



**Dordt University
Staff Handbook**

August, 2020

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PREFACE

PURPOSE OF THIS HANDBOOK

This handbook is maintained to help administrative officers, administrative staff, clerical and service personnel understand the principles on which the university is founded and by which it operates, as well as to understand the procedures and policies of the university and the privileges and responsibilities of working at Dordt University. In all of its policies and practices, outlined herein, the university seeks to acknowledge that every member of this academic community—trustees, administrators, members of the faculty and staff, and students—is called to give positive response to the Lord’s injunction to provide Christian service in a context of mutual support and obligations, and that each receives authority to carry out specific duties and responsibilities.

Employment at Dordt University is at-will and either Dordt University or the employee can terminate employment at any time with or without cause and with or without prior notice, except as may be required by law. This paragraph is modified in the event the employee has a contract for a specific period and/or services. The terms of the contract will have priority over the terms of this at-will provision. Any such contract must be in writing and signed by the president or the vice president for university operations.

Please note that this handbook as well as any rules, policies, or practices contained in this handbook, or otherwise explained, do not constitute an employment contract. The information presented in this handbook is explanatory and intended to serve as the current statement of policies and practices at the university. The university may decide to revise any specifications in this handbook, doing so in a manner that presupposes and conforms to its guiding principles for decision-making. Proposed revisions of the handbook may be developed by any governing or administrative entity of the university. All proposed revisions in policy shall be reviewed by appropriate bodies before such revisions are presented to the board of trustees for action. All employees must abide by the most recent board-approved policies.

This *Staff Handbook*, and the rules, regulations, and procedures it contains, is not merely advisory; administrative officers, administrative staff, clerical and service personnel are expected to know, understand, and follow applicable processes and policies found herein.

PURPOSE OF DORDT UNIVERSITY

Dordt University is a comprehensive four-year university controlled by an incorporated free society. The members of this society desire Christian higher education that agrees with their Reformed, Calvinistic principles. This biblical

perspective has continued to determine the direction of Dordt University since its founding in 1955. In the training and development of the redeemed in Christ, Holy Scripture is indispensable to realizing one's capabilities and to fulfilling one's responsibilities. As an educational institution, each office-bearer at the university (administrative, academic, student, or staff) assists in fulfilling this purpose.

Dordt University confesses that the Bible provides the determinative and essential principles for a Christian educational philosophy. Therefore, scripturally oriented learning is both a possibility and a necessity for the Christian community. Recognizing this, the constituents of Dordt University maintain an institution of Christian higher education. The understanding of this mission of Dordt University is further explained in the *Educational Task of Dordt University*.

The articles of incorporation of Dordt University stipulate that the purpose of the organization shall be to establish, conduct, and maintain a school for higher education by means of general arts programs in accordance with the Word of God as interpreted by the three forms of unity of the Reformed churches, namely the Belgic Confession, Heidelberg Catechism, and Canons of Dort.

DORDT UNIVERSITY MISSION STATEMENT

As an institution of higher education committed to the Reformed Christian perspective, Dordt University equips students, alumni, and the broader community to work effectively toward Christ-centered renewal in all aspects of contemporary life. We carry out our educational task by

- developing a biblical understanding of creation and culture.
- discerning the pervasive effects of sin throughout our world.
- celebrating and proclaiming the redemptive rule of Christ over all of life and all of creation.
- nurturing a commitment for challenging the forces that distort God's good creation and all human activity.
- offering academic programs, maintaining institutional practices, and conducting social activities in a visionary, integrated, biblically informed manner.
- fostering a climate in which discipleship becomes a practiced way of life both on and off campus.

HISTORY OF THE UNIVERSITY

Dordt University had its beginning in 1937 with the circulation among Midwestern Christian Reformed churches of proposals and recommendations regarding the establishment of a Christian university. World War II put an end to these discussions; however, after the war the movement gained new impetus due to the critical shortage of qualified teachers for Christian schools in the area.

The university was organized in 1953 as Midwest Christian Junior College. Under this name, instruction began in September 1955 with 35 students and five faculty members. In 1956, the name of the university was changed to Dordt College. The decision was made to expand to a four-year university in 1961. In September 1963, the junior class was added, and in 1965 the first class of students received the Bachelor of Arts degree. Dordt College was accepted by the North Central Association of Colleges and Secondary Schools (NCA) as a bachelor-degree granting institution in 1971.

Dordt College expanded its curricular offerings over the years. Founded primarily to train teachers, Dordt College graduated students in several academic disciplines by the late 1960s. The current curriculum includes more than 40 programs. A Master of Education degree program was added in 1994. Rev. B. J. Haan, who served as president of Dordt College from 1957 to 1982, was instrumental in the early organization and development of the university. Dr. J. B. Hulst served as president from 1982 to 1996. Dr. Carl E. Zylstra served as president from 1996 to 2012 and was followed in office by Dr. Erik Hoekstra in 2012.

In May of 2019 Dordt College changed its name to Dordt University. The change reflected the expanded academic offerings and global footprint of the institution.

