Welcome to Florida Memorial University!

Starting a new job is exciting, but at times can be overwhelming. This Staff Member Handbook has been developed to help you become acquainted with the University and answer many of your initial questions.

As a staff member of Florida Memorial University, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality services to our customers and to do so more efficiently and economically than our competitors. By satisfying our customers’ needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences the University's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.
History

Florida Memorial University, a private, coeducational, historically Black University related to Baptist Churches and traditions, is one of the oldest academic centers in Florida. The University grants baccalaureate and graduate degrees. Florida Memorial has its origins in the Florida Baptist Institute, founded in 1879 in Live Oak, Florida, and in the Florida Baptist Academy, founded in 1892 in Jacksonville, Florida. These two institutions merged in 1941 to form the Florida Normal and Industrial Memorial Institute in St. Augustine, Florida. The institution became a four-year college in 1945. Following several name changes, the name Florida Memorial College was adopted in 1963. The institution moved to its present South Florida location in 1968 and is located in the City of Miami Gardens. In December 2004, the institution's charter was amended, and the name Florida Memorial University was adopted.
Purpose

Florida Memorial University serves a culturally diverse student population through programs in liberal and professional education. These programs are designed to prepare students to function in a highly competitive, technological and global society. Challenging educational opportunities are offered in a variety of instructional formats to traditional and non-traditional students. Internships and experiential learning programs are incorporated in an energetic learner-centered environment. Academic programs are supported by library services, information technology, academic advising, testing, developmental education, career development, counseling, intramurals, intercollegiate sports, student activities, and other support services.

Florida Memorial University is dedicated to academic excellence, to the pursuit of knowledge and truth, to the free exchange of ideas, and to the transmission and preservation of African-American history and heritage. The University recognizes that education contributes to the quality of life and expects that students will leave its community of scholars and traditions prepared to participate fully in a global society.
Mission

Florida Memorial University endeavors to instill in students the importance of becoming global citizens through life-long learning, leadership, character, and service which will enhance their lives and the lives of others.
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The Way We Work
A Word About This Handbook

This Staff Member Handbook contains information about the employment policies and practices of the University. We expect each staff member to read this Staff Member Handbook carefully, as it is a valuable reference for understanding your job and the University. The policies outlined in this Staff Member Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The University retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the staff members and the University. This Staff Member Handbook supersedes and replaces any and all prior Staff Member Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the president and the board of trustees of the University in a signed written contract, the University reserves the right to revise, delete and add to the provisions of this Staff Member Handbook at any time without further notice. All such revisions, deletions or additions to the Staff Member Handbook must be in writing and must be signed by the president and the board of trustees of the University. No oral statements or representations can change the provisions of this Staff Member Handbook.

The provisions of this Staff Member Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Staff Member Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.
THE UNIVERSITY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS STAFF MEMBER HANDBOOK, EITHER YOU OR THE UNIVERSITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS STAFF MEMBER HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, STAFF MEMBER OR REPRESENTATIVE OF THE UNIVERSITY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY STAFF MEMBER FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE UNIVERSITY.

This Staff Member Handbook refers to current benefit plans maintained by the University. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Staff Member Handbook, the written contract is controlling.
Equal Employment Opportunity

The University is committed to equal employment opportunity. We will not discriminate against staff members or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In Florida, the following are a protected class: race, color, religion, sex, national origin, age, handicap, genetic test results, Florida National Guard membership, AIDS and/or related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification), sickle cell trait [as refusal to hire or discharge] and marital status.

You may discuss equal employment opportunity related questions with the director of human resources or any other member of management.
Affirmative Action

The University has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to make sure that:

   a) Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, veteran status, uniform servicemember status, age, disability or any other legally recognized protected personal characteristics.

   b) Similarly, all other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran status, uniform servicemember status, national origin, citizenship, sex, age, disability or any other legally recognized protected personal characteristics.
We have appointed the director of human resources to take on the responsibility of the University EEO coordinator. The EEO coordinator will be responsible for the day-to-day implementation and monitoring of our Affirmative Action Plan. As part of that responsibility, the EEO coordinator will periodically analyze the University's personnel actions and their effects to ensure compliance with our equal employment policy.

If you have any questions about this policy, or would like to review or be considered under our Affirmative Action Plan, please see the director of human resources.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask for the continued assistance and support of all of the University's personnel to attain our objective of equal employment opportunity for all.

Sincerely,

Director of Human Resources
Americans with Disabilities Act

The University is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify human resources of the need for accommodation. Upon doing so, human resources may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.
A Word About our Staff Member Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all staff members. Our practice is to treat each staff member as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual staff member.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.
Non-Harassment

We prohibit harassment of one staff member by another staff member, supervisor or third party for any reason [“protected class”] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Harassment of third parties by our staff members is also prohibited.

In Florida, the following are a protected class: race, color, religion, sex, national origin, age, handicap, genetic test results, Florida National Guard membership, AIDS and/or related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification), sickle cell trait [as refusal to hire or discharge] and marital status.

