defer any or all of the following:

- health insurance premiums
- medical expenses
- dependent care assistance

Other Ancillary Benefits

Lincoln University may also provide employees other additional optional coverage. These will be reviewed with you at the time of employment or at the annual employee benefit meetings.



Compensation

Salary Range

Your position has an approved job description that has been assessed for determining proper job classification and salary range.

The position's salary range is established by benchmarking it to a similar position of a market comparator if the external market information is available and meets the criteria for comparison in similar essential job duties. Benchmarking establishes an appropriate pay range for a position by utilizing the mid-point or mean of the comparator for establishing a range of pay.

The position's job classification is utilized to determine the best way of establishing a benchmark (please see description):

- Administrative Directors and Professional classifications are benchmarked through the following resources: College and University Personnel Association (CUPA) All Institutions 2nd Quartile Budget Comparators; Official Manual of the State of Missouri; or State of Missouri Merit System's Uniform Classification and Pay System.
- Skilled Crafts, Service and Maintenance, and Technical and Administrative Support classifications are benchmarked through the State of Missouri Merit System's Uniform Classification and Pay System.

If there are no appropriate external market benchmark comparisons available, a position will be job slotted to an internal position of similar nature in complexity of job function and duties.

All staff positions will have a salary range between 85% and 125% of the mean. At the time of appointment, initial compensation for a new or existing position will have a salary range of between 85% and 100% of the mean. If a department wants to recommend a starting salary above the mean, a salary variance request must be made that justifies a salary above the mean.

Staff Salary Adjustments

A consideration for cost of living adjustments will be made annually based on a recommendation of the Employee Compensation and Benefits Committee and approval of the President and Board of Curators.

Periodic external market comparisons should take place for market adjustment consideration. Other types of compensation adjustments such as grant award incentives or supplemental casual appointments are permissible.

Staff Salary Adjustment/Appeals Procedures

The purpose of this procedure is to provide a uniform process to award individual salary increases independent of annual or across-the-board salary increases for staff employees who have been classified according to the University pay plan. The procedures will address pay inequity, market adjustment and position modification. Any one of these may provide a basis for a salary adjustment request and/or justification for an appeal of a salary adjustment decision. You may contact the Human Resource Office for guidance on how to process an appeal.

Payroll Administration Revised May 14, 2012

The Payroll Office will be responsible for the transaction of employee pay. This includes paycheck disbursement, processing payroll deductions and benefit remittance.

All University employees must participate in payroll direct deposit. No paychecks or pay advice statements will be printed or distributed. This mandate includes full and part-time, casual or permanent employees.

Employee paychecks shall be deposited as follows:

- For salaried staff, pay day shall be the last working day of the month.
- For hourly employees, pay day shall be the 15th of each month.

Check advice information will be available through the employee section on WebAdvisor. All check disbursements will include a statement indicating gross earnings, withholdings, deductions, and net pay. A leave accrual balance will also be included on the statement. At the end of each calendar year, in accordance with Internal Revenue Service guidelines, Tax Form W-2 income reporting will be sent to each employee's residential address.

Cash Advances

Newly hired hourly paid employees who begin their employment on the first of the month are allowed to request a one-time pay advance. This request would be made to the Department Director in writing and then forwarded to the Payroll Office. The pay advance system would be only for hours already worked.

Overtime Pay

Staff employees generally perform work on a standard forty-hour work week, Sunday through Saturday. Some positions will require additional hours beyond the forty-hour work week. There is not a limit on the number of hours in a day, or days in a week, an employee may be required or scheduled to work, including overtime hours. Employees determined to be non-exempt from overtime provisions of the Fair Standards Labor Act (FSLA) may receive overtime pay (versus compensatory time) for hours worked in excess of forty in a work week at a rate not less than time and one-half their regular rates of pay.

Overtime hours worked should be stated separately from the regular forty-hour workweek and calculated at time and one-half the hourly rate. An overtime provision for non-exempt employees is further addressed in the work schedule section.

General Employment Policies

Position Classification

Lincoln University shall utilize the framework of the EEO-1 Job Classification Guide as recognized by the U.S. Equal Employment Opportunity Commission and the State of Missouri as a benchmark for LU job classification. Lincoln University has adapted the job classifications to fit its unique higher education workforce. The following job classifications are in effect:

- Administrative Officers
- Administrative Staff
- Academic Administrative Staff
- Academic Faculty
- Professional staff
- Administrative Support Staff
- Technical Staff
- Craft Workers
- Service and Maintenance Staff
- Research/Extension Faculty

The administrative officers of the university shall be the president, vice president for academic affairs, vice president for administration and finance, vice president for student affairs, and vice president for advancement. In recognition of a common interest and of a large area of jurisdictional overlap, the administrative officers shall work diligently to develop and maintain the lateral relationships necessary to foster the exchange of related information and positive professional interaction. The administrative officers shall conduct the following, within their own area of jurisdiction: plan, monitor, coordinate and evaluate on-going programs; make personnel decisions; arbitrate grievances; prepare budget requests and monitor expenditures. They shall call regular and special meetings, set agendas, preside at meetings, and provide ample opportunity for the free discussion of all matters relating to the welfare of their division and of the university. They shall assume other tasks and duties, and undertake such studies as may be requested by the president.

The administrative staff includes, but is not limited to, non-instructional personnel who are directors or heads of specific areas and who are directly responsible to one of the administrative officers. Titles indicative of a member of this category are registrar, librarian, and director. Administrative staff members have the responsibility for supervision and coordination of those directly subordinate to the administrator. The administrative staff member shall have additional duties and responsibilities as may be assigned by the administrative officer governing that area. Administrative staff members have the authority to recommend hiring, terminations, transfers, promotions and assignments of employees. The staff member may adjust or adjudicate grievances or recommend such action as is necessary to resolve a grievance. Responsibilities inherent in this position require the use of independent judgment.

The academic administrative staff includes those persons who carry the titles dean, department head, director for Cooperative Extension, director for Cooperative Research, and director for International Programs. The staff member may be a full-time academic administrator and carry one or more of the above titles, or may hold a dual assignment which is partially administrative and partially academic. For purposes of budgeting and reporting, it is necessary to proportion this type of

assignment between the administrative and instructional functions. This shall generally be conterminous with a teaching load reduction for that staff member.

Academic faculty includes persons in the following categories: all personnel who have as their major responsibility the teaching of students enrolled at the university; all personnel who have as their major responsibility the conduct of original research conducted at and published from Lincoln University; those personnel who have as their major responsibility extension or community education planning, programming, coordinating or evaluation.

Professional staff includes persons whose assignments require either a college degree or experience of such kind, and amount as to provide a comparable background. Professional staff includes all staff members requiring specialized professional training who would not be reported under administrative or academic staff (as listed above) and who should not be classified under any of the four “non-professional” categories of activities which follow. Professional staff includes, but is not limited to, doctors, nurses and accountants with a degree or certification in their field; public relations personnel with degrees in journalism, English or related fields; and counselors with degrees in counseling, guidance or related fields. Professional staff shall perform the tasks for which they are qualified and to which they are assigned.

Administrative support staff includes persons whose jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; dispatchers; data entry operators; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

Technical staff includes persons whose jobs require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification or comparable experience is required. Examples of these types of positions include: research technicians or computer technicians.

Craft workers includes persons whose jobs includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers, brick and stone masons, carpenters, electricians, painters (both construction and maintenance) and plumbers.

Service and maintenance staff includes persons whose jobs include grounds upkeep, cleaning service, personnel service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of service positions include: cleaners; janitors; and groundskeepers. An example of a protective service position would include: public safety officers.

Job Description Policy

Job descriptions serve to define the duties and responsibilities of all positions with the university. Each employee will be given a copy of the current job description for her/his position. A copy of each job description will also be maintained in Human Resources. Due to the dynamics of organizational change, job descriptions will not necessarily be updated on a regularly scheduled basis, typically

annually or when significant job function changes take place. Each organizational unit is responsible for providing updated job descriptions to Human Resources.

The following components must be included in a written job description:

- position title
- department or office where position is located
- job classification and salary grade
- status under the Fair Labor Standards Act (exempt or non-exempt)
- essential functions and estimated percent of time for each duty
- reporting requirements
- experience requirements
- education and training requirements
- required knowledge and skills
- other pertinent position information
- employee and supervisor acknowledgement signatures

Appointment and Assignment of Personnel

Employment is not finalized until it is approved by the president of the university. The President may appoint and dismiss at her/his discretion employees of the university or make the final decision on any personnel matter and/or recommendation regarding any employee of the university. The president has the authority to assign, transfer or reassign in a lateral move, any employee. Staff employment does not carry a fixed term of employment.

Employee Background Check and Disclosure

To determine suitability for continued employment, Lincoln University retains the right to perform background checks on any employee. An employee must notify her/his immediate supervisor within five days of a conviction for a felony, any drug, alcohol or sex-related offense. Failure to report such conviction is grounds for disciplinary action up to and including termination of employment. The supervisor must notify Human Resources immediately upon being informed of any such conviction. Once a conviction is disclosed or discovered, the supervisor will evaluate the relationship between the conviction and the responsibilities of the employee's position. A relevant job-related conviction is grounds for termination.

Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position which do not require driving. For positions that require operation of a motor vehicle, the term "conviction" shall include minor traffic violations.

Discipline

The staff discipline policy establishes how the university addresses discipline but also comes under the jurisdiction of the employment-at-will policy: "Any employee without a contract or appointment for a specified term of employment can be terminated at any time for any reason or no reason but not for an illegal reason."

However, it is within the best interest of the university to have a system in place that fosters the professional growth and development of all employees. To meet this intent, it shall be the

responsibility of supervisors to provide assistance, motivation and direction to the staff in the performance of job duties.

Supervisors are responsible for informing their subordinates of institutional expectations. Where problems with employee behavior or performance arise, a supervisor should seek to correct the problem with the least amount of disruption to the work environment. Progressive discipline is a means to correct and/or improve employee behavior and performance.

Progressive discipline may include oral warning, written warning, suspension, and ultimately, discharge. The goals of progressive discipline are too; 1) inform the employee of inadequacies in performance or instances of improper behavior; 2) clarify what constitutes satisfactory performance or misconduct; 3) instruct the employee on what action must be taken to correct the performance or behavior problem; and 4) inform the employee of what action will be taken in the future if the expectations are not met. Reasons for discipline may include, but may not be limited to, 1) violation of university rules and regulations; 2) failure to follow reasonable rules of procedure in the work place; 3) insubordination; 4) possession of any substance prohibited by state or federal law; 5) assault and/or battery; 6) excessive absenteeism and/or excessive tardiness; 7) theft or destruction of university property; and 8) abuse of leave privileges.

An employee may be issued an oral warning for a performance or conduct problem. Oral warnings are typically issued during a private conference between the supervisor and the employee where the supervisor explains the problem and what the employee must do to return to satisfactory status. Supervisory notes to the file are permissible and in most cases appropriate. The employee should be informed that the conference is being conducted for the purpose of issuing an oral warning. This ensures that the employee is aware that a disciplinary action is taking place.

Employees may be issued a written warning as a letter or memo which contains the following information: a description of the specific problem or offense; the most recent incident and when it occurred; previous actions taken to correct the problem (if applicable); expectations and acceptable standards of performance; and warning that further unsatisfactory behavior or performance may result in further disciplinary action. Typically, the written warning is issued and discussed with the employee in private conference with the supervisor. A copy of the written warning should be given to the employee and a copy placed in the employee's official personnel record, located in the Human Resources Office. The written warning may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.

Staff employees may be suspended without pay for significant incidents of misconduct or poor performance, or when a series of disciplinary actions have been taken but the problem continues. Typically the employee is informed of the recommended suspension in private conference with her/his supervisor. The employee is given a letter signed by the president detailing the basis for the action which specifies 1) the length of the suspension (beginning and ending dates); 2) a description of the specific problem or offense; 3) the most recent incident and when it occurred; 4) previous actions taken to correct the problem, if applicable; 5) expectations and acceptable standards of

performance; and 6) a warning that further unsatisfactory behavior or performance may result in further disciplinary action, up to and including discharge. The suspension letter may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.

Employees may be discharged for incidents which are serious enough to warrant immediate involuntary termination, or after all the progressive disciplinary steps have been taken (suspension being an optional step). Typically a recommendation for termination shall be initiated by the immediate supervisor and transmitted through the appropriate administrative chain of command to the President of the university. Upon approval by the President, the employee shall be given written notice of the decision of the President and the termination becomes final. The President may terminate any employee for reasons of gross neglect of duty on- or off-campus, grossly inadequate performance, and misconduct of a nature that may bring disgrace to the university, or actions that pose a threat to the safety and well-being of members of the university community. All termination decisions by the President are final and there is no appeal process unless the appeal is based on a claim of violation of university policies, state or federal laws. These types of appeals should be processed through the proper university grievance channel.

Disability Accommodation

In order to reasonably accommodate qualified individuals with a disability, Lincoln University has adopted the following policy:

Lincoln University prohibits any discrimination against a qualified individual with a disability. This includes, but is not limited to, discrimination with respect to application, hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment.

The Human Resources Office and the Affirmative Action Officer shall be responsible for implementing this policy. "Disability" means a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having a record of such impairment is an individual with a disability. A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for. All terms and conditions of employment will be provided on an equal non-discriminatory basis.

Political Activity

University employees may not engage in political activity; 1) during the course of their work day; 2) in any university room, building, or property occupied in the conduct of job duties; 3) while utilizing any university resources or facilities; 4) while wearing a uniform or any insignia identifying the office or position of the employee; or 5) when using any vehicle owned or leased by the university or the state of Missouri.