The purpose of this policy is not to regulate the personal morality of staff members. It is to ensure that in the workplace, no staff member harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.
Any staff member who believes that (s)he has been harassed should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Valerie Williams, Director of Human Resources at (305) 626-3622 and 15800 NW 42nd Ave. Miami -Fl 33054 or Laurice Harris, Assistant Director Human Resources at (305) 626-3622 and 15800 NW 42nd Ave. Miami -Fl 33054. If a staff member makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the staff member deems satisfactory or consistent with this policy, the staff member is required to report the situation to one of the other members of management designated in this policy to receive complaints.

The University will investigate all such reports as confidentially as possible. Adverse action will not be taken against a staff member because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.
Sexual Harassment

Any type of sexual harassment is against the University policy and may be unlawful.

We firmly prohibit sexual harassment of any staff member by another staff member, supervisor or third party. Harassment of third parties by our staff members is also prohibited. The purpose of this policy is not to regulate the morality of staff members. It is to ensure that in the workplace, no staff member is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual harassment of a staff member will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against staff members who report violations of this policy in good faith or participate in the investigation of such violations.

Any staff member who believes that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.
1. Any staff member who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Valerie Williams, Director of Human Resources at (305) 626-3622 and 15800 NW 42nd Ave. Miami -Fl 33054 or Laurice Harris, Assistant Director Human Resources at (305) 626-3622 and 15800 NW 42nd Ave. Miami -Fl 33054. If a staff member makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the staff member deems satisfactory or consistent with this policy, the staff member is required to report the situation to one of the other members of management designated in this policy to receive complaints.

2. The University will investigate every reported incident immediately. Any staff member, supervisor or agent of the University who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

3. The University will conduct all investigations in a discreet manner. The University recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all staff members will continue to act responsibly.
4. The reporting staff member and any staff member participating in any investigation under this policy have the University's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Categories of Employment

INTRODUCTORY PERIOD: Full-time and part-time staff members are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will staff member both during and after your introductory period.

FULL-TIME STAFF MEMBERS regularly work at least a 40-hour workweek.

PART-TIME STAFF MEMBERS work less than 30 hours each week.
In addition to the preceding categories, staff members are also categorized as "exempt" or "non-exempt."

NON-EXEMPT STAFF MEMBERS are entitled to overtime pay as required by applicable federal and state law.

EXEMPT STAFF MEMBERS are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws. Upon hire, human resources will notify you of your employment classification.

Anniversary Date

The first day you report to work will be recorded in the University records as your anniversary date. This date may be used to calculate many different University benefits. If you have any questions regarding your anniversary date, please see human resources.

Driver's License/Driving Record

Staff Members in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to the Office of Administrative Support Services immediately. Violations of this policy may result in immediate termination of your employment.
Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, the University is committed to employing only individuals who are authorized to work in the United States.

Each new staff member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If a staff member is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the University.

New Staff Member Orientation

Upon joining the University, you were given this copy of our Staff Member Handbook. After reading this Staff Member Handbook please sign the receipt page and return it to human resources. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Staff Member Handbook or if it becomes damaged in any way, please notify human resources as soon as possible to obtain a replacement copy.

The vice president is responsible for the operations of your department. (S)he is a good source of information about the University and your job.
Your Human Resources Department

The Human Resources department acts as an information center for both staff members and management. This department plays an important part in formulating and interpreting the University policy and offers help with a variety of problems and matters that concern staff members and management. Human Resources staff members are available to discuss subjects such as employment/recruitment, benefits, staff member records, safety and disciplinary problems.

The Human Resources department is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Appointments may be arranged for other times.

You are encouraged to contribute suggestions or questions so the staff may be more responsive to your needs.

Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to the administration building.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.
Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your immediate supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your immediate supervisor is able to satisfactorily resolve most matters.

If you still have questions after meeting with your immediate supervisor or if you would like further clarification on the matter, request a meeting with the vice president. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with human resources.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your immediate supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.
Your Pay and Progress
Recording Your Time

Non-exempt staff members must record their hours on our timekeeping system.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work before your meal period.
- Immediately before resuming work after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Exempt staff members may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All staff members subject to this policy are required to accurately record all time worked.

The workweek starts on Sunday and ends on Saturday.
Payday

You will be paid biweekly on Friday for the period that ends on the previous Saturday.

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, report it to human resources immediately. Human resources will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

The University is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the University that exempt staff members' pay will not be “docked,” or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the University may make deductions from staff members' salaries in a way that is permitted under federal and state wage and hour rules. Staff members will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.
Thus, exempt staff members may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of a staff member's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, staff members may discuss and resolve them with the Human Resources Department.
Garnishment/Child Support

When a staff member's wages are garnished by a court order, the University is legally bound to withhold the amount indicated in the garnishment order from the staff member's paycheck. The University will, however, honor applicable federal and state guidelines that protect a certain amount of a staff member's income from being subject to garnishment.

Mandatory Direct Deposit

All Staff members are required to have their earnings automatically deposited into a checking or savings account each payday. This service of direct deposit offers the most convenient and efficient way to receive your paycheck. Every payday you will receive an earnings statement via the web showing gross salary, taxes, other deductions, and net pay. Note: Direct Deposit adds/changes can be made via the web. Please make any changes to your deposit on or before the Tuesday before the pay day. It is always important to check your statement each pay period to ensure the deposit has occurred without error.
Performance Reviews

Your performance is important to the University. Once each year, your supervisor will review your job progress within the University and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the University.