The following are allowable political activities that Lincoln University employees may engage in: 1) working with organizations of political parties qualified to place candidates on the ballot in accordance with Missouri State Statutes or of political parties seeking such qualification; 2) working with nonpartisan or bipartisan groups seeking the election of candidates to public office; 3) working

with nonpartisan or bipartisan groups seeking the approval or disapproval of issues which are or may be submitted to the voters for approval; and, 4) working for individual candidates seeking public office, including candidates for membership of any political committee established by Chapter 120, RSMo.

Such activities, like any other personal, non-official undertaking, must be done on the individual's own time and should not interfere with university duties. Employees may contribute funds or expend funds on behalf of the above parties, groups, candidates or issues, subject only to state and federal laws which regulate political contributions.

Public Office

Before officially announcing candidacy, or accepting any elective office, a full-time employee must inform her/his supervisor of such intention and the supervisor must make the fact known to the President through appropriate channels. The President will offer no objection to the candidacy provided it does not require time or attention that should be given to university duties. Subject to the requirements of notice to the President, an employee may, without the President's permission, become a candidate for and hold a part-time position. In case of doubt, the President shall decide if the candidacy is permissible under this policy. Such activity must be conducted on the individual's own time and shall not interfere with university duties.

The holding of any elective full-time office in local, county, state or federal government is forbidden while the person is employed fulltime by the university. Some offices, for example the Missouri General Assembly, should be considered full-time although not in session for the entire year. Any employee seeking election to such an office must resign or request a leave of absence as of the date of filing in the primary. Before accepting such an office, the employee is required to resign her/his university position.

Children on Campus

Lincoln University is cognizant of the difficulties employees may encounter relative to safe and uninterrupted care of minor children; however, the university's first priority is to provide an environment conducive to academic and work pursuits. Therefore, employees are responsible for making childcare arrangements that do not include routinely bringing the minor child to work for any extended period of time. In all cases, the adult who brings the child to campus is responsible for direct, constant care and attention to the child's health, safety and welfare.

Children who are sick and/or infectious should never be brought to campus, and certain areas of campus (e.g., construction sites) may never be open to children for safety and liability reasons.

Permission to bring children into the work environment must be sought in advance from the unit supervisor. Supervisors are encouraged to accommodate employees to the extent possible in arranging for sick or personal leave to be taken when childcare emergencies arise.

Consensual Relationships

A consensual relationship is a mutually acceptable, romantic, or sexual relationship between a university employee (including a student employee) with supervisory, teaching, evaluation, or advisory authority with an employee, student, or student employee, who is directly supervised, taught, evaluated, or advised by that university employee.

It is the policy of the university that employees with direct teaching, supervisory, advisory or evaluative responsibility over other employees, students, or student employees recognize and respect the ethical and professional boundaries that must exist in such situations. While relationships between consenting adults are a personal matter, they can create potential conflicts in the workplace and in the educational setting. Such relationships also contain the potential for exploitation of the employee, student, or student employee and the possible professional or academic disadvantage of third parties.

Should such a relationship develop, the teacher, supervisor, or advisor has the obligation to disclose its existence to an immediate supervisor and cooperate in making alternative arrangements for the supervision, evaluation, teaching, grading, or advising of the employee, student, or student employee.

All parties should comply with policies and laws pertaining to the confidentiality of student and employee records. Persons who violate these policies or laws are subject to disciplinary action.

A supervisor who is notified, or becomes aware, of a consensual relationship shall confirm that the consensual relationship exists by meeting with the parties involved and advising that this type of relationship is discouraged by this policy. The supervisor shall work with all parties to alter the conditions that create the conflict of interest or the appearance of impropriety caused by the relationship. In most instances, providing an alternative means for supervising, teaching, advising, or evaluating the subordinate employee, student, or student employee will alter the conditions that create the conflict of interest or the appearance of impropriety.

Employees in positions of authority who persist in consensual romantic or sexual relationships and fail to cooperate in efforts to eliminate the conflict of interest or appearance of impropriety the relationships represent are subject to disciplinary action up to and including termination. The university will not presume that the relationship was consensual if the subordinate party complains of sexual harassment related to an undisclosed relationship. An individual who is disciplined may grieve or appeal using existing university procedures.

Conflict of Interest

Lincoln University employees are expected to meet the specific responsibilities, requirements, and obligations of their positions and to pursue related professional activities in a manner that precludes conflict of interest or commitment. While the university encourages employees to engage in professional and creative activities and public service, and to engage in and disseminate research, such pursuits must not result in any type of personal gain that would improperly influence the performance of the employee's university duties. A conflict of interest is defined as any situation in which an employee's judgment or conduct in the performance of her/his official duties for the university could be influenced, or might give the appearance of being influenced, by the employee's familial, personal, or business relationship with a third party. Areas in which conflicts of interest may arise include but are not limited to the following:

1. **Secondary Employment:** An employee's secondary employment, business, and/or activities must not interfere with the employee's university position or duties nor represent a conflict of interest as defined above and in the Revised Missouri State Statutes. Such secondary employment,

business, and/or activities also must not interfere with the regularly scheduled hours for which an employee is expected to perform her/his university duties.

2. Consulting: University faculty and other exempt employees involved in financially profitable consulting activities. Consulting is a significant means of professional improvement as well as a form of community service. However, consultation may in some instances also constitute a business interest requiring disclosure and approval when the entity for which the employee consults transacts business with the university or is in competition with the university, or where the consultation itself competes with the work of the university. Consulting activities are therefore allowable under the following circumstances and with the following stipulations:
 - The consulting activity is related to the professional interest and development of the faculty member or other exempt employee.
 - The consulting activity does not interfere with the time and energy required of the employee by her/his primary responsibility to the university.
 - The employee does not utilize university materials, facilities, and other resources for the consulting activity.
 - The consulting activity does not compete with the work of the university, and is not contrary to the best interests of the university.
 - The consulting activity does not violate federal or state law.
 - The consulting activity does not represent a conflict of interest under any other policies of the university.
3. Grants or Contract: University employees will not enter into any grant or contract, or any type of business arrangement with the university through which they will profit financially. Employees shall not receive any personal gain, in any form, from any purchase of goods or services by the institution. Employees shall not accept any gift, gratuity, or other reward with monetary value from any person or entity which transacts business with the institution or which seeks to transact business. If an employee holds interest in any firm or corporation with which the university begins proceedings for entering into a grant or contract, the employee will disclose such interest, in writing, to her/his supervisor who shall make such fact known to the university department or unit initiating the grant or contract.
4. Direct Financial Benefits: University employees may not receive any direct financial benefit from the sale of textbooks or other educational materials to students at the institution. The employee may; however, profit from the sale of such materials to other universities, libraries, etc.

Conflict of Commitment

A conflict of commitment may arise when an employee undertakes any outside activity that interferes with her/his ability to operate at the expected level of job performance. A university employee should therefore carefully consider whether the outside activity, i.e., political office, would require a level of time and commitment that could impinge (or could reasonably be conceived as impinging) on the ability to meet the requirements of her/his university position. Before an employee undertakes such an outside activity, he/she must disclose the intention to her/his supervisor, who will forward this notice of intention through the proper channels. The university President will have the final authority in approving such outside activity.

The area of Cooperative Extension follows the university conflict of interest and commitment policies as well as the guidelines and requirements of its federal partner, CSREES/USDA. An employee may access these guidelines in the [Lincoln University Rules and Regulations](#).

Nepotism

No person who is related by blood or marriage to any member of the Board of Curators shall be appointed to any position in the university as officer, member of any faculty, or employee. A relative includes, but is not limited to, spouse, child, grandchild, great-grandchild, great great-grandchild, parent, grandparent, great grandparent, great, great grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grand niece/nephew, and cousin. All relationships are included, whether full, half, step, foster, adopted, or in-law. No exceptions shall be made to this rule.

No university employee may be involved in the hiring process of a job applicant related by blood or marriage to the employee. The hiring process includes the search and screening process as well as the signature authority required to hire an applicant.

No restriction on employment of persons related to other employees of the university shall be made unless the employment would result in an employee having supervisory capacity over a relative (of any degree), either immediate or within the direct chain of command. No exceptions shall be made to this rule.

Veterans Employment and Re-employment

Lincoln University employees returning from duty in the uniformed services will be reinstated to their former jobs or provided jobs of similar seniority, status, and pay. There is a five-year time limit on the total cumulative amount of time that an employee may be absent for military leave.

Lincoln University will rehire veterans in their former jobs or jobs of similar seniority, status, and pay if veterans meet particular eligibility standards. Individuals eligible for such re-employment rights include the following: enlistees, re-enlistees, reservists, and members of the National Guard who entered active duty in the Army, Navy, Marines, Air Force, Coast Guard, Army National Guard, Air National Guard, the Public Health Service, or any other category designated by the President of the United States in the time of service or emergency.

Only service members who are discharged under honorable conditions have the right to re-employment. The individual is required to give 30 days of advance notice unless precluded by expedited military necessity. The service member should provide the documentation as provided by law.

Lincoln University will not discriminate against a service member in any equal employment opportunity provision. A service member is required to be qualified to perform the duties of her or his former position in order to be entitled to re-employment.

If a service member is not qualified to perform the duties of her or his former job because the standards have increased, the person shall be allowed to qualify for a job requiring the same skills as those required in the former job before the standards were increased. There must be like seniority, status and pay.

If there are benefits or similar rewards for seniority, the returning veteran must receive such benefits or other rewards as if the individual had been continually employed by the university during the time that the person was in military service. Employees on uniform service leave have the right to elect continuation of coverage similar to the rights under COBRA. Time spent in the military is to be credited toward pension benefits as length of time on the job.

Work Authorization

Lincoln University must verify work authorization of all workers they hire on or after November 6, 1986, for employment in the United States, regardless of the workers' immigration status. Form I-9, Employment Eligibility Verification, must be completed for each newly hired employee, including U.S. citizens, permanent residents, and temporary foreign workers. Through the Form I-9 verification process, Lincoln University will ensure that employees possess proper authorization to work in the United States and that hiring practices do not unlawfully discriminate based on immigration status.

As part of this process of verifying the identity and employment eligibility of a new employee, both the employee and the employer must complete and sign the federal Employment Eligibility Verification Form (I-9) attesting, under penalty of perjury, that documents presented have been examined and appear to be genuine and that the employee is aware that federal law provides for imprisonment and/or fines for false statements or the use of false documents. The I-9 Form must be retained by the employer and made available for inspection upon request by officials of the U.S. Immigration and Customs Enforcement, the Department of Labor, and the Office of Special Counsel for Immigration Related Unfair Employment Practices.

Applicants for employment will be asked to provide supporting documentation to establish identity and eligibility to work in the United States at the time of an employment offer. Lincoln University will examine the I-9 form documents within three business days of the date of hire. All offers of employment will be conditioned on providing proof of work eligibility and identification. I-9 forms will be maintained in Human Resources. To comply with federal law, I-9 forms must be maintained in a separate file from the employee's personnel file.

Work authorization for an employee in a non-resident alien status is limited to a specific length of time. Because Lincoln University must serve as the official sponsor of each non-resident alien employee, it is the employee's responsibility to make a timely request to Human Resources for filing of work authorization, change of status, or extension of such authorization so that continuation of employment may be granted by the U.S. Immigration Service prior to the expiration date of the current status.

Staff Performance Management

As a staff employee you should have a formal performance review at least once a year. The performance review should be submitted to the Human Resources Office by the end of June each year.

The primary objectives of performance management are to: provide a uniform system for reviewing current job duties, setting job related performance expectations, measuring performance results and identifying individual development needs to sustain or improve performance; and to encourage communications between employees and supervisors that focus on improving performance, establishing agreed upon future job tasks and responsibilities, and planning for future training/advancement.

The staff performance review form and guidelines can be accessed at the Human Resources link on the Lincoln University Web site.

Social Security Number

Given that social security numbers are highly confidential and legally protected, Lincoln University shall protect the privacy and legal rights of its employees including potential employees by the institutionalization of safeguards on the collection and use of social security numbers. To this end, the university will work diligently toward the disuse of social security numbers as common identifiers, except where required for employment, financial aid, and other legal transactions. When the social security number is required or requested, a disclosure statement will be provided in compliance with the Federal Privacy Act of 1974, the Family Education Rights and Privacy Act (FERPA), and other applicable federal and state laws.

Policy Awareness / Enforcement

The LU Wellness Committee will lead efforts to educate the campus community about the policy. The committee will also seek community resources to assist individuals in smoking cessation efforts. Committee members will receive and make available training on how to engage in a respectful and productive conversation with those observed to be in violation. Faculty, staff, students, and visitors who violate this policy will be subject to University disciplinary action.

University Email / Portal Use Communication Policy

Lincoln University has designated the LU email system and the electronic Blue Tiger Portal (<https://bluetigerportal.lincolnu.edu>) as the official means of communication to students, faculty and staff. Each student, faculty member and staff member receives an official LU hosted email account and network ID (user name) and password. Official notices and information regarding the University will be sent through the LU email system and/or posted on the Blue Tiger Portal.

Typical communications available via email and/or the Blue Tiger Portal includes information regarding enrollment, grades, billing, payments, financial aid, assessment exams, campus activities and announcements, and access to WebAdvisor.

It is expected that the email, and/or information contained on the Blue Tiger Portal, will be received and read by the recipient in a timely manner, as these communications and information contained may be time-sensitive. Each individual who has an LU email account and/or access to Blue Tiger Portal is responsible for monitoring their account as well as for any consequences of missing important messages or time-sensitive information contained therein.



Technology

Technological Resources

An employee's use of Lincoln University technology resources is subject to federal, state, and local law and university regulations. A comprehensive listing of technological resources can be found on the Lincoln University website.

Users of technological resources must observe intellectual property rights, in particular, the software copyright law. Users must refrain from using university trademarks or logos without prior authorization and from implying, by use of Lincoln University technological resources, that the person speaks for the university.