New staff members will generally be reviewed at the end of their introductory period.

Job Descriptions

The University maintains a job description for each position in the University. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see human resources.
Promotions and Transfers

We believe that career advancement is rewarding for both the staff member and the University. We will promote qualified staff members to new or vacated positions whenever possible. In addition, your supervisor is available to discuss transfer opportunities with you.

Job openings may be posted in-house. If you are interested in applying for one of these positions, notify human resources and write to the person indicated on the notice.

Pay Advances

Pay advances will not be granted to staff members.
Overtime

There will be times when you will need to work overtime so that we may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible. Non-exempt staff members must have all overtime approved in advance by their supervisor.

Non-exempt staff members will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with human resources.
Time Away From Work and Other Benefits
Staff Member Benefits

The University has developed a comprehensive set of staff member benefit programs to supplement our staff members’ regular wages. Our benefits represent a hidden value of additional income to our staff members.

This Staff Member Handbook describes the current benefit plans maintained by the University. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The University reserves the right to modify its benefits at any time. We will keep you informed of any changes.
Holidays

The University normally observes the following holidays during the year:

- Holiday Vacation
- Martin Luther King
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Full-time staff members are eligible for paid holidays immediately upon hire.

Non-exempt staff members must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from the supervisor.
Vacation

Full-time staff members are eligible for paid vacation time.

Vacation is calculated according to the calendar year as follows:

Immediately upon hire, you will begin to earn 3.08 hours of vacation each pay period, up to a maximum of ten days of vacation, to be taken after the completion of your 90 days.

After five years of employment, and each year thereafter, you earn 4.6 hours of vacation each pay period, up to a maximum of fifteen days of vacation.

Submit vacation requests at least two weeks in advance to the supervisor. When possible, vacation requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling vacation times.

Vacation pay is not granted in lieu of taking the actual time off. However, vacation time can be carried over to the following year, up to a maximum of thirty days.

Eligible staff members who provide at least 2 weeks' advance notice of their resignation will be paid for accrued but unused vacation, unless state law dictates otherwise. All other staff members will not be paid for accrued but unused vacation upon termination.
Personal Days

Full-time staff members are eligible, after their introductory period, for up to two paid personal days each year.

Personal days are calculated according to your anniversary date.

Personal days can be used as vacation time, sick time or to take care of personal matters.

Requests for planned personal days must be given to your supervisor for approval.

Personal days cannot be carried over to the following year. Staff members are not paid in lieu of taking the actual time off.

Personal days can be used in conjunction with other paid time off.

Upon termination, staff members are not paid for earned but unused personal days.
**Sick Days**

Full-time staff members are eligible for paid sick days each year. Eligible staff members earn 3.08 hours for each pay period worked during the year, up to a maximum of ten days. These sick days may be taken after your introductory period.

Exempt staff members will receive sick pay in compliance with state and federal wage and hour laws.

You may use accrued sick time to care for your immediate family.

Staff members are not paid for any unused sick days. However, if you do not use your sick days during the year, you can carry them into the following year, up to a maximum of 90 sick days.

Staff members are not paid for earned but unused sick days upon termination.
Jury Duty

Unless county statute dictates otherwise, full-time staff members summoned for jury duty are paid their normal rate of pay. All other staff members are given an unpaid leave in order to serve, unless county statute dictates otherwise.

Full-time staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with your supervisor as soon as you receive your summons.

We reserve the right to request proof of jury service issued by the Court upon return.

We expect you to return to your job if you are excused from jury duty during your regular working hours.
Voting Leave

The University believes that every staff member should have the opportunity to vote in any state or federal election, general primary or special primary. Any staff member, whose work schedule does not provide him/her with one hour to vote while polls are open, will be granted up to one unpaid hour off in order to vote. We reserve the right to select the hours you are excused to vote.

Exempt staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Notify your supervisor of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter’s receipt to your supervisor as soon as possible.
Military Leave

Staff members who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise.

Accrued vacation may be used for this leave if the staff member chooses. Military orders should be presented to human resources and arrangements for leave made as early as possible before departure. Staff members are required to give advance notice of their service obligations to the University unless military necessity makes this impossible. You must notify human resources of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from human resources.
Witness Leave

Staff members are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify your supervisor of the need to take witness leave as far in advance as is possible.

Full-time staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement Leave

Full-time staff members who have completed their introductory period are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents and parents-in-law.

Requests for bereavement leave should be made to the supervisor as soon as possible. The University reserves the right to request written verification of a staff member's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.
Education Leave

All exempt staff members who have completed two years of employment are eligible for an unpaid education leave of absence to attend college full-time. Education leaves may not exceed one year during which time no benefits will accrue.

Your application for an education leave of absence must be made and approved by your supervisor and vice president prior to registration.

We will make reasonable efforts to return you to the same or similar position you held prior to the leave, unless business conditions dictate otherwise. For more information about an education leave of absence, please ask human resources.

Leave of Absence

Under special circumstances, full-time staff members who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of your supervisor and vice president.

Leaves may not exceed 12 months during which time no benefits will accrue. Leaves of absence are granted only after earned vacation is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.
Domestic and Sexual Violence Leave

A staff member who has been employed by the University for three or more months and who is the victim of domestic or sexual violence, or whose family member or a member of their household is a victim of domestic or sexual violence, shall be permitted to take up to three working days of unpaid leave in any 12-month period. Such leave must be used to: 1) obtain or attempt to obtain judicial relief such as a restraining order; 2) seek medical attention and/or mental health counseling; 3) obtain services from a domestic or sexual violence shelter, domestic or sexual violence program, or rape crisis center; 4) seek new housing to escape the perpetrator or make the staff member's home secure from the perpetrator; or 5) seek legal assistance arising from the act of domestic or sexual violence or to attend or prepare for court-related proceeding arising from the act of domestic or sexual violence.

Affected staff members must give the University reasonable advance notice of the intention to take leave along with sufficient documentation of the act of domestic or sexual violence, unless providing that notice is not practicable due to imminent danger to the staff member, a family member of the staff member or member of the staff member's household.

The University will hold the staff member's information provided to the University in order to request leave in confidence, except to the extent that disclosure is: (1) requested or consented to in writing by the staff member; or (2) otherwise required by applicable federal or state law.
Affected staff members may elect to use other accrued paid or unpaid leave (including family, medical, sick, annual, personal or similar leave) for the time off allowed under this policy. This leave will run concurrently with any other applicable leave.

Medical Insurance

Eligible full-time staff members may enroll in a single, a single plus one dependent or a family contract on the first of the month following thirty days of employment.

Information and enrollment forms may be obtained from human resources.

To assist you with the cost of this insurance, the University pays a portion of a single, a single plus one dependent or a family contract. You are responsible for paying the balance through payroll deduction.

Participating staff members are also covered under our medical insurance plan’s prescription drug program.

A booklet containing the details of the plan and eligibility requirements may be obtained from human resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact human resources.
Dental Insurance

Eligible full-time staff members may enroll in a single, a single plus one dependent or a family contract on the first of the month following thirty days of employment.

Information and enrollment forms may be obtained from human resources.

To assist you with the cost of this insurance, the University pays a portion of a single, a single plus one dependent or a family contract. You are responsible for paying the balance through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from human resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact human resources.
Vision Care Plan

Eligible full-time staff members may enroll in this plan on the first of the month following thirty days of employment.

You will be responsible for the full cost of this plan through payroll deduction.

Complete details of this plan may be obtained from human resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group vision care insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact human resources.
COBRA

You and your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact human resources.
Life Insurance

Eligible full-time staff members may enroll in this plan on the first of the month following thirty days of employment.

You must complete an insurance form and designate your beneficiary.

The cost of this insurance is shared between the University and the staff member.

Participating staff members may also be covered under the plan’s Accidental Death and Dismemberment rider.

You also have the option of purchasing supplemental plans.

Complete details of this plan may be obtained from human resources.
Section 125 Plans

The University offers a pretax benefits contribution option for staff members. This staff member benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance and dental insurance on a "before tax", rather than an "after tax" basis. Your premium contributions are deducted from your gross pay before income tax and Social Security is calculated.

To participate in this plan, complete an election form and return it to human resources.

You cannot make any changes to your group benefit plans until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status is effective the next pay period.
Federal Family and Medical Leave Act

The Family and Medical Leave Act ("FMLA") provides eligible staff members the opportunity to take unpaid job-protected leave for certain specific reasons. The maximum amount of leave a staff member may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

Staff Member Eligibility

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for the University in the preceding seven years (limited exception apply to the seven-year requirement);

2. have worked at least 1,250 hours for the University over the preceding 12 months;

   and

3. currently work at a location where there are at least 50 staff members within 75 miles.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);

2. placement of a child with the staff member for adoption or foster care (up to 12 weeks);

3. to care for an immediate family member (staff member's spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. because of the staff member's serious health condition that makes the staff member unable to perform the staff member's job (up to 12 weeks);

5. to care for a covered servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details);

or

6. to handle certain qualifying exigencies arising out of the fact that the staff member's spouse, son, daughter, or parent is on duty under a call or order to active duty in the Armed Forces (e.g., National Guard or Reserves) in support of a contingency operation (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a covered servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.
Definitions

A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the staff member from performing the functions of the staff member’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A “covered servicemember” is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term “serious injury or illness” means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.
Identifying the 12 Month Period

The 12-month period in which 12 weeks of leave may be taken is the calendar year. For leave to care for a covered servicemember, the University calculates the 12-month period beginning on the first day the eligible staff member takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible staff members may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the staff member or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible staff members may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Staff members who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the University’s operations.
Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or the University may require you) to use accrued paid leave (such as sick leave, vacation, personal days, family leave, or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible staff member must comply with staff member normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the University will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the University may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.
Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified.

2. If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the University normal call-in procedures, absent unusual circumstances.
3. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the University request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including discharge. Second or third medical opinions and periodic re-certifications may also be required;

4. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and

5. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The University will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including discharge.
Employer Responsibilities

To the extent required by law, the University will inform staff members whether they are eligible under the FMLA. Should a staff member be eligible for FMLA leave, the University will provide them with a notice that specifies any additional information required as well as the staff member's rights and responsibilities. If staff members are not eligible, the University will provide a reason for the ineligibility. The University will also inform staff members if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the staff member's leave entitlement. If the University determines that the leave is not FMLA-protected, the University will notify the staff member.