Except in cases of explicitly authorized external access, such as for incoming electronic mail, anonymous ftp or similar services, or specially authorized external users, Lincoln University computing resources are limited to members of the LU community. Users must not permit or assist any unauthorized person in accessing OIT facilities. Authorization for other external use of the university's computing resources by outside organizations or individuals requires written approval of the president, and will be granted only when that use is determined to further the university's mission.

Another person may not use an account assigned to an individual. Staff is individually responsible for the proper use of their accounts, including proper password protection and appropriate use of computing resources.

Users of university computing resources, including microcomputers, workstations, printers, or other public facilities, must show identification upon request by members of the Lincoln University Department of Public Safety, OIT staff, or any other authorized university official.

All use of university computers and networks must be consistent with all contractual obligations of the university, including limitations defined in software and other licensing agreements.

Users shall observe all applicable policies of external data networks when using such networks, including sites visited via the Internet.

Users must allow OIT personnel access to data files kept on OIT systems for the purpose of systems backups or diagnosing systems problems, including rules violations.

Without specific authorization, all activities conducted through Lincoln University computing resources for personal profit or for the direct financial benefit of any non-Lincoln University organization are prohibited. However, this is not meant to restrict normal communications and exchange of electronic data, consistent with the university's education and research roles that may have an incidental financial or other benefit for an external organization. For example, it is appropriate to discuss products or services with companies doing business with Lincoln University or to contribute to Usenet bulletin boards discussing issues relating to commercial products.

Incidental personal use of university computing resources may be allowed when such use does not interfere with university operations, does not compromise functioning of the university's network, or does not interfere with the user's employment or other obligations to the university.

University computing resources may not be used to threaten or harass any person. A user must cease sending messages or interfering in any way with another user's normal use of computing resources if the aggrieved user makes a reasonable request for such cessation. The university's Sexual Harassment policy is extended to include harassment via computing resources.

Without specific authorization, users of OIT computing or network facilities may not cause, permit, or attempt any destruction or modification of data or computing or communications equipment, including but not limited to alteration of data, reconfiguration of control switches or parameters, or changes in firmware. This rule seeks to protect "data, computing, and communications equipment" owned by OIT, Lincoln University, or any other person or entity. "Specific authorization" refers to permission by the owner or designated administrator of the equipment or data to be destroyed or modified.

Without specific authorization by the owner or designated administrator, users may not remove any university owned or administered equipment or documents from a university facility.

Without specific authorization, users must not physically or electrically attach any foreign device (such as an external disk, printer, or video system) to OIT equipment or networks.

Unless otherwise guaranteed, users should regard the network communication infrastructure as not secure from invasive technologies. OIT policy will ensure the greatest degree of confidentiality possible. Users may not intentionally conceal their identity when using university computing resources.

Users may not make or attempt any deliberate, unauthorized access to or changes in data on a university computing resource, for example, to read personal communications of other users or to access confidential university files.

Users shall not defeat or attempt to defeat or circumvent OIT security systems, by "cracking" or guessing user identifications or passwords or by compromising room locks or alarm systems.

Users may not intercept or attempt to intercept data communications not intended for that user's access, for example, by "promiscuous" wiretapping.

Users may not deny or interfere with or attempt to deny or interfere with service to other users, e.g., by means of "resource hogging," distribution of computer worms or viruses, etc.

Users are responsible for the security of their OIT accounts and passwords. Any user changes of password must follow published guidelines for good passwords. Accounts and passwords are normally assigned to single users and may not be shared with any other person without OIT authorization. Users must report any observations of attempted security violations.

Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors.

Internet Usage

The Lincoln home page www.lincolnu.edu is an official publication of the university. Unless otherwise indicated, all materials, including text and photographs, appearing on the home page or subsequent official home pages of specific departments are copyrighted and shall not be reproduced without written permission from the university.

Web pages linked to the Lincoln University Web site may be created by academic departments, administrative departments, programs, centers or institutes, governance groups, and faculty and staff.

The official Lincoln University root Web pages are the responsibility of the Web Content Manager. Content for all root Web pages must be submitted to the Office of Public Information and University Affairs for approval before being placed on the Lincoln home page. Content on subsequent official Lincoln University pages, such as academic department pages, administrative department pages, pages for programs, governance groups, or centers or institutes, must be approved by the department head, director, or person in authority to speak for that entity, and must conform to Lincoln University guidelines for Web page design. Class pages and faculty and staff personal pages must conform to Lincoln University guidelines for Web page design.

Plagiarism of World Wide Web documents, graphics, or other resources is prohibited. Hosting material that is illegal or dangerous is strictly forbidden. Examples of such material include pirated or unlicensed programs or applications, viruses or material containing viruses, documents containing information that is intended to be used in the perpetration of illegal activities, unlicensed music, art or other copyrighted material, or any material that causes disruption of the university network.

Electronic Mail

Lincoln University encourages the use of electronic mail, or E-mail, as a tool to help accomplish the university's legitimate business objectives. E-mail can greatly enhance the quality and efficiency of communication among management, employees, current and prospective customers, and others involved in our business. However, E-mail also may be misused, potentially serious consequences for both the university and the E-mail user. This policy is intended to define the parameters of appropriate E-mail usage by Lincoln University's personnel.

E-mail shall be used only for purposes that support the Mission Statement of the university. These uses are for research, education, or the support of academic pursuits. E-mail may not be used for commercial activities except in direct support of the mission of the university.

Any harassment via e-mail is strictly prohibited and will be grounds for the removal of e-mail privileges. Knowing or reckless distribution of unwanted e-mail or other messages is prohibited. Specifically, chain letters and other schemes that may cause excessive network traffic or computing load are prohibited. Posting a message to multiple listservs, distribution lists, or news groups with the intention of reaching as many users as possible is prohibited, unless the posting is job or research related.

Telephone System

As a staff member your department will decide if you should be set up with an individual extension number with the Alcatel equipment. The features of the phone are: speaker phone, caller ID, voice mail, conference calls, multiple lines, directory searching and calling using a full keyboard, and text messaging on the phone.

Employees are expected to be judicious in the use of university telephones for personal calls. Employees are not permitted to use university phones for personal calls that incur costs. Except for emergencies, reverse-charge and personal calls may not be accepted or made on university telephones by employees. An employee who makes or accepts such calls may be liable for any costs incurred. Directory assistance calls (cost-incurred) should be limited to those of an essential nature. The university switch board operator may not accept reverse charge calls to the university. Administrative units wanting to make a toll-free number available to callers must use a university-authorized carrier.

Technology Equipment Purchases

All computer software and hardware purchases must be submitted to OIT for review, before purchase orders will be processed. OIT staff will review each recommendation/request in terms of compatibility, server resources, licensing agreements, etc.

Employee Laptop

University issued laptops are intended for university-related business: as a productivity tool, a curriculum tool, for research, and/or for work-related communication. They are not intended to be replacements for personally-owned computers. University-issued laptops remain the property of Lincoln University. Each unit must be labeled with a unique property ID. This property ID may not be removed from the laptop.

Employees who are issued a laptop should: adhere to any encryption standards set by the university; take appropriate precautions to prevent damage to or loss/theft of the computer. Employees may be held responsible for costs to repair or replace the computer if damage or loss is due to negligence or intentional misconduct; report a lost or stolen laptop immediately to Public Safety and to the OIT Help Desk; for theft or loss off campus, employees must also notify the local police station. Any reports must include the laptop's serial number.

Management Software Revised May 9, 2012

As a staff employee you will likely utilize one or more of these management software systems depending on your job function. Here is a brief descriptor of the systems. If you are required to utilize any of these systems, you can receive training in the system(s) through the Center for Innovative Instructions; or by contacting the University's technology department.

- **MOODLE Learning Management Suite (Revised August 9, 2011)**
 Moodle Learning Management Suite a teaching and learning tools enables efficient and effective development, delivery and management of courses, course content and learning outcomes. Engaging communication and collaboration capabilities enhance instruction to deliver leading edge teaching and learning.

- **Datatel Colleague** is an advanced enterprise resource planning solution designed specifically for higher education. Colleague places your institution’s information at your fingertips. Based on an innovative single-source technology approach, coupled with a date-driven rules-based architecture, Colleague has unparalleled flexibility. Colleague works with virtually any database platform, operating system, integrated portal, and course management software solution. This is the major administrative and business management system utilized by the university.

- **Campus EAI Website Content Management (Revised May 9, 2012)**
Campus EAI Website Content Management is a completely browser-based web site content management solution created by Campus EAI. The simple and intuitive EAI user interface facilitates web content management through: standardized page templates, including automated page headers and footers, automated navigational content, and simple procedures for adding and editing page content, and for managing page organization. The content management approach to web site development allows you to develop, edit, maintain, and manage your content with minimal training and it requires no HTML experience. EAI includes a third party content authoring tool which provides similar MS Word editing capability. Content is saved and stored locally in a Microsoft SQL 2000 Server database.

- **Hyland OnBase Enterprise Content Management System (Revised May 9, 2012)**
 Hyland OnBase Enterprise Content Management System (ECM) is a web-based document management, document imaging, records management, workflow, business process management content solution designed to manage mission critical documents and data while optimizing vital business processes. ECM workflow solutions automate repeatable business processes and seamless integration with established core applications. The ECM solution:
 - **Capture documents** in any format – including paper, e-mail, mainframe reports and e-forms
 - **Manage content** according to your organization’s business rules and gauge the health of processes in real-time
 - **Store, organize and track** your content so documents are there when you need them
 - **Deliver documents** as soon as they’re needed so processes run fast and costs stay low
 - **Preserve and protect** your documents so you meet and stay in compliance with internal and external standards

- **Microsoft Office** is a popular set of interrelated desktop applications, servers and services: Access, Excel, Outlook, PowerPoint, Publisher or Word.

- **Adobe Creative Suite** is a collection of graphic design, video editing, and web development applications.



Complaint Policy and Procedures

Staff Complaint and Grievance Policy and Procedures

Lincoln University encourages employees to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy through the following grievance procedure. The complaint basis must be a perceived violation of Lincoln University policy, state or federal law. Complaints addressing employment discrimination, sexual harassment or academic processes should be processed through the respective grievance procedures.

All full time and part-time regular staff employees are entitled to utilize the complaint and grievance procedure.

Informal Resolution Step

The employee is advised to discuss the matter and seek informal resolution with his/her immediate supervisor unless the supervisor is the respondent to the complaint. If so, the employee should discuss the matter with the next in line of authority. The complainant must initiate the complaint process within 30 days following the alleged action or the date on which the complainant first knew, or reasonably should have known, of the occurrence. The employee will attempt a voluntary and informal means of resolving the complaint if possible within 5 days of notification. The supervisor should maintain a written summary of the discussion.

Formal Resolution Step

If informal resolution isn't acceptable, then the complainant will be asked to put forth a written statement with pertinent information of the complaint matter to the Complaint Coordinator, Executive Assistant to the President within 5 days. The formalized written statement needs to include: a description of the alleged violation or grievance matter, the individual(s) involved, when it occurred, witnesses and evidence of the alleged action, and what recourse is requested. Once a formalized written statement of complaint matter is filed, the Complaint Coordinator will refer the complaint to the appropriate university official for investigation within 5 days, the university official will conduct a fact-finding investigation.

The investigator will talk to the parties involved, review all relevant records and evidence, and interview witnesses. The investigator will conclude with a written report that summarizes the results and a finding. The conclusion could be a "substantiated" finding that could result in some type of

corrective action by the University. The conclusion could be an “unsubstantiated” finding will result in no corrective action. The investigation outcome could be “inconclusive”.

The investigator will submit the fact-finding summary report to the Complaint Coordinator within 10 days; the Complaint Coordinator will notify the involved parties in writing as to the outcome of the fact-finding investigation, including any action to be taken within 10 days. The Complaint Coordinator will attempt to ensure timely processing of the complaint at all steps but may determine an extension of these timeframes is necessary. The Complaint Coordinator will inform either party of his/her right to elect to proceed to the next step in the complaint resolution process, the written request for an impartial review by the Internal Grievance Panel.

If a request for a review by the Internal Grievance Panel is made in writing by one of the parties, the Complaint Coordinator will refer to the request to the Internal Grievance Panel Chairperson.

Internal Grievance Panel Review Step

The Internal Grievance Panel Chairperson will call a meeting of the whole membership, at which time a subcommittee will be selected to review the complaint. The subcommittee composition will have a diverse demographic representation of members that reflects the workforce as much as possible. The Internal Grievance Panel’s designated subcommittee will have the authority to conduct the complaint review, issue findings and recommendations.

The designated subcommittee will conduct a review of the fact-finding report pertaining to the investigation of the complaint. The subcommittee may conduct a hearing to listen to testimony of the involved parties including witnesses and review any evidence relating to the alleged violation occurrence. The subcommittee must determine whether the complaint is substantiated, unsubstantiated or inconclusive and recommend any corrective action where appropriate.

The Internal Grievance Panel’s designated subcommittee will submit its findings and recommendation to the Complaint Coordinator. This resolution step should be completed with 15 days of receipt of the written request for an impartial review. Should the panel decide that the complexities of the investigation prevent a conclusion within this time frame; the deadline may be extended upon approval by the Complaint Coordinator.

President’s Decision Step

Following receipt of the Internal Grievance Panel’s subcommittee written findings and recommendation, the Complaint Coordinator will ask the President to make a written determination as to the result of the findings of the complaint matter and provide a copy of the determination to the parties within 15 days. The President will include a statement indicating what action (if any) will be taken as a result of the complaint.

The President’s written determination concludes the University’s internal complaint process.