Job Restoration

Upon returning from FMLA leave, eligible staff members will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return After FMLA Leave

Any staff member who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to staff member's standard leave of absence and attendance policies. This may result in discharge if you have no other the University-provided or legally mandated leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, staff member's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).
Other Employment

The University generally prohibits staff members from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including discharge.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including discharge.

Employer’s Compliance with FMLA and Staff Member’s Enforcement Rights

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the University encourages staff members to bring any concerns or complaints about compliance with FMLA to the attention of human resources, FMLA regulations require employers to advise staff members that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.
Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any staff member not expressly provided for by FMLA. The University reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Military-Related Federal FMLA Leave

FMLA leave may also be available to eligible staff members in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible staff members to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a “covered servicemember,” which means: (1) a current member of the Armed Forces, National Guard or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render him or her medically unfit to perform the duties of the member’s office, grade, rank, or rating. Military Caregiver Leave is not available to care for former members of the Armed Forces or the National Guard or Reserves, or for servicemembers on the permanent disability retired list.
To be “eligible” for Military Caregiver Leave, the staff member must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The staff member must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible staff member may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If a staff member does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible staff member may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”
Within the “single 12-month period” described above, an eligible staff member may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the staff member or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible staff member may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

A staff member seeking Military Caregiver Leave may be required to provide appropriate certification from the staff member and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding staff member eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.
Qualifying Exigency Leave

Eligible staff members may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “covered military member” (i.e. the staff member's spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The staff member must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.
Although Qualifying Exigency Leave is available to an eligible staff member whose close family member is called up from status as a retired member of the Regular Armed Forces, it is not available for a close family member on active duty or on call to active duty as a member of the Regular Armed Forces. Also, a call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

1. **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.

2. **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.

3. **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.

4. **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits.
5. **Counseling.** To attend counseling (by someone other than a health care provider) for the staff member, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.

6. **Temporary rest and recuperation.** To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible staff members may take up to five of days of leave for each instance of rest and recuperation.

7. **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following discharge of the covered military member’s active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.

8. **Mutually agreed leave.** Other events that arise from the close family member’s duty under a call or order to active duty, provided that the University and the staff member agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.
A staff member seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military member’s active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the staff member’s relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Short-Term Disability Insurance

You may be eligible for short-term disability insurance benefits if you are ill or injured and unable to work.

All full-time staff members are eligible for the short-term disability insurance program on the first of the month after 30 consecutive days of employment. This insurance program is designed to provide income for you when you are absent from work for more than 14 calendar days due to non-occupational illness, injury or pregnancy-related disability.
The benefits are calculated as a percentage of your salary for up to 13 weeks.

The cost of this insurance is shared between the University and the staff member.

Please check with human resources for additional information concerning this benefit.

**Long-Term Disability Insurance**

Eligible staff members may participate in our long-term disability insurance program.

Eligible full-time staff members may enroll in this insurance program on the first of the month after thirty days of employment.

Long-term disability insurance provides eligible staff members with a continuing source of income after thirteen consecutive weeks of total disability. The benefits are calculated as a percentage of your salary.

The cost of this insurance is shared between the University and the staff member.

This is intended as a summary of benefits only. Additional information may be obtained from human resources.
Social Security

During your employment, you and the University both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from human resources.

Workers’ Compensation

On-the-job injuries are covered by our Workers’ Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor and human resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to a staff member accident.
403(b) Qualified Retirement Plan

The University provides eligible staff members with a 403(b) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The University's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from human resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.
Professional Development

The University believes in supporting the individual growth of its staff members. To encourage staff member development, the University offers a professional development reimbursement program to eligible staff members who attend job-related seminars.

To participate in this program, you must be a full-time or part-time staff member who has completed your introductory period.

Approval from your supervisor must be received prior to registration for the seminar. The University will pay the full cost of approved job-related seminars.

In an effort to keep the University informed of new developments, we ask that you share any new information presented at the seminar with the rest of the staff.
Educational Assistance Program

To encourage professional development, the University offers a tuition assistance program to eligible staff members. Applicants reapplying for Educational Assistance must maintain a 2.0 GPA in their last term of classes to be eligible for educational assistance in the upcoming term. An authorization form is required for each term enrolled.

Dependents must meet the five-point dependency test of the United States Revenue Code to be eligible to participate. The dependent must be less than twenty-four years (24) of age. Appropriate documentation may be required to substantiate dependent status i.e. IRS tax return, birth certificate, marriage license, etc.) Upon the death of an employee the spouse and dependents are still eligible for education assistance if continuous enrollment persists.

To participate in this program, you must be a full-time staff member who has completed their introductory period.

Your application for tuition assistance must be made and approval received prior to registration for the course.
Employee Assistance Program

Eligible full-time and part-time regular staff members may participate in our employee assistance program immediately upon hire.

Our Employee Assistance Program (EAP) will help eligible staff members and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the University.

Additional information regarding this program is available in the Office of Human Resource Management.
On the Job
Attendance and Punctuality

Attendance and punctuality are important factors for your success within the University. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor’s appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the University, it is assumed that you have voluntarily abandoned your position with the University, and you will be terminated.