Discrimination Complaint Policy and Procedures

In accordance with the University’s Equal Employment Opportunity Policy, the university has established a discrimination grievance procedure. This complaint and grievance procedure is for any type of alleged discrimination regarding job decisions, employment practices, and other terms of employment or privileges of employment based on age, disability, marital status, veteran status, national origin, race, religion or sex. Additionally, this complaint procedure pertains to a hostile

work environment or harassment based on age, disability, marital status, veteran status, national origin, race, religion or sex. Any Lincoln University employee or job applicant has a right to file a complaint of discrimination.

Informal Resolution Step

If an individual is an employee and believes that he or she has been subjected to employment discrimination, the employee is advised to discuss the matter and seek informal resolution with his/her immediate supervisor unless the supervisor is the respondent. If so, the employee should discuss the matter with the next in line of authority. The complainant must initiate the complaint process within **30 days** following the alleged discriminatory action or the date on which the complainant first knew, or reasonably should have known, of the occurrence. The supervisor will attempt a voluntary and informal means of resolving the complaint if possible within 5 days of notification. The supervisor should maintain a written summary of the discussion. If an individual is a job applicant or terminated employee, the person should proceed to submit a formal written complaint to the Complaint Coordinator as stated below.

Formal Resolution Step

If informal resolution isn't acceptable, then the complainant will be asked to put forth a written statement with pertinent information of the complaint matter to the Complaint Coordinator, Executive Assistant to the President within 5 days. The formalized written statement needs to include: a description of the alleged discriminatory action, the individual(s) involved, when it occurred, witnesses and evidence of the alleged action, and what recourse is requested. Once a formalized written statement of complaint matter is filed, the Complaint Coordinator will refer the complaint to the appropriate university official for investigation within 5 days, the university official will conduct a fact-finding investigation.

The investigator will talk to the parties involved, review all relevant records and evidence, and interview witnesses. The investigator will conclude with a written report that summarizes the results and a finding. The conclusion could be a "substantiated" finding that could result in some type of corrective action by the University. The conclusion could be an "unsubstantiated" finding will result in no corrective action. The investigation outcome could be "inconclusive".

The investigator will submit the fact-finding summary report to the Complaint Coordinator within 10 days; the Complaint Coordinator will notify the involved parties in writing as to the outcome of the fact-finding investigation, including any action to be taken within 10 days. The Complaint Coordinator will attempt to ensure timely processing of the complaint at all steps but may determine an extension of these timeframes is necessary. The Complaint Coordinator will inform either party of his/her right to elect to proceed to the next step in the complaint resolution process, the written request for a review by the Internal Grievance Panel.

If a request for a review by the Internal Grievance Panel is made in writing by one of the parties, the Complaint Coordinator will refer to the request to the Internal Grievance Panel Chairperson.

Internal Grievance Panel Review Step

The Internal Grievance Panel Chairperson will call a meeting of the whole membership, at which time a subcommittee will be selected to review the complaint matter. The subcommittee composition will have a diverse demographic representation of members that reflects the workforce as much as

possible. The Internal Grievance Panel's designated subcommittee will have the authority to conduct the complaint review, issue findings and recommendations.

The designated subcommittee will conduct a review of the fact-finding report pertaining to the investigation of the complaint. The subcommittee may conduct a hearing to listen to testimony of the involved parties including witnesses and review any evidence relating to the alleged violation occurrence. The subcommittee must determine whether the complaint is substantiated, unsubstantiated or inconclusive and recommend any corrective action where appropriate.

The Internal Grievance Panel's designated subcommittee will submit its findings and recommendation to the Complaint Coordinator. This resolution step should be completed with 15 days of receipt of the written request for an impartial review. Should the panel decide that the complexities of the investigation prevent a conclusion within this time frame; the deadline may be extended upon approval by the Complaint Coordinator.

President's Decision Step

Following receipt of the Internal Grievance Panel's subcommittee written findings and recommendation, the Complaint Coordinator will ask the President to make a written determination as to the result of the findings of the complaint matter and provide a copy of the determination to the parties within 15 days. The President will include a statement indicating what action (if any) will be taken as a result of the complaint.

The President's written determination concludes the University's internal complaint process.

Sexual Harassment Complaint policy and Procedures

It is the policy of Lincoln University to provide a workplace environment that is free from sexual harassment, to assure compliance with federal and state employment law, and to provide a proper code of conduct for its employees. This policy applies to all employees of the university, who are advised to promptly report occurrences of sexual harassment. Employees found to be in violation of this policy shall be subject to disciplinary action including termination.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The circumstances of sexual harassment include but are not limited to the following:

- The victim, as well as the harasser, may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII.

The procedures for initiating, processing, and resolving a complaint are stated below.

Informal Resolution Step

If an individual is an employee and believes that he or she has been subjected to sexual harassment, the employee is advised to discuss the matter and seek informal resolution with his/her immediate supervisor unless the supervisor is the respondent. If so, the employee should discuss the matter with the next in line of authority. The complainant must initiate the complaint process within 30 days following the alleged discriminatory action or the date on which the complainant first knew, or reasonably should have known, of the occurrence. The supervisor will attempt a voluntary and informal means of resolving the complaint if possible within 5 days of notification. The supervisor should maintain a written summary of the discussion.

Formal Resolution Step

If informal resolution isn't acceptable, then the complainant will be asked to put forth a written statement with pertinent information of the complaint matter to the Complaint Coordinator, Executive Assistant to the President within 5 days. The formalized written statement needs to include: a description of the alleged discriminatory action, the individual(s) involved, when it occurred, witnesses and evidence of the alleged action, and what recourse is requested. Once a formalized written statement of complaint matter is filed, the Complaint Coordinator will refer the complaint to the appropriate university official for investigation within 5 days, the university official will conduct a fact-finding investigation.

The investigator will talk to the parties involved, review all relevant records and evidence, and interview witnesses. The investigator will conclude with a written report that summarizes the results and a finding. The conclusion could be a "substantiated" finding that could result in some type of corrective action by the University. The conclusion could be an "unsubstantiated" finding which will result in no corrective action. The investigation outcome could be "inconclusive".

The investigator will submit the fact-finding summary report to the Complaint Coordinator within 10 days of the complaint of the investigation. The Complaint Coordinator will notify the involved parties in writing as to the outcome of the fact-finding investigation, including any action to be taken within 10 days. The Complaint Coordinator will attempt to ensure timely processing of the complaint at all steps but may determine an extension of these time frames as necessary. The Complaint Coordinator will inform either party of his/her right to elect to proceed to the next step in the complaint resolution process; the written request for a review by the Internal Grievance Panel.

If a request for a review by the Internal Grievance Panel is made in writing by one of the parties, the Complaint Coordinator will refer the request to the Internal Grievance Panel Chairperson.

Internal Grievance Panel Review Step

The Internal Grievance Panel Chairperson will call a meeting of the whole membership, at which time a subcommittee will be selected to review the complaint matter. The subcommittee composition

will have a diverse demographic representation of members that reflects the workforce as much as possible. The Internal Grievance Panel's designated subcommittee will have the authority to conduct the complaint review, issue findings and recommendations.

The designated subcommittee will conduct a review of the fact-finding report pertaining to the investigation of the complaint. The subcommittee may conduct a hearing to listen to testimony of the involved parties including witnesses and review any evidence relating to the alleged violation occurrence. The subcommittee must determine whether the complaint is substantiated, unsubstantiated or inconclusive and recommend any corrective action where appropriate.

The Internal Grievance Panel's designated subcommittee will submit its findings and recommendation to the Complaint Coordinator. This resolution step should be completed with 15 days of receipt of the written request for an impartial review. Should the panel decide that the complexities of the investigation prevent a conclusion within this time frame; the deadline may be extended upon approval by the Complaint Coordinator.

President's Decision Step

Following receipt of the Internal Grievance Panel's subcommittee written findings and recommendation, the Complaint Coordinator will ask the President to make a written determination as to the result of the findings of the complaint matter and provide a copy of the determination to the parties within 15 days. The President will include a statement indicating what action (if any) will be taken as a result of the complaint.

The President's written determination concludes the University's internal complaint process.

Examples of Sexual Harassment

The following are a few examples of situations which could lead to allegations of sexual harassment. This does not purport to be an exhaustive list.

A male craft worker continually makes off-color, sexual jokes about women in front of a new female apprentice. In addition, he does not give her important training she needs to successfully complete her apprenticeship and puts her down in front of her co-workers. When she discusses the situation with her supervisor, she is told to ignore it. In addition, when the supervisor witnesses the behavior, no action is taken to stop it.

When an affair between a supervisor and one of his employees goes sour, he refuses to share important information with the employee and gives them poor performance reviews in retaliation for breaking off the relationship.

A clerical worker is promised a promotion if they agrees to date their supervisor.

After a doctoral student refuses the sexual advances of his/her dissertation director, they begins to receive extreme, negative criticism, challenging the scholarly worth of her dissertation, although previously the proposal had been given the director's full support.

A professor constantly asks one of his/her students to accompany him to a local restaurant to discuss their work. At first the professor discusses matters related to their course work, but lately he has begun talking about his recent divorce, as well as telling the student how pretty they are and how

much he would like to get to know them better. Eventually the professor asks him/her to go out with him. The student states that they would rather simply continue to discuss the course work, but the professor insists that they go out next weekend just to have fun.

Not knowing what to do, a student confides in a female faculty member, stating that she is extremely uncomfortable with the advances of one of her professors. Uneasy about discussing the matter with her colleague or the dean, the professor tells the student she can be counted on to lend a sympathetic ear, but otherwise makes no attempt to report.

In the hospital hallway, a male doctor and a male student health care professional once again discuss the physical attractiveness of a female patient. A female student health care professional feels embarrassed and excluded by the conversation. She suspects that she has also been the topic of a similar conversation. When she expresses her feelings of discomfort, she is told there is no harm intended and that she needs to "grow up" if she wants to be successful on this clinical rotation.

Title IX Sexual Harassment, Sex Equity and Gender Discrimination Complaint Policy and Procedures Revised September 21, 2011

Lincoln University prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities. Title IX protects individuals from harassment connected to any of the academic, educational, extracurricular, athletic, and other programs, activities or employment of schools, regardless of the location. *Title IX* protects both males and females from sexual harassment by any school employee, student, and a non-employee third party.

Non Discrimination Notice

In accordance with Title IX regulations at 34 C.F.R. § 106.9; Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator (described below) or to the Office for Civil Rights Kansas City, U.S. Department of Education, 8930 Ward Parkway Suite 2037, Kansas City, MO 64114, Tel.: (816) 268-0550, Fax: (816) 823-1404

Title IX Coordinator

In accordance with Title IX implementing regulations at 34 C.F.R. § 106.8(a); Lincoln University has designated one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The coordinator's responsibilities include investigating complaints communicated to the recipient alleging noncompliance with Title IX. Section 106.8(a) also requires Lincoln University to notify all students and employees of the name, address, and telephone number of the designated coordinator. Lincoln University Title IX Coordinator contact information is as follows:

Jim Marcantonio
Human Resource Director
101 Young Hall
820 Chestnut Street
Jefferson City, Missouri 65102-0029

Phone: 573 681-5019
Fax: 573 681-5787

The Role of Grievance Procedures

Lincoln University has the following grievance procedures that provide for prompt and equitable resolution of sex equity complaints or sex discrimination complaints including sexual harassment.

Sex Equity

Complaints alleging sex equity compliance can be in any of the following areas: discrimination on the basis of sex in admission to, participation or employment in education programs or activities; and equitable opportunities to participate in intercollegiate sports offered to members of each gender such as athletics financial assistance, equivalence in other athletics benefits and opportunities, and effective accommodation of interests and abilities to participate.

Sex Discrimination including Sexual Harassment

These procedures provide the school with a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems, as required by the Title IX regulations. By having a strong policy against sex discrimination and accessible, effective, and fairly applied grievance procedures, Lincoln University is telling its staff and students that it does not tolerate sexual harassment and that any person can report it without fear of adverse consequences.

Lincoln University prohibits sexual harassment and discrimination based on gender of an individual or group in connection with employment or academic, educational, extra-curricular, athletic, and all other programs of the institution. If an allegation of sexual harassment or gender discrimination is made, the institution will take immediate steps to address the issue and to resolve it in a timely manner. To this end, the University has developed the following sex equity, sexual harassment and gender discrimination complaint process guidelines. This document is available in hard copy format at the Human Resources Office, or online at the Lincoln University website.

Defining Sexual Harassment

Sexual harassment is conduct that is sexual in nature, is unwelcome, and denies or limits a person's ability to participate in or benefit from a school's program or employment.

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, students, and non-employee third parties, such as a visiting speaker. Both males and females can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

The conduct can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as a school-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical.

The judgment and common sense of teachers and school administrators are very important elements in determining whether sexual harassment has occurred and in determining an appropriate response.

Examples of sexual conduct include:

- making sexual propositions or pressuring individuals for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other individuals as to sexual activity or performance; or

- circulating or showing e-mails or Web sites of a sexual nature.

Legitimate nonsexual touching or conduct generally will not be considered sexual harassment. However, it may rise to that level if it takes on sexual connotations.

Sexual Conduct That Is Criminal in Nature

Sexual harassment includes conduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking. All sexual harassment that is criminal in nature needs to be reported to the Lincoln University Police Department. The Lincoln University Police Department will conduct a criminal investigation. The University's Title IX Coordinator is available at all stages of the resolution process to provide assistance to Police Department employees regarding how to respond appropriately to reports of sexual harassment, the Title IX Coordinator should be contacted as early in the process as possible.

Sexual Conduct That Is Unwelcome

Conduct is considered unwelcome if the person did not request or invite it and considered the conduct to be undesirable or offensive. The nature of the conduct and other relevant factors affect whether a person was capable of welcoming the sexual conduct. A person's submission to the conduct or failure to complain does not always mean that the conduct was welcome.

Two general types of sexual conduct can deny or limit a person's ability to participate in or benefit from a school's program. As discussed below, teachers and other school employees can engage in either type of conduct, while students and third parties can engage in only one type.

One form of sexual harassment occurs when a teacher or other school employee conditions an employment or educational decision or benefit on the person's submission to unwelcome sexual conduct. If this occurs, it does not matter whether the person resists and suffers the threatened harm or submits to and avoids the threatened harm.

Sexual harassment also occurs when a teacher, school employee, student, or third party creates a hostile environment that is sufficiently serious to deny or limit a person's ability to participate in or benefit from the school's program. Whether such a hostile environment has been created depends on the particular circumstances of the incident(s) and it needs to rise to the level of pervasive and/or severe.

Relevant considerations include, but are not limited to:

- how much of an adverse effect the conduct had on the person's education or employment;
- the type, frequency, or duration of the conduct;
- the identity, age, and sex of the harasser(s) and the victim(s), and the relationship between them;
- the number of individuals who engaged in the harassing conduct and at whom the harassment was directed;
- the size of the school, location of the incidents, and context in which they occurred; and
- whether other incidents occurred at the school involving different students.

The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment.

Title IX prohibits harassing conduct that is of a sexual nature if it is unwelcome and denies or limits a person's ability to participate in or benefit from a school's program or employment, regardless of whether the harassment is aimed at gay or lesbian persons or is perpetrated by individuals of the same or opposite sex. Title IX does not address discrimination or other issues related to sexual orientation.

How to Report Sex Equity, Sexual Harassment or Gender Discrimination Complaints

Any person who believes that he/she has suffered sex equity, gender discrimination or sexual harassment under the terms of this policy should contact one of the following; an appropriate administrative official such as: department head, dean or director. At the time of a complaint notification, the appropriate administrative official needs to contact the Complaint Coordinator, Ms. Rose Ann Ortmeyer in the President's Office.

If a school learns of harassment through other means, for example, if information about harassment is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. If based on these factors, it is reasonable for the school to investigate and it can confirm the allegations, the considerations described in the previous sections concerning interim measures and appropriate responsive action will apply.

It is the University's responsibility under Title IX to respond appropriately to reports of sexual harassment, even if a formal complaint is not filed.

The Complaint Coordinator will notify the Title IX Coordinator of the received complaint and request an investigation into the alleged sexual harassment.

Confidentiality and Retaliation

The scope of a reasonable response also may depend upon whether a person reporting harassment asks that the person's name not be disclosed to the harasser or that nothing be done about the alleged harassment. In all cases, Lincoln University will discuss confidentiality standards and concerns with the complainant initially and inform the person that a confidentiality request may limit the school's ability to respond.

Retaliation is prohibited by Title IX, Lincoln University prohibits retaliation against any individual who files a complaint or participates in a harassment investigation. If the complainant is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong responsive actions if retaliation occurs. If the person continues to ask that his or her name not be revealed, the school should take all reasonable steps to investigate and respond to the complaint consistent with the person's request as long as doing so does not prevent the school from responding effectively to the harassment and preventing harassment of other students.

Complaint Resolution Steps and Timeframes

Informal Resolution

If an individual and believes that he or she has been subjected to sexual harassment gender or sex equity discrimination, the individual is advised to discuss the matter and seek informal resolution with one of the following; a campus security authority (a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution). At the time of a complaint notification, the appropriate campus security authority needs to contact the Complaint Coordinator. The informal resolution step is not a pre-requisite to filing a complaint of sexual harassment, sex equity or gender discrimination and depending on the circumstances of the alleged occurrence might be bypassed in lieu of a formal complaint investigation especially if there is alleged criminal action.

The complainant must initiate the complaint process within 30 **days** following the alleged action or the date on which the complainant first knew, or reasonably should have known, of the occurrence. The University Official will attempt a voluntary and informal means of resolving the complaint if possible within 5 days of notification.

If the informal resolution step is not successful, the complaint should follow the formal resolution step.

Formal Resolution Step

The formalized written statement needs to include: a description of the alleged harassment or discriminatory action, the individual(s) involved, when it occurred, witnesses and evidence of the alleged action, and what recourse is requested. Once a formalized written statement of complaint matter is filed with the University's Complaint Coordinator, the Title IX Coordinator will be notified within 5 days of the receipt of the complaint and will conduct a fact-finding investigation.

The investigator will provide for the adequate, reliable and impartial investigation of complaints, including the opportunity for all parties involved to present witnesses and other evidence.

The investigator will conclude with a written report that summarizes the results and a finding. The conclusion could be a "substantiated" finding that could result in some type of corrective action by the University. The conclusion could be an "unsubstantiated" finding will result in no corrective action. The investigation outcome could be "inconclusive".

The investigator will submit the fact-finding summary report to the Complaint Coordinator within 10 days of the completion of the investigation; the Complaint Coordinator will notify the involved parties in writing as to the outcome of the fact-finding investigation, including any action to be taken within 10 days. The Complaint Coordinator will attempt to ensure timely processing of the complaint at all steps but may determine an extension of these timeframes is necessary.

The Complaint Coordinator will inform either party of his/her right to elect to proceed to the next step in the complaint resolution process, the written request for a review by a committee/panel; if the respondent is a student to the Student Affairs Committee or if an employee the Internal Grievance Panel.

The assigned Committee/Panel will conduct a review of the preliminary fact-finding report pertaining to the investigation of the complaint. The Complaint Coordinator will work in conjunction with the respective Chairperson of the Committee/Panel to coordinate the activities and shall be responsible for providing notice to the complainant relating to the progress of the committee's/panel's

investigation review. The Committee/Panel may conduct a hearing to listen to testimony of the involved parties including the opportunity for parties to present witnesses and evidence relating to the alleged harassment or discrimination occurrence. The Committee/Panel must determine whether the complaint is substantiated, unsubstantiated or inconclusive and recommend any corrective action where appropriate.

The Chairperson of the Student Affairs Committee must submit this written decision to the Vice President of Advancement and Complaint Coordinator after the investigation review has been completed, the Internal Grievance Panel Chairperson to the Complaint Coordinator and President. This resolution step should be completed with 15 days of receipt of the written request for an impartial review. Should the panel decide that the complexities of the investigation prevent a conclusion within this time frame; the deadline may be extended upon approval by the President.

Following receipt of the Student Affairs Committee or the Internal Grievance Panel's written findings and recommendation, the President will make a written determination as to the result of the investigation findings of the alleged sexual harassment or gender discrimination conduct and provide copies to both parties within 15 days.

The President will include a statement indicating what action (if any) will be taken as a result of the complaint. These actions could range from dismissal of the complaint to the initiation of disciplinary action against the respondent for discriminatory acts. Such disciplinary action could range from minor disciplinary actions to suspensions, expulsions (student) or termination (employee).

The President will give notice of the outcome of complaints to the parties involved, to the extent allowed by the Family Educational Rights and Privacy Act; and give an assurance that the University will take steps, as appropriate, to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

The President's written determination concludes the University's internal sexual harassment, sex equity or gender discrimination complaint process.



Health and Safety

Drug Free Workplace

Lincoln University as a recipient of federal grant funds, has established this policy in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989, Public Law 1010-226.

Purpose and Goal

Lincoln University is committed to protecting the safety, health and well-being of all employees, students and other individuals in the workplace. The university recognizes that alcohol abuse and drug use pose a significant threat to the goals of the institution. The drug-free workplace policy balances respect for individuals with the need to maintain an alcohol- and drug-free environment.

Covered Individuals

Any individual who conducts business with Lincoln University, is applying for a position, or is on Lincoln University's property is covered by the drug- free workplace policy. The policy includes, but is not limited to, employees, students and visitors.

Applicability

The drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours.

Prohibited Behavior

It is a violation of the drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify her/his supervisor in writing within 5 calendar days of the conviction. The university will take appropriate action within thirty days of notification. Federal contracting agencies will be notified when appropriate.

Consequences

One of the goals of the drug-free workplace policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious:

- In the case of an applicant, if he/she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

- If an employee violates the policy, he/she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment.

Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

Lincoln University recognizes that alcohol and drug abuse and addiction are treatable illnesses. Early intervention and support improve the success of rehabilitation. To this end, Lincoln University offers all employees and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP). Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to be concerned about working in a safe environment, support fellow workers in seeking help, use the Employee Assistance Program, and report dangerous behavior to their supervisor. It is the supervisor's responsibility to clearly state consequences of policy violations.

Communication

Communicating the drug-free workplace policy to both supervisors and employees is critical to its success. To ensure all employees are aware of their role in supporting our drug-free workplace policy, all employees will receive a written copy of the policy and are asked to review it annually.

Exception

The distribution, dispensing, possession, or use of alcohol is prohibited on the Lincoln University campus except for those times, places, and purposes approved by the President of the university.

Communicable Disease

A communicable disease (also called a contagious disease) is an infectious disease that is capable of being transmitted from one person to another. The university shall treat any communicable disease that may be contracted by students or employees in the following manner: persons with such diseases will be permitted to work at the university unless the student or employee's personal physician, campus medical officials, or local/state public health officials declare that the disease represents a substantial risk to the health and safety of other members of the community. In such instances, appropriate measures will be taken to protect the institution and its constituents.

In those instances in which a member of the university community is diagnosed as having a communicable disease, the university will consider all obtainable facts, medical information, and legal advice in determining the appropriate action. A member of the university identified as having a communicable disease will not be barred from working, teaching, attending classes or participating in university-sponsored activities unless the appropriate administrative authorities in consultation with appropriate health officials determine that he/she presents a clear and present danger to the public health.

All such decisions will be made on a case-by-case basis and will consider the individual's state of health and circumstances. No specific or detailed information concerning the individual patient's medical condition will be released to the general public. In the event that a personal physician or a local/state health department official determines that an individual's medical condition represents a public health hazard, proper administrative personnel will be informed on a need-to-know basis. The person's medical condition should be maintained in strictest confidentiality and disclosed only to governmental authorities or for a medical justification.

The university will make available to eligible persons appropriate clinical services, including testing and counseling, and will make other necessary referrals to health care agencies. This will be done in conjunction with local and state health officials. Health care workers, personal service workers and food service workers employed by the university will follow guidelines issued by the Center for Disease Control for the prevention of communicable diseases. The university is committed to providing a comprehensive educational program concerning communicable diseases.

Clery Act and Crime Reporting

Pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092 {f}) a copy of Lincoln University's Annual Security Report may be viewed on the Lincoln University website at the Public Safety link. Additionally, annually the employees will be notified of the Clery Act Report through the campus UR email system.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Lincoln university; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

Personal Safety

If for any reason you should feel threatened in the workplace, there are precautionary measures you may want to take. The following list is provided for your information and, in some cases, may assist you in avoiding an incident at work.

- If you have been threatened or believe you are in some danger, **REPORT IT IMMEDIATELY.**
- Maintain documentation of events. Keep accurate notes of conversations, counseling sessions, and brief encounters that you find alarming.
- Avoid, if possible, any adverse personnel actions without a witness present.
- Do not release your route to and from home and work.
- Alternate your route to and from home and work.
- If you are working late, inform Public Safety and lock your office door.
- Use the Public Safety escort service when you are on campus late at night.

In a hostage situation, threats from intruders, employees, or students remain calm and assure your captors of your intention to cooperate.

In the case of a fire or explosion with smoke present you should exit the building. Do not wait to determine whether the fire alarm is real or not. Do not use the elevator and use the stairwell. Do not re-enter the building.

If you receive a bomb threat or phone call, do not touch a suspicious object, notify Public Safety immediately. Do not use cell phones, pagers, two-way radios, etc.

Emergency Preparedness Plan

As a staff employee you should be familiar with and have a working knowledge of the university's emergency preparedness plan. This plan is to establish emergency/disaster classification and control procedures for Lincoln University and emergency response personnel during periods of an emergency/disaster. Below are the different levels of emergency classification:

- Level I Emergency is an occurrence that can be handled routinely by one or more departments within the University.
- Level II Emergency is an occurrence that requires a major response and the significant commitment of resources from several departments within the University, but will still be within the capabilities of the University. (Example: localized flooding, isolated damage to structures, etc.)
- Level III Emergency is an occurrence that requires an extensive response and commitment of resources from the University and could necessitate requesting outside assistance from the county, city, state and/or federal governments.

As a staff employee, you should be familiar with the procedure for dealing with an emergency situation. Your primary contact for notification is the dispatcher at the Department of Public Safety at (573) 681-5555. The Department of Public Safety will handle the communication channel based on the emergency level. Procedures for dealing with the following emergency situations:

1. Fire Emergencies Involving Chemicals or Hazardous Waste: Call the Department of Public Safety at (573) 681-5555. Give the nature of the emergency and the location. If unable to contact Public Safety, call the Fire Department at 8-911. Set off a fire alarm and evacuate the building. Use a fire extinguisher or fire hose if it is possible to do so without jeopardizing your personal well-being. Report it to your supervisor.
2. Chemical or Biological Spills: Evacuate the area to the extent appropriate and warn fellow workers and supervisors. Call the Department of Public Safety at (573) 681-5555. *Note:* Do not call state or national chemical emergency numbers without prior authorization from Lincoln University Department of Public Safety, unless the spill is of disaster proportions and immediate

contact with LU Public Safety is impossible. Take action to contain the spill if it is possible to do so without jeopardizing personal well-being.

3. Medical Emergencies Involving Chemicals or Hazardous Waste: Seek medical care for the injured person, when the injured person is conscious. If requested by the injured person, call an ambulance (73) 681-5555 or 8-911. Report the medical emergency to Lincoln University Department of Public Safety (573) 681-5555 and to your immediate supervisor.
4. Tornado Warnings: Lincoln University receives tornado watches and warnings from the local television and radio stations. Jefferson City's warning sirens can be heard throughout the campus. If the sirens are activated, students and employees should take immediate shelter in basements or move to interior hallways away from windows. Public Safety officers do not go from building to building giving instructions or coordinating evacuations to safe areas. You must heed the warning independently and move to a safe area on your own. The Jefferson City "all clear" sirens will alert you when it is safe to return.