Meal Time

A one hour, unpaid meal break should be taken each day. Your supervisor is responsible for approving the scheduling of this time.
On The Job Training

Your supervisor is responsible for initiating all on-the-job training for staff members within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

The University will pay for any required training programs. Staff members may be tested from time to time to evaluate the effectiveness of the training program.

If you have any questions regarding training, please see your supervisor.
Standards of Conduct

Each staff member has an obligation to observe and follow the University's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the University. The University does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the University's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in the University activities or in the University vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow staff members, visitors or other members of the public; performing outside work or use of the University property, equipment or facilities in connection with outside work while on the University time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.
Customer and Public Relations

The University's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every staff member.

The opinions and attitudes that customers have toward the University may be determined for a long period of time by the actions of one staff member. It is sometimes easy to take a customer for granted, but if we do we run the risk of losing not only that customer, but his or her associates, friends or family who may also be customers or prospective customers.

Each staff member must be sensitive to the importance of providing courteous treatment in all working relationships.

Solicitation and Distribution

To avoid unnecessary annoyances and work interruptions, solicitation by a staff member of another staff member is prohibited while either person is on working time.

Staff member distribution of literature, including handbills, in work areas is prohibited at all times.

Trespassing, soliciting or distribution of literature by non-staff members on these premises is prohibited at all times.
Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to human resources promptly.

Care of Equipment

You are expected to demonstrate proper care when using the University's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.
Employment of Relatives

A supervisor may not hire or supervise an individual if that individual and the supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the supervisor’s immediate family. The term "immediate family" refers to parents, children, sisters, brothers, nieces, nephews or other family members residing in the same household.

In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security and morale.

Travel/Expense Accounts

The University will reimburse staff members for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed:

- Travel Expense
- Automobile/Mileage
- Lodging
- Tips
- Business Meals (in accordance with our per diem rates; room service excluded)

See the Office of Business and Fiscal Affairs regarding additional reimbursable business expenses.
Personal Property

The University is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Identification Badges

You will be issued an identification badge upon hire. It must be worn where it can be seen at all times when you are working.

Visitors

If you are expecting a visitor, please notify campus security. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized staff member. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.
Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is to be used as vacation or a personal day.

If extreme weather conditions require closing of the University, you will be notified by your supervisor.

Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open is to be used as vacation or a personal day.

If extreme weather conditions require closing of the University, you will be notified by your supervisor.
**Personal Telephone Calls**

It is important to keep our telephone lines free for customer calls. Although the occasional use of the University's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

Personal cellular telephones must be turned off or set to a silent alert during working hours while on the University premises.

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**Electronic Mail and Voice Mail Monitoring**

We recognize your need to be able to communicate efficiently with fellow staff members and customers. Therefore, we have installed electronic mail (e-mail) and voice mail systems to facilitate the transmittal of business-related information within the University and with our customers.

The e-mail and voice mail systems are intended for business use only. The use of the University's e-mail and/or voice mail systems to solicit fellow staff members or distribute non job-related information to fellow staff members is prohibited to the extent allowed by applicable law.
The University's policies against sexual and other types of harassment apply fully to the e-mail and voice mail systems. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, staff members are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Staff members shall not use unauthorized codes or passwords to gain access to others' files and or accounts.

All e-mail and voice mail passwords must be made available to the University at all times. Please notify the IT department if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the University's private e-mail and voice mail systems and the files/transmissions of any staff member without advance notice and consistent with applicable state and federal laws. Staff members should expect that communications that they send and receive by the University's private e-mail and voice mail systems will be disclosed to management. Staff members should not assume that communications that they send and receive by the University's private e-mail and voice mail systems are private or confidential.
Internet Usage and Monitoring

As a growing company, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow staff members to have access to the Internet.

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

The University's policies against sexual and other types of harassment apply fully to Internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, staff members are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated thoroughly. For business purposes, management reserves the right to search and/or monitor the University's Internet usage and the files/transmissions of any staff member without advance notice and consistent with applicable state and federal laws. Staff members should expect that communications that they send and receive by the Internet will be disclosed to management. Staff members should not assume that communications that they send and receive by the Internet are private or confidential.
Staff members learning of any misuse of the Internet shall notify a member of management.

Violation of this policy may result in disciplinary action up to and including discharge.

**Dress Policy**

Staff members are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our customers' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent the University with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the University, to the public and fellow staff members.

The University maintains a business casual environment. All staff members should use discretion in wearing attire that is appropriate for the office and customer interaction.
Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of the University. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Reference Checks

The University will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our staff members' dates of employment, salary history and job title.

Under no circumstances should a staff member provide another individual with information regarding current or former staff members of the University. If you receive a request for reference information, please forward it to the Office of Human Resources Management.
Protecting The University Information

Protecting the University's information is the responsibility of every staff member, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the University’s confidential business with anyone who does not work for us.

All telephone calls regarding a current or former staff member’s position/compensation with the University must be forwarded to the Office of Human Resources Management.

The University's address shall not be used for the receipt of personal mail.

Document Retention

The University maintains a formal document retention policy and procedure. Your supervisor will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the University's policy have been satisfied. Failure to comply with the University document retention policy and procedure may result in discipline up to and including discharge.
Conflict of Interest/Code of Ethics

The University's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other staff members. Therefore, staff members must never use their positions with the University, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The University adheres to the highest legal and ethical standards applicable in our business. The University's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each staff member is of utmost importance.