On the Job Injury

Lincoln University is part of the State of Missouri's Workers Compensation system. If a Lincoln University employee or a co-worker gets injured on the job, follow these procedures:

- Report all injuries immediately to the Lincoln University Human Resources Office.
- Document the time, place, names of witnesses, and nature of the injury in a written report.
- Unless it is an emergency, do not seek aid without informing the LU Human Resources office before going to authorized medical providers.
- If it is an emergency, seek initial treatment at the nearest hospital emergency room or medical clinic.
 - Then notify your employer as soon as possible.
 - Notify the hospital or clinic that your injury is a worker's compensation injury and give the name, address, and telephone number of your employer.
- If medical treatment is required, you should contact 1-800-624-2354 (or 1-800-735-2966 for the hearing impaired available) 24-hours a day for the name of an authorized medical care provider in your area prior to seeking treatment.
- You may seek your own medical care with the provider of your choice at your own expense, however;
- The State of Missouri may not pay for medical treatment if you do not utilize authorized medical providers.

The Human Resource Office will assist in completing the necessary forms for workers compensation.

Violence in the Workplace

Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or Human Resources. All complaints will be fully investigated.

The University will attempt to promptly respond to any incident or suggestion of violence. Violation of this policy may result in disciplinary action, up to and including immediate discharge.

Employees shall not threaten, intimidate, provoke, interfere, use abusive language, or fight with other employees, supervisors, management and/or customers. Furthermore, employees shall not engage in any behavior that might result in harm or injury to them or others around them including other employees, customer, visitors, or suppliers.

The possession of firearms and other lethal weapons of any type on Lincoln University property at any time are strictly prohibited, except where permitted by appropriate job functions (i.e. public safety offices).

Sexual Assault and Victims' Rights

Employees have the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crime occurred and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.

Lincoln University officers, administrators and employees that may become victims of campus-related sexual assaults shall be accorded the following rights in addition to any campus disciplinary proceedings:

- The right to be free from any kind of pressure from campus personnel that victims, (1) not report any crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or (2) report crimes as lesser offenses than the victims perceive them to be.
- The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report crimes because: victims are somehow "responsible" for the commission of the crime against them, victims were contributively negligent, or assumed the risk of being assaulted, or by reporting crimes they would incur unwanted personal publicity.
- The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused, and the right to be notified of the outcome of such proceeding.
- The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- The right to be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
- The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
- The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative work/housing, and transfer of classes if requested by the victim.

Reports may be made by calling the Lincoln University Department of Public Safety at 573-681-5555; by reporting directly to the office, or by reporting to the on-scene officer, if he or she has already

been summoned. If you have reported the assault to another university official, they will assist you in making a report to the campus Public Safety Office, if requested.

No Trespassing

Lincoln University follows the guidelines and procedures outlined in RSMo. Sec. 569.140 concerning a violation of “No Trespass” on a university campus.

A person may be issued a “No Trespass” order when any of the following circumstances exist:

- The person is not a student, current LU employee, or legitimate visitor;
- The person was arrested on university property for committing a felony or misdemeanor;
- The person is found in a university building in violation of university regulations and it is apparent to the officer or other officials that there is intent to commit a crime within the building;
- The person has exhibited conduct such that the person’s presence on the campus, in the opinion of the officer or other university officials, constitutes a threat to the safety or welfare of the university;
- The person refuses to produce identification as requested (when under circumstances where an innocent person could reasonably be expected not to refuse), and further investigation and/or assistance from outside agencies may be required to properly identify the person;
- The person has no legitimate purpose (academic or visitation) for being on campus;
- The person is causing a disturbance or is disrupting the tranquility of any area of the campus;
- The person is found in possession of a weapon or explosive;
- The person is found in possession of alcohol or drugs;
- The person is a student who has been suspended or expelled.

Both pedestrians and vehicles may be stopped if an officer or other university official suspects that any of the above conditions may exist.

Written notification of “No Trespass” will be given to any person found in violation of this policy. A person may be placed on “No Trespass” for a specific building, area, or the entire university campus. “No Trespass” notices issued by officers will remain in effect for 5 days only. During that time period the notice will be reviewed by the Director of Public Safety. If the director determines the “No Trespass” order should be extended beyond the five-day period, a recommendation will be forwarded to the president or her/his designee. A “No Trespass” order of five days can be extended up to a period of one year or longer, if approved by the president. If the order is approved, a registered notification will be sent to the individual being denied access to the campus or its buildings. (The complete written notice procedure is available from the Department of Public Safety.)

When issuing a notice of “No Trespass,” officers shall act with as much restraint and courtesy towards the person stopped as that person will allow. Officers and other university administrators may exercise this authority in any place where they have a right to be pursuant to their official job and duties.

Juveniles will be given notice of “No Trespass” through the Prenger Family Services Juvenile Center. Juveniles found on campus in violation of “No Trespass” will be turned over to the juvenile authorities immediately.

Any person given written notice of “No Trespass” may appeal in writing within seventy-two hours of the notice being issued. All appeals will be addressed to the president of the university who will either deny or approve the appeal. The president may also refer appeals to the vice president with primary interest in the case. For example: A person given a “No Trespass” notice in a residence hall area would appeal through the vice president for Student Affairs.

Animals on Campus

The Department of Public Safety enforces all Jefferson City ordinances regarding animals. Animal owners are expected to abide by city ordinances while on campus. In addition, the following policies regarding animals are in effect:

1. All pets must be leashed and under the control of an adult. Except for animals trained to assist persons with disabilities, all pets which are unleashed or leashed and unattended on university property is subject to impoundment.
2. Pets on a leash and under the control of a responsible person are permitted on university grounds but are not permitted within university buildings, at the stadium, or around groups of people. A loose pet trailing a leash, or one tied to a fixed object, is not considered under the control of a responsible person.
3. Except for animals trained to assist persons with disabilities and animals in use in university facilities for official research, classroom, or observation purposes, dogs and other pets are not permitted within a university owned or leased building. Any pet found within a university owned or leased building may be impounded.
4. Impounded dogs or other pets may be reclaimed by the owner at the Jefferson City Animal Shelter upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.
5. Pets left unattended in motor vehicles on university property are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal(s) is threatened.

Tobacco Free Campus Added, May 15, 2012

Lincoln University strives to present a healthy, safe and clean campus environment for its students, employees and visitors. For this reason, use of any tobacco product, including but not limited to cigarettes, smokeless tobacco, and e-cigarettes is prohibited on campus. This policy applies to all buildings on and off the main campus whether owned or leased by Lincoln University, university vehicles, open-air spaces and common areas.

Timeline:

Present to August 16, 2012: Educate the Lincoln community about the tobacco policy.

August 16, 2012: Seek voluntary compliance and continue with education efforts.

January 2013: Enforcement of the tobacco policy begins.



Termination

Job Abandonment

Any employee who has been absent from the workplace for a period of 5 consecutive work days without prior authorization or approval for such absence and under conditions which are not subsequently found to justify approval under existing university policy, shall be deemed to have abandoned her/his university employment.

Job abandonment shall be sufficient cause for immediate termination of university employment. A recommendation for termination for reason of job abandonment shall be initiated by the immediate supervisor and transmitted through the appropriate administrative levels for approval by the president of the university.

Termination notice in a case of job abandonment shall be given at the sole discretion of the President of the university.

Resignation or Voluntary Termination

Staff employees who chose to terminate their employment with the University are required to give their supervisor written notice, preferably a minimum of two weeks prior to the last day of employment.

In certain circumstances, when an employee gives notice of resignation, the university may require the employee to leave immediately or on any other date prior to the employee's intended last day of work. This decision will be based on the best interest of the university and not as a reflection on the employee.

Employees who plan to retire are asked to provide the university with a minimum of three months' notice. This is to allow ample time for the employee withdrawal process as well as the processing of appropriate retirement benefit forms to ensure that retirement benefits to which the employee may be entitled commence in a timely manner.

Retirement

Employees who plan to retire are asked to provide the university with a minimum of 3 months' notice. This is to allow ample time for the employee withdrawal process as well as the processing of appropriate retirement benefit forms to ensure that retirement benefits to which the employee may be entitled commence in a timely manner.

A letter of retirement should be submitted to the employee's immediate supervisor and the retirement notification should then be forwarded through appropriate administrative channels to the Human Resources Office.

Dismissal or Involuntary Termination

A staff employee without a contract or appointment for a specified term of employment can be terminated at any time, for any reason or no reason, but not for an illegal reason. When the university determines that it is in its best interest to terminate an employee, the employee will receive a notice of termination from the President. Terminations are to be treated in a confidential, professional manner by all concerned. Non-contract employees may be terminated upon written notice as follows:

1. Administrative officers, administrative staff and professional staff shall receive a minimum of thirty days notice.
2. All other employees (administrative support, service and maintenance, skilled crafts, and technical staff) shall receive a minimum of: 1.) thirty days notice with ten or more years of service; or 2.) two weeks' notice with less than ten years of service.
3. In certain instances, the university may require the employee to leave immediately or on any other date prior to the employee's designated last day of work. In those instances, the employee will be put on paid administrative leave.

Employment Withdrawal Process

The employee withdrawal process must be completed prior to the transacting of the employee's last payroll check to ensure that any indebtedness to the university has been reconciled. Indebtedness includes financial obligations, outstanding cash advances, traffic and library fines, university-owned equipment and uniforms, filing of grade reports, and return of keys and employee identification cards. The employee should:

- Obtain an employee withdraw form from the Human Resources Office;
- Acquire the necessary departmental signatures on the form; and,
- Take the completed form to the LU Cashier's window. This will effectuate the release of the employee's last check. The last paycheck will include all accrued vacation leave. Sick leave will not be paid.

Withholding Leave Pay for Indebtedness to the University

Any debt reconciliation must be documented by the terminating employee's area supervisor and submitted to the Payroll Office so that wages can be withheld before the final paycheck processing period is completed. The recognized debt can be deducted from the employee's last regular paycheck if it is before the regular paycheck release date. The employee shall be paid equal to or exceeding the minimum wage amount for any unpaid wages after deduction for debt owed so that there is no violation of federal and state minimum wage law. Accrued vacation leave payout may also be withheld for any debt owed the university by the employee.

Unemployment Insurance

An employee, who is involuntarily terminated, for any reason other than misconduct, may be eligible for unemployment compensation. Unemployment Insurance is described in more detail in the Benefits section.

Employment Verification

Lincoln University will make every effort to maintain strict confidentiality of current and former employees' employment information. All contacts from outside parties, whether in person, by phone, or by mail or e-mail, requesting employment verification for current or former employees shall be referred to the Human Resources Office. Staff in the Human Resources Office will require a written request, with signed authorization by the current or former employee, to allow for release of information. The employment information provided will include job title(s), dates of employment, and earnings.



Time Off

Annual Leave

Staff employees in positions of .75 full-time equivalency or higher and in on-going regular positions shall be entitled to accumulate annual leave as follows: Employees with less than ten years of total university service earn ten hours of annual leave each pay period with a maximum annual leave balance of 240 hours (i.e., a cap of thirty days or two times the annual total of fifteen days).

Employees who have completed ten years of total university service earn twelve hours of annual leave each pay period with a maximum annual leave balance of 288 hours (i.e., a cap of thirty-six days or two times the annual total of eighteen days).

Employees who have completed fifteen years of total university service earn fourteen hours of annual leave each pay period with a maximum annual leave balance of 336 hours (i.e., a cap of forty-two days or two times the annual total of twenty-one days).

The rate of accrual of annual leave is based on total uninterrupted years of service at the university, not on years in a particular position.

Employees may accumulate more annual leave than their allowed maximum until June 30 of any year. After June 30, any excess annual leave over an employee's maximum balance is reduced to the maximum, at which time the employee can begin accumulating above the maximum.

- Employees who earn 10 hours of annual leave: maximum annual leave balance is 240 hours.
- Employees who earn 12 hours of annual leave: maximum annual leave balance is 288 hours.
- Employees who earn 14 hours of annual leave: maximum annual leave balance is 336 hours.

An employee entitled to annual leave that has resigned or otherwise separated from university service shall be entitled to receive reimbursement for the amount of this accrued leave which does not exceed the maximum allowable accumulation.

Professional tutors do not accrue vacation leave.

Personal Leave

Staff employees are granted fifty-six hours of personal leave with pay each fiscal year, without carryover beyond the fiscal year. Personal leave for new hires will be prorated at 4.67 hours/month

from the time of hire through the end of the fiscal year. Requests for personal leave must be approved by the area supervisor, based upon the needs of the unit.

Sick Leave

Sick leave is a benefit provided to protect an employee from loss of pay due to illness or injury which makes that employee unable to fulfill the responsibilities of her or his position.

Sick leave is accrued at the rate of eight hours per month of continuous full-time service and is accrued from the beginning of employment.

Credit for sick leave accumulates during vacations, sick leave, excused absence with pay and any leave of absence without pay granted for Workers Compensation or approved medical leave. All employees must report use of sick leave from work to their immediate supervisor as soon as possible. If a sick leave request is made for more than three consecutive workdays, a doctor's statement may be requested by the employee's supervisor.

When the employee returns to work, the employee must record the sick leave taken on the Request for Leave form, submit for appropriate supervisor approval, and then forward to Human Resources.

Upon termination of employment, employees shall not receive payment for accrued sick leave. Any unused accumulated sick leave balances will be reported to MOSERS for creditable service upon retirement.

Lincoln University participates in the state of Missouri's sick leave reciprocal program, which allows the transfer of unused accumulated sick leave for up to a five-year period after employment termination.