Staff members of the University shall conduct their personal affairs such that their duties and responsibilities to the University are not jeopardized and/or legal questions do not arise with respect to their association or work with the University.
Outside Employment

We hope that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you must notify your supervisor in writing.

Outside employment must not conflict in any way with your responsibilities within the University. You may not work for competitors nor may you take an ownership position with a competitor.

Staff members may not conduct outside work or use the University property, equipment or facilities in connection with outside work while on the University time.

Parking

Employees who desire to bring and park motor vehicles on campus must register the vehicle with the Bursars Office, purchase a current decal and properly affix it to the vehicle. All vehicles are to be parked only in properly designated parking areas.

Fines may be assessed for violations of traffic and parking regulations. The College retains the right to boot or tow, from its property, any unauthorized vehicles which are improperly parked or abandoned.

The University is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your car doors.
Food Service

A cafeteria is available for your use. Although the University provides general custodial care, you are expected to clean up after eating. This room should be kept clean for the next person's use.

Meals at a discounted price are available at the Bursars Office.

Mail Center

The University Mail Center, currently located in the J.C. Sams Activities Center, is operated for the convenience of the students and employees. Limited Mail Center services are available. Detailed information may be obtained at the Mail Center.

Bookstore

The University Bookstore, currently located in the J.C. Sams Activity Center, offers items for sale such as books, school and office supplies, cosmetics, toiletries, souvenirs, gifts, confectioneries, specialty clothing and Greek organization paraphernalia.
Recreational Facilities

All Florida Memorial University employees and their immediate families are entitled to free use of all on-campus recreational facilities, including the swimming pool, gymnasium, tennis courts and game room, at their own risk.

Library

All Florida Memorial University employees are entitled to use the University Library, subject to the same rules and regulations as the students. Detailed information about library services, holdings, rules and regulations may be obtained from the Library.

Campus Security

Security personnel keep a watchful eye on persons and vehicles entering and leaving the premises for the protection of students, faculty, staff and property. They patrol the grounds and walk through buildings, directing all vehicles and persons on campus. Cooperation with security personnel will help to assure your safety on campus.
**Contact with the Media**

All media inquiries regarding the University and its operations must be referred to Public Affairs. Only Public Affairs is authorized to make or approve public statements pertaining to the University or its operations. No staff members, unless specifically designated by Public Affairs, are authorized to make those statements.

**Office Supplies**

The University maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by staff members. All office supplies will be provided to you by your supervisor.

If you need additional items not regularly stocked, please speak to your supervisor to place a special order.

All office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including discharge.
Recording Devices in the Workplace

Staff members are prohibited from having any form of recording or photography device in the workplace and from recording or photographing fellow staff members in the workplace or during working time. Violations of this policy may result in discipline (including the possibility of discharge), immediate removal of the recording device and/or the staff member from the workplace, and retention of the recording device for inspection by the University and/or legal authorities. Limited exceptions will apply when the staff member in possession of the recording device has been provided advance written authorization to use the recording device by an authorized member of the University management and the recording device is being used in an authorized manner to further the University business.

Prohibited “recording devices” under this policy include but are not limited to cameras, camcorders, video devices, picture or video capable cellular telephones, cassette recorders, and digital voice or image recorders. Cellular telephones, PDAs, MP3 and DVD devices, portable computers, and other devices are covered if they are equipped with any device or technology that has the capability to record images or sounds. This prohibition applies irrespective of whether the recording capability is activated or not.
If You Must Leave Us

Should you decide to leave your employment with us, we ask that supervisors provide at least 30 days' advance notice to the University. All other staff members are asked to provide at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the University.

Staff members, who are rehired following a break in service in excess of one month, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such staff members are considered new staff members from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

The University does not provide a "letter of reference" to former staff members. Generally, we will confirm upon request our staff members' dates of employment, salary history and job title.

Additionally, all resigning staff members should complete a brief exit interview prior to leaving. All the University property, including this Staff Member Handbook, must be returned upon discharge. Otherwise, the University may take action to recoup any replacement costs and/or seek the return of the University property through appropriate legal recourse.

You should notify the University if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.
Safety in the Workplace
Each Staff Member's Responsibility

Safety can only be achieved through teamwork at the University. Each staff member, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.

2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the University's property is forbidden.

3. Use, adjust and repair machines and equipment only if you are trained and qualified.

4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.

5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.

6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.

8. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Fire Drills

Fire drills are scheduled periodically throughout the year. These drills are an important aspect in staff member safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see the Director of Facilities and Plant Operations.
Workplace Violence

Violence by a staff member or anyone else against a staff member, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to staff members at work and to reduce the possibility of damage to the University property in the event someone, for whatever reason, may be unhappy with the University decision or action by a staff member or member of management.

If you receive or overhear any threatening communications from a staff member or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to a staff member or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Staff members are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the University's investigation, may result in disciplinary action, up to and including discharge.
Workplace Searches

To protect the property and to ensure the safety of all staff members, customers and the University, the University reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the University's property. In addition, the University reserves the right to search any staff member's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the University, and are issued for the use of staff members only during their employment. Inspection may be conducted at any time at the discretion of the University.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Staff members working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as staff members who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the University's security procedures or any other the University rules and regulations.
Hazard Communication

The University may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Material Safety Data Sheets (MSDS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with the designated safety coordinator prior to purchasing chemicals for the University or bringing them on to our premises. For additional information, please refer to the University’s written Hazard Communication Program. If you have any questions, ask the Director of Facilities and Plant Operations.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.
No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating the University machinery, equipment or vehicles for work-related purposes or while engaged in the University business off premises is forbidden except where expressly authorized by the University and permitted by state and local laws. This policy applies to all staff members, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the staff member’s locked motor vehicle.

Staff members who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.
In An Emergency

Your supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your supervisor is unavailable, contact the nearest the University official.

Should an emergency result in the need to communicate information to staff members outside of business hours, your supervisor will contact you. Therefore, it is important that staff members keep their personal emergency contact information up to date. Notify your supervisor when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your supervisor to await further instructions or information.

Please direct any questions you may have about the University's emergency procedures to your supervisor.
Drug and Alcohol Free Workplace

The University has vital interests in ensuring a safe, healthy and efficient working environment for our staff members, their co-workers and customers we serve. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. In addition, as a federal contractor and/or grantee we have a duty to comply with the requirement of the Drug-Free Workplace Act of 1988. For these reasons, we have established as a condition of employment and continued employment with the University the following drug and alcohol free workplace policy.

The University has implemented a drug testing program in compliance with local, state and federal laws. Staff members are prohibited from reporting to work or working while using illegal or unauthorized substances. Staff members are prohibited from reporting to work or working when the staff member uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the staff member that the substance does not adversely affect the staff member's ability to safely perform his or her job duties. Staff members are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Staff members are also prohibited from consuming alcohol during working hours, including meal and break periods.

In addition, staff members are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on the University paid time, on the University premises, in the University vehicles or while engaged in the University activities.
In accordance with the Drug-Free Workplace Act of 1988, staff members must notify human resources of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.

Your employment or continued employment with the University is conditioned upon your full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any staff member who violates this policy and is subject to discharge may be permitted in lieu of discharge, at the University’s sole discretion, to participate in and successfully complete an appropriate treatment, counseling, or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the University maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage staff members to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. The University will attempt to assist its staff members through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with the University’s policies and applicable federal, state or local laws.
The University further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy including, but not limited to, the inspection of the University issued lockers, desks or other suspected areas of concealment, as well as an staff member's personal property when the University has reasonable suspicion to believe that the staff member has violated this drug and alcohol free workplace policy.

This policy represents management guidelines. For more information, please speak to the Office of Human Resource Management.

**Drug and Alcohol Free Awareness Program**

In order to maintain a drug and alcohol free workplace, the University has established a drug and alcohol free awareness program to educate staff members on 1) the danger of drug abuse and alcohol in the workplace; 2) the University's drug and alcohol free workplace policy; 3) the availability of any drug and alcohol counseling, rehabilitation, and staff member assistance programs; and 4) the penalties that may be imposed upon staff members for drug abuse and alcohol violations, and violations of the University's drug and alcohol free workplace. Such education includes: the distribution of our drug and alcohol free workplace policy at the employment interview; a discussion of our drug and alcohol free workplace policy at the new employee orientation session; the distribution of a list of drug and alcohol assistance agencies, organizations and clinics; the distribution of published educational materials regarding the dangers of drug abuse and alcohol misuse; and inclusion of the company's drug and alcohol free workplace policy in the Employee Handbook and any other personnel policy publications.
Receipt of Staff Member Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the FLORIDA MEMORIAL UNIVERSITY Staff Member Handbook and I understand that it contains information about the employment policies and practices of the University. I agree to read and comply with this Staff Member Handbook. I understand that the policies outlined in this Staff Member Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the University retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the staff members and the University. I understand that this Staff Member Handbook supersedes and replaces any and all prior Staff Member Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the president and the board of trustees of the University in a signed written contract, the University reserves the right to revise, delete and add to the provisions of this Staff Member Handbook at any time without further notice. All such revisions, deletions or additions to the Staff Member Handbook will be in writing and will be signed by the president and the board of trustees of the University. I understand that no oral statements or representations can change the provisions of this Staff Member Handbook.

I understand that this Staff Member Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Staff Member Handbook does not create a contract guaranteeing that I will be employed for any specific time period.
THE UNIVERSITY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS STAFF MEMBER HANDBOOK, THE UNIVERSITY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS STAFF MEMBER HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, STAFF MEMBER OR REPRESENTATIVE OF THE UNIVERSITY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY STAFF MEMBER FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE UNIVERSITY.

I understand that this Staff Member Handbook refers to current benefit plans maintained by the University and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Staff Member Handbook.

Initials ________ Date ________

I also understand that if a written contract is inconsistent with the Staff Member Handbook, the written contract is controlling.
If I have questions regarding the content or interpretation of this Staff Member Handbook, I will ask human resources or a member of management.

NAME _______________________________________

DATE ________________________________________

STAFF MEMBER

SIGNATURE ___________________________________
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DATE ________________________________________

STAFF MEMBER
SIGNATURE _________________________________