An employee who suffers an injury and is eligible for time off work under Worker's Compensation may elect to receive Worker's Compensation and utilize sick leave pay from the university. The sick leave will be prorated and taken in conjunction with Workers Compensation. Sick leave accrual will be reduced accordingly.

Requesting and Reporting Leave

The employee should complete the Request for Leave form and submit the form to the appropriate supervisor when the employee plans to be absent from the regularly scheduled hours of work or has been absent due to illness or personal reasons. Such requests or reports shall be made and recorded in increments of no less than fifteen minutes. The supervisor and department head will sign the form and it will be submitted to Human Resources for data entry into the employee's leave record.

Special Leave

An employee can request a special leave of absence with or without pay for personal or professional reasons. The leave request shall be initiated by the employee and must receive approval by and through the chain of administrative command including the President. The special leave of absence should not exceed a maximum of one year.

Family and Medical Leave Act (FMLA)

Lincoln University, in accordance with the Family and Medical Leave Act (FMLA), provides employees the protections of this law pertaining to entitlement of leave, maintenance of health benefits during

leave, and job restoration after leave; sets requirements for notice and certification of the need for FMLA leave; and protects employees who request to take FMLA leave.

Subsequently, Lincoln University allows eligible employees to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of twelve workweeks in any twelve months, for any of the following:

- the birth of a child and to care for the newborn child
- the placement of a child with the employee for adoption or foster care
- when the employee must care for a family member (child, spouse, or parent) with a serious health condition
- when the employee's own serious health condition makes the employee unable to perform the functions of her or his job

In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

An employee on this leave is also entitled to have health benefits maintained while on leave as if the employee had continued to work instead of taking the leave. If an employee was paying all or part of the premium payments prior to leave, the employee will continue to pay her or his share during the leave period. The employer may recover her/his share only if the employee does not return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or another reason beyond the employee's control.

An employee generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave. The taking of this leave cannot result in the loss of any benefit that accrued prior to the start of the leave.

The university has a right to thirty days advance notice from the employee when practicable. In addition, the university may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in a delay in the start of this leave. The university may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The university may delay restoring the employee to employment without such certificate relating to the health condition which caused the employee's absence.

Medical Leave Not Under FMLA

Medical leaves, including maternity leave, not taken under the FMLA may be taken at the request of the employee and upon approval of the supervisor. Requests for leave are to include the period of absence and a doctor's certification stating the need for medical leave, duration of leave required, and expected date of return to work.

Medical leave may be paid leave utilizing any accrued sick or vacation leave. Medical leave without pay may be requested and approved by the employee's supervisor and the President. This type of leave would require the employee to cover the cost of employee benefits during the time away from work.

Leave in Regards to Termination

When a leave of absence occurs for disability or medical leave situations, Lincoln University will provide employer-paid benefits of health, retirement and life insurance during the initial 6 months of any approved medical/health leave; long-term disability benefits are available to those who qualify after 180 days. After one year of authorized disability or medical leave, an employee may be terminated or granted a continuation of the leave by the President.

Employees that are terminating or transferring to the State of Missouri for employment may transfer unused vacation or sick leave to the state agency with a written notification to LU Human Resources of allowance by the agency.

Military Leave

An employee requesting uniformed services leave with pay must provide written documentation to her/his supervisor at least two weeks in advance of the scheduled training or service, specifying the reason and duration of the leave.

Employees who are members of the National Guard or Reserve units will be granted uniformed services leave with pay not to exceed fifteen regular work days in any calendar year. Travel time required for reporting to the place of duty is included in the fifteen-day allowance. Vacation or personal leave may be used for any training or service in excess of fifteen work days subject to the approval of the area supervisor.

This policy covers all regular full-time and regular part-time employees who serve in the Armed Forces, Army, National Guard or reserve component of the Armed Forces as it relates to military service requests. The policy is in accordance with Federal Law of the Uniformed Services Employment and Re-employment Rights Act of 1994 and the Missouri Revised Statute 105.270. This policy covers an employee's compensation, benefits, retirement eligibility, length of service, and reinstatement to employment rights.

An employee requesting uniformed services leave without pay should present her/his orders to her/his immediate supervisor. Extended uniformed services leave without pay will be granted to employees performing active military or national defense service. Cumulative uniformed services leave is limited to five years throughout employment at Lincoln University. Employees can continue benefits coverage while on unpaid leave, to include health insurance coverage through COBRA, continued basic life insurance, and long-term disability for a year at her/his expense. Upon reinstatement, time served during the uniformed services leave will be credited toward the retirement service accrual with proper documentation. Employees are entitled to apply earned but unused vacation or personal leave to their service leave before beginning the unpaid portion. Vacation, personal leave and sick leave do not accrue while on leave.

Upon honorable completion of military service, an employee is entitled to be reinstated to the position he/she held prior to military leave or to an equivalent position for which he/she qualifies. If disabled by reason of uniformed service, an employee is entitled to be reinstated to her/his former position or a position of similar pay and status for which he/she is qualified, with reasonable accommodation. Upon reinstatement, the employee's compensation, benefits, retirement eligibility, and length of service will be reinstated as if he/she had been continuously employed during the

service leave period. Compensation will reflect any increases and annual across-the-board pay adjustments, or promotions by reason of seniority that reasonably would have been expected to take effect if the employee had not been on leave. To be eligible for reinstatement, employees must apply within the time periods outlined in the Uniformed Services Employment and Reemployment Rights Act of 1994.

If, through no fault of the employee, it is impossible or unreasonable to apply for reinstatement within the prescribed period, he/she may report as soon as possible following the period, without forfeiting her/his reinstatement rights.

Upon reinstatement, an employee is protected from discharge without cause for a period of time tied to the length of uniformed service. One year of protection is provided if the period of uniformed service was more than 180 days. Six months protection is provided for service of 31 to 180 days. There is no protection period for service of less than 31 days.

Time off to Vote

All employees are entitled to time away from work to vote without affecting accrued vacation, sick leave or emergency leave time. All polling locations are open from 6:00 a.m. to 7:00 p.m. Lincoln University employees are encouraged to exercise their right to vote between the hours of 6:00 a.m. and 9:00 a.m. or 4:00 p.m. and 7:00 p.m. If an alternative schedule is needed, employees are asked to communicate with their immediate supervisor regarding the time needed to visit their designated polling location.

Jury Duty and Court Witness Leave

Regular full-time employees are eligible for paid jury duty and court witness leave. An employee will be granted leave with pay when required to be absent to serve on a jury or when subpoenaed to serve as a witness before a court, commission, or legislative committee. Employees who are called to such service must show the jury notice or subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. A copy of the jury notice or subpoena must be forwarded to Human Resources for the employee's personnel file. Employees are expected to report to work whenever the court schedule permits.

The university will continue to provide university-paid health insurance benefits for the full-term of the jury duty/witness absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty/witness leave. The employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties.

Paid court leave is not available to employees appearing on their own behalf or in an action in which they are named as the plaintiff or defendant. Absences from work for court appearances not pursuant to a subpoena must be taken as vacation, personal leave, or unpaid leave.

Inclement Weather

It is the policy of the university to maintain its teaching, public service, and operational activities in accordance with established schedules. To this end, the suspension or cancellation of classes or the temporary suspension of campus operations will be avoided if at all possible.

When classes are canceled due to inclement weather, offices will also be closed. An official announcement of any change or suspension of university events and/or operations will be issued through University Relations to the public media (television and radio stations; the LU Web site). The decision to cancel day classes due to inclement weather does not necessarily pertain to evening classes or evening shift employees. A normal evening schedule will occur unless a separate decision is released to the media canceling such activities. If no announcement is made through local media regarding evening classes and activities, employees should assume that work is to continue as scheduled.

In the event the university is closed due to inclement weather, employees are not to report to work unless they are notified or have been given prior instructions to report as part of essential services. Full-time employees will be paid their regular pay for the time the university is closed if they are regularly scheduled to work. Classified employees who are required to work during the hours the university is officially closed will be paid one and one-half times their regular hourly rate.

Any absences which result because of inability to report to work due to inclement weather, (but when the university is not officially closed) will be deducted from available leave.

Non Academic Holiday Schedule

A set schedule of fourteen holidays will be observed during each fiscal year. The non-academic holiday schedule is approved by the Board of Curators before the beginning of the fiscal year. These recognized holidays are: Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve Day and Christmas Day, New Year's Eve Day and New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday observed, Spring Recess Week (two days off), a free day designated on Good Friday, and Memorial Day.

All regular full-time and part-time employees who are employed at the time of a recognized holiday will receive time-off pay for the holiday. Temporary employees will not be paid time off for a holiday. Employees will receive their regular salaries or wages for any day on which there is a holiday and on which no work is required. Holidays which occur during an approved paid leave of absence will be paid. Holidays which occur during an approved unpaid leave of absence will not be paid.

Holidays observed by Lincoln University which occur on Sunday shall be observed on the following Monday; holidays which occur on a Saturday will be observed on the Friday immediately preceding the designated holiday. On holidays all employees, except those engaged in essential services

(Power Plant operations, Public Safety, University Farms, KJLU-FM, Page Library, PBX Operations, and dormitory operations when the residence halls are open), shall be excused from duty. The essential service units shall determine appropriate staff holiday schedules.

A full-time essential service employee who is normally scheduled to work on a holiday will be paid double time for performing their duties on that day. Any essential services employee who does not work the holiday will be paid straight time for the holiday. An essential services employee whose normal day off occurs on the holiday is entitled to that holiday and is entitled to received additional compensation equivalent to one day of pay at straight time.

Religious Holiday Accommodation

In accordance with federal law, Lincoln University will make reasonable accommodation for employees' observations of religious holidays as long as such accommodation does not cause undue hardship to the department or unit. Employees must submit personal or vacation leave requests, or when possible arrange alternative scheduling within the unit in advance in order for the accommodation request to be considered. If an employee's supervisor determines that the absence would cause undue hardship to the unit, the supervisor must provide written justification.



University Resources

As a staff employee the following are university resources that you might find useful in carrying out your day to day job duties. While the university has a vast array of resources, these are resources that are of common interest to any staff employee.

Professional Development Training

Faculty employees can get assistance in accessing individual training needs through several campus resources. A brief description of each resource is found below:

1. The Center for Innovative Instructions (CII) is housed on the ground floor of Martin Luther King Hall in Room 18 and 20. The CII serves the needs of faculty and staff, exclusively, in a dual role: First, it serves as a facility for faculty/staff technology-related training. Second, the CII's technical support facilities enhance the classroom and workplace production of multimedia and other technology-related projects. Focused, short training sessions on a variety of topics are scheduled for faculty and staff professional development. The faculty/staff training facilities, when not in use for CII projects, are available to the wider university community for appropriate "faculty/staff only" functions that require computer workstations.
2. Human Resources facilitate many types of training or orientation sessions for employees. The Staff Senate's subcommittee on Professional Development and Orientation works in conjunction with the Human Resource Office for periodic seminars on staff related topics. Human Resources can assist in locating specific training resources through state and federal referrals.
3. Title III Professional Development provides the training for faculty and staff through the Professional Development Institute. Through the Professional Development Institute, faculty and staff will be able to participate in workshops and seminars on and off campus for personal and professional development, take graduate courses and attend professional meetings and conferences and other activities designed to assist faculty and staff to continue learning and growing in keeping with new and innovative strategies focused on academic excellence. Funds are also available for departments and other units for workshops/seminars for their staff. Each request is considered on an individual-basis and is evaluated on the potential merit for professional enhancement for Lincoln University faculty and staff. In order to increase training and skills to help better serve the diverse student body at Lincoln University, Title III has incorporated a Train-the-Trainer Program. All full-time faculty and staff, who agree to attend a

workshop, conference, seminar or meeting and, upon their return to campus, share the information in a formal session with colleagues and coworkers, may receive financial support.

Lincoln University Website

The Lincoln University website is operated through the Site Builder Toolkit 2.9 (SBT) which is a completely browser-based website content management solution created by SunGard Higher Education. The simple and intuitive SBT, interface and facilitate web content management through:

- standardized page templates, including automated page headers and footers.
- automated navigational content.
- simple procedures for adding and editing page content; and,
- managing page organization.

The content management approach to web site development allows you to develop, edit, maintain, and manage your content with minimal training and it requires no HTML experience. SBT includes a third party content authoring tool which provides MS Word-like editing capability. Content is saved and stored locally in a Microsoft SQL 2000 Server database.

Each department is responsible for creating and maintaining its content through a designated department content manager(s). Before using SBT, your local webmaster must create a user profile for you, give you a username and password and designate you as a content provider. The webmaster also grants you access to specific pages and permissions for what you may do to those pages.

CampusEAI Technology Resources Revised May 9, 2012

SunGard Higher Education contracts with Lincoln University and is responsible for maintaining and supporting Lincoln University's technology, infrastructure, networking, telecommunications and web capabilities, and providing knowledge and expert assistance in development and support of new technologies. SunGard staff is located on the 1st floor of Schweich Hall.

Listserve

The staff listserve is an email group where members can share information, questions, concerns, etc. All announcements regarding Staff Council business or events will be posted through the listserve. If you would like to subscribe to the LU staff listserve, please email a request, include your contact information and email address with your request. Your request will be processed within 5 days. You will receive all emails addressed to lustaff@lincolnu.edu and you may address all subscribers by sending an email to the same address.

The Lincoln University campus listserve is operated by the Public Relations department. All employees who have Lincoln University email addresses will receive notices and messages through the campus email listserve. If your department wants to disseminate information through the campus email listserve, your department authority will need to submit this in an electronic request to Public Relations for posting.

Lincoln University Enterprise Resource Systems

Lincoln University Enterprise Resource System (ERPS) technology staff is responsible for providing the following technology services: administration of the Datatel "Colleague" system including programming support and user training; administration and housing of the servers for the ANGEL

learning management system and training and support for all applications; Web Content Management for ensuring that material posted on the Lincoln University website meets the marketing and public relations standards set by the institution; the Blackboard Transaction System will be hosted and supported by Blackboard and administered by the Lincoln University. The department is located on 2nd floor of Schweich Hall.

University Print Services

The University Print Shop is located in 120 Schweich Hall. The Print Shop produces a vast majority materials printed for daily operations at the Lincoln University.

The Print Shop maintains a variety of paper stock. If what is needed is not in stock, it can be special ordered. Special orders normally take at least two weeks. A small variety of ink colors are also available, as well as the standard "LU blue" and black. An order might generally require 10 working days once the requisition has arrived to the Print Shop. Print samples are required with the requisition, if the job is a reprint.

Offset printing is also available; however, it is not as speedy as the copier, but offers a better quality product and increase flexibility. This process is recommended if a more favorable impression, such as brochures, flyers, newsletters, etc., or a large number of copies is needed.

The Print Shop produces such items as: posters, booklets, brochures, business cards, letterhead, envelopes, carbonless forms along with newsletters and annual reports. The Print Shop prints approximately 75% of the university's needs.

Forms produced by the Print Shop:

- Travel Expense Voucher
- Travel Authorization
- Travel Schedules
- Lincoln University Requisitions
- Leave Slips

The Print Shop can help assist with project layout and design. Bring a diskette with the required information to the Print Shop and have the information set up professionally with Quark Express, Freehand, Microsoft Word or Corel WordPerfect for PC.

All duplicating copy jobs require a completed Quick Copy Request form submitted before copying can begin. Most quick-copy jobs can be produced within 24 hours.

Mail Room

The Lincoln University Mail Room is located on the first floor of Young Hall. All incoming and outgoing campus mail comes through the Mail Room. Each department has a designated mail box and is responsible for retrieving it on a daily basis. All mail received at the Mail Room must be bundled according to the guidelines set forth by the department. Large volume mailers should contact the Mail Room (681-6104) for specific instructions. A return address is mandatory to ensure proper handling in address correction. Use of campus mail for personal business is prohibited.

Food Services

The LU Campus Dining Services are located in the Scruggs University Center (SUC). It is a full service cafeteria on the first floor. A staff and faculty cafeteria is located on the second floor. Meals are served everyday of the work week. Faculty/Staff meal cards can be purchased. Purchase the first 10 meals and the eleventh meal is free. Credit or debit cards are accepted. Special event catering or snacks for an afternoon meeting are also available through Sodexo, the food service provider.

Gourmet coffees, fruit parfaits, yogurt, salads, sandwiches, breakfast breads and muffins are available for purchase at the Starbucks Coffee Shop (in Page Library) and grab-n-go snacks are available at the Café Ala Cart (located on the 1st floor of Young Hall). The LU snacks and beverage vending machines provide national-brand fresh candies, chips, and pastries in a variety of sizes. In addition, cold drinks, juices and water are reasonably priced in vending machines all around campus.

Lost money or any inferior product should be reported to 210A Student Union – your money will be cheerfully refunded. Ask about the *Cinch Card* – where we make it a cinch to purchase food from any dining outlets on campus. The Cinch Card can be used in lieu of money. To establish a *Cinch Card* account, contact (573) 681-5267.



Business Operations Information

As a staff employee, the following business operations information might be useful in carrying out your day to day job duties. While the university has many business operations, these are business operations topic of interest to any staff employee.

Fall Institute

The Lincoln University campus community congregates every year in mid-August for the annual Fall Institute. This is the official start date of the academic year for faculty and an opportunity for both faculty and staff to hear updates on activities, share ideas and experiences, and receive training on topics of interest.

Form Usage

An employee, who is conducting and processing any business or employment transactions, should access appropriate forms from the respective departmental website to ensure up-to-date form usage.

Rules and Regulations

As a staff employee, your appointment and employment is in accordance with the Board of Curators approved Lincoln University Rules and Regulations. The Rules and Regulations and all policies therein is approved by the Board of Curators. A complete copy of the Rules and Regulations can be found on the Lincoln University website.

Travel

The first step is to fill out a Request for Travel Form for submittal to your supervisor. This allows supervisors to see the total estimated cost for the entire trip. Once approved, complete itemized requisitions for each of the following that applies to your trip: conference registration, hotel/lodging, airline, and travel. You can find the appropriate forms and instructions for completing the requisitions on the Accounts Payable website.

Purchasing Office Supplies

The administrative support staff of each department will be able to complete a requisition for the purchasing of office supplies. The two mostly widely used approved vendors are Corporate Express and Office Max. Once a requisition is completed, a purchase order is generated and the supplies are ordered by the LU's Purchasing Department. When the supplies arrive at the Purchasing Department, they will be delivered to the department. Detailed purchasing guidelines are located on the Purchasing Department's webpage.

Accounts Payable

As a staff employee there may be occasions when Accounts Payable processes a check for you. Accounts Payable typically runs checks on Monday and Thursday during the school semester and Monday and Wednesday during the summer. An invoice and Check Request form must be submitted along with the following process:

- A requisition must be entered in Datatel;
- The requisition must be approved by all required approvers;
- The requisition must have a purchase order or blanket purchase order number assigned to it

To allow adequate time for Accounting Services to obtain the proper signatures and verify the accuracy of the checks, Accounts Payable checks are not authorized for release until the day after checks are run. At that time, the checks will either be mailed or available for pickup at the Cashier's window after 3:00 p.m.

Budget Process

As a staff member, it's important to know that departments conduct a budget process every year in the fall for the upcoming fiscal year beginning in July. The department process is one step of the total process for developing and securing university wide budget approval. Your department head or director will be determining the financial resources your unit needs and submitting requests for any additional funds. Each department's budget is rolled into a broader division budget for review and approval by the University's Budget Committee. Therefore, it's very important to keep your department head or director informed if additional funding resources are anticipated.



Work Hours

The work week is generally considered to be Sunday through Saturday. The work week can be changed based on the needs of the department.

With the exception of essential services personnel, the majority of full-time, nonacademic personnel are employed for a forty-hour work week, Monday through Friday from 8:00 a.m. to 5:00 p.m. Hours worked in a work week will also include all time off with pay to include vacation, personal and sick leave. The exception is compensatory time off.

Staff employees are entitled to a 15 minute break in both the morning and afternoon with a one hour lunch break.

The area supervisor has the discretion to alter the general hours of operation to fit the needs of the unit and/or the employee. Flex time is permissible upon an employee request and supervisor approval. The decision to grant flex time is based on the needs of the area.

The President may declare a four-day, ten-hour-per-day work schedule to be observed during the summer months. This will generally take place from mid-May through mid-August and the hours of operation will be from 7:30 a.m. to 6:00 p.m. Monday through Thursday with a 30 minutes lunch break and 15 minute morning and afternoon break.

Absences

All staff absences should be done in accordance with the university's leave policies as found in the Time Off section.

When an employee knows in an advance that he/she has a need to take time off of work and has accrued leave to cover the time off, the employee should complete the Leave Request Form (found on the Human Resource webpage) and obtain his/her supervisor's approval.

When an employee is sick or has a personal situation that requires time off work and cannot give advance notice, the employee should notify the supervisor by phone (if supervisor isn't available, then a department co-worker), at the beginning of the work day or as soon as possible. The Leave Request Form (found on the Human Resource webpage) should be completed and submitted to his/her supervisor for approval immediately upon return to work.

If an employee is late to work by more than 15 minutes, without prior advanced notification and approval by the supervisor, the employee should take accrued leave for the time missed or have approved flex time by the supervisor to make up the time.

For an employee that is non-exempt, the required time recording policy will be enforced.

If an employee has persistent and/or chronic tardiness or absenteeism from work, the supervisor may implement a disciplinary process in accordance with the University's disciplinary process as described in the General Employment section.

Essential Services

Essential services personnel includes: those employees who are appointed to areas which operate beyond normal workday hours or have alternative schedules which require special scheduling. These employees are expected to be available on weekends, during holidays, during special events and in emergencies. Essential services include Power Plant operations, Public Safety, University Farms, KJLU-FM, Page Library, PBX operations and dormitory operations when residence halls are open.

Overtime Provisions for Non-Exempt Employees

Staff employees generally perform work on a standard forty-hour work week, Sunday through Saturday. Some positions will require additional hours beyond the forty-hour work week. There is not a limit on the number of hours in a day, or days in a week, an employee may be required or scheduled to work, including overtime hours. Employees determined to be non-exempt from overtime provisions of the Fair Standards Labor Act (FSLA) must receive overtime compensation (pay or compensatory time) for hours worked in excess of forty in a work week at a rate not less than time and one-half their regular rates of pay.

The department authority is required to establish work schedules for her or his employees. In determining what activities constitute hours of work under the FSLA, regular working hours means the days and hours of an employee's regularly scheduled work week. The regularly scheduled work week is subject to change based on area needs but should be clearly announced as far in advance of the change as possible.

Overtime hours worked should be stated separately from the regular forty-hour work week and calculated at time and one-half the hourly rate. Hours worked in a work week which includes all time off with pay to include vacation, personal and sick leave can be viewed for overtime consideration. The exception is compensatory time off.

The overtime requirement may not be waived by agreement between the department and the employee.

All overtime must be approved by the area supervisor in advance of the time it is earned. The supervisor is responsible for exercising appropriate controls to assure that only work for which it is intended to make payment is performed.

When the supervisor determines that circumstances warrant the request for overtime work, which could be either for an emergency situation of a temporary nature or a non-emergency when overtime is deemed the best way to handle the situation, the employee will be asked to work

overtime. Employees of similar job functions should have equal opportunity or equal burden for overtime assignments, either as mandatory or volunteer work. If the overtime work is mandatory, an employee system of designating required work will be devised by the area head so that all employees in that job category will have shared burden of work over a reasonable time. If an employee refuses to work mandatory overtime without sufficient justification of cause not to work, disciplinary action can be taken.

An employee shall be compensated for every minute of regular overtime work. A quarter of an hour shall be the largest fraction of an hour used for crediting irregular or occasional overtime work. When irregular or occasional overtime work is performed in other than the full fraction, odd minutes shall be rounded up or rounded down to the nearest full fraction of an hour used to credit overtime work.

Lincoln University will provide a minimum of two hours pay at time and one-half for irregular or occasional overtime work approved by the supervisor and performed by an employee on a day on which work is not scheduled for that employee or for which the employee is required to return to work.

All time spent by an employee performing an activity for the benefit of Lincoln University and under the control or direction of Lincoln University is classified as "hours of work." Such time includes: time during which an employee is required to be on duty; time during which an employee is permitted to work; and waiting time or idle time which is under the control of an employer and which is for the benefit of an employer.

"Workday" means the period between the commencements of the principal activities that an employee is engaged to perform on a given day, and the completion of the principal activities for that day. All time spent by an employee in the performance of such activities are classified as hours of work. The workday is not limited to a calendar day or any other twenty-four-hour period.

Any rest period authorized by Lincoln University that does not exceed twenty minutes and that is within the regular workday shall be considered hours of work. Bona fide meal periods are not considered hours of work.

It is the custom to pay employees for hours during which no work is performed due to use of accrued vacation, sick or personal leave and holidays. Lincoln University will count these hours as hours worked in determining the amount of overtime premium pay.

An employee who travels from home before the regular workday begins and returns home at the end of the workday is engaged in normal "home to work" travel; such travel is not classified under hours of work. Time spent traveling shall be considered hours of work if:

- an employee is required to travel during regular working hours;
- an employee is required to drive a vehicle or perform other work while traveling;
- an employee is required to travel as a passenger on a one-day assignment away from the official duty station; or
- an employee is required to travel as a passenger on an overnight assignment

- away from the official duty station during hours on non-workdays that corresponds to the employee's regular working hours.

Time spent in training during regular working hours shall be considered hours of work. Time spent in training outside regular working hours shall be considered hours of work if the employee is directed to participate in the training by Lincoln University and/or the purpose of the training is to improve the employee's performance of the duties and responsibilities of her or his current position.

An employee on standby or on call is on duty, and time spent on standby is classified as hours of work if, for work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work, with limitations on the employee's activities so substantial that the employee cannot use the time effectively for her/his own purposes. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if the employee is allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employee is required to remain within a reasonable callback radius; or the employee is allowed to make arrangements such that any work which may arise during the on-call period will be performed by another person.

All non-exempt employees must have time and attendance kept within the organizational area. The area supervisor may use any timekeeping method he/she chooses for tracking a non-exempt employee's time and attendance. The supervisor may use a time clock, have a timekeeper keep track of employee's work hours, or tell the employees to write their own times on a record. Any timekeeping plan is acceptable as long as it is complete and accurate and reflects arrival time, lunch breaks and departure time. Hours worked should be reported to the Payroll Office on the appropriate time card or time sheet.

Compensatory Time

Lincoln University will allow the area supervisor to determine if an employee has the option, when working overtime, to receive compensatory time off. It will be at the discretion of the employee to designate if compensatory time off in lieu of overtime pay is requested. This must be documented on the Compensatory Time Off Election Form. This form is to be completed on non-exempt positions at the time of hire and at any interval as deemed appropriate by the area supervisor thereafter.

The supervisor may fix a time limit for an employee to request and take compensatory time off. If compensatory time off is not requested or taken within the established time limit, the employee must be paid for overtime work at the overtime rate in effect for the work period in which it was earned.

A non-exempt employee can accumulate compensatory hours up to 240 hours of compensatory time earned.

Any employee who has accrued compensatory time and asks to use it or any part of it, shall be permitted to use such time within a reasonable period, if such request does not duly disrupt the operations of the area.