CHAPTER ONE: ORGANIZATION AND GOVERNANCE

1.0 OVERSIGHT OF THIS CHAPTER

The board of trustees oversees the organization and governance of the university. Changes regarding the organization and governance of the university may be initiated by the board but may also be recommended to the board by the administrative cabinet via the president. Because the organization and governance of the university touches everyone at the university, all parties are expected to follow the guidelines outlined in this chapter. Likewise, the university community shall receive adequate background information, as early as possible, pertaining to any changes in organization and governance being considered and shall be kept informed of any developments as the process moves toward a conclusion. Ordinarily, they shall also be provided ample time and opportunity and suitable channels for providing a timely response to any information they receive.

1.1 MEMBERS OF THE CORPORATION

The articles of incorporation indicate that any adult person who is in good and regular standing in a Christian Reformed church or in any other church which may be officially designated by the board of trustees, in the district, the areas or boundaries of which shall be defined by the bylaws, shall be a member of the corporation.

1.2 BOARD OF TRUSTEES

1.2.1 TRUSTEES

The articles of incorporation and bylaws of the corporation outline the organization and responsibilities of the board of trustees, as well as matters regarding the election and selection of members of the board.

1.2.2 FINAL AUTHORITY

1.2.2.1 OVERALL OPERATION

The Dordt University Board of Trustees is the legally constituted body that is responsible for the overall operation of the university. The board has final control over the policies, budget, and property of the university. The board of trustees shall be the final authority in all matters pertaining to the staff handbook and contractual agreements.

1.2.2.2 EMPLOYMENT PRACTICES

Employment conditions, policies, and procedures cited in a letter of appointment or initial employment agreement may be amended annually by the board of trustees and shall be binding for all employees and the board of trustees. The board of trustees likewise has the authority to amend through modification or

discontinuance any of the provisions of the compensation and benefits section of this handbook.

- All appointments and agreements shall name Dordt University, Inc. as the employer.
- All appointments and agreements shall require that staff members agree to carry out their responsibilities according to the principles and particulars outlined in this handbook.
- All full-time salaried employees are expected to demonstrate their commitment to the mission of the university by
 - A. enrolling their children, when appropriate, in Christian day schools (while the university honors the desire of parents who choose to home school their children, it should be noted that the Grade School/High School Tuition Scholarship is not available for home school curriculum materials);
 - B. affiliating with one of the local, confessionally-Reformed congregations (adhering to the Westminster Standards and/or the three forms of Reformed Christian unity; namely, the Belgic Confession, Heidelberg Catechism, and Canons of Dort) that actively supports the mission of Dordt University (as indicated by regular and specific financial support of the university through denomination, regional judicatory/classis, or congregation); and
 - C. giving personal assent to the Belgic Confession, the Heidelberg Catechism, and the Canons of Dort.

1.2.2.3 THE STAFF HANDBOOK

The information presented in this handbook is the current statement of policies and practices at the university. If an employee believes that a policy or practice has been administered incorrectly, the employee may pursue an internal grievance.

The handbook is subject to revision and the university reserves the right to modify or change the handbook following the process outlined in the Guiding Principles for Decision Making and as briefly summarized in the first paragraph of each chapter.

All proposed changes, so processed, shall be presented to the board of trustees for adoption, rejection, or revision. The board of trustees shall normally consider revisions of the faculty and staff handbooks at the board's spring meeting of each year. Adopted revisions shall be effective August 1, or on a date set by the board of trustees.

1.2.3 LEGAL COUNSEL PROTOCOL

All contact with legal counsel on behalf of Dordt University must be authorized by the vice president for finance and risk management or the president of the university. The vice president for finance and risk management will notify the president prior to all such contacts. The president will inform the chair of the board

of trustees of all contact with legal counsel. Any commitment of Dordt University to a course of legal action requires prior authorization by the president of the university and immediate notification of the chair of the board of trustees.

1.3 **ADMINISTRATIVE STRUCTURE**

1.3.1 **PRESIDENT OF THE UNIVERSITY**

The president is the executive head and chief administrative officer of the university and is directly responsible to the board of trustees for every aspect of the university. The president represents the university to various publics and provides leadership on the university campus. The president is responsible for the work performed by Vice President of Academic Affairs, vice presidents, and staff.

1.3.2 **VICE PRESIDENT OF ACADEMIC AFFAIRS**

The Vice President of Academic Affairs is the chief academic leader and the senior administrative leader for the academic and student services divisions of the university. The Vice President of Academic Affairs is responsible to and makes appropriate recommendations to the president and serves, when so directed, as the chief administrative leader in the absence of the president.

1.3.3 **DEAN FOR CURRICULUM AND INSTRUCTION**

The dean for curriculum and instruction provides formative leadership to faculty in the areas of teaching excellence, instructional support, curricular development, faculty development and evaluation, development of student learning goals and assessment, and program review.

1.3.4 **VICE PRESIDENT FOR UNIVERSITY OPERATIONS**

The vice president for university operations is responsible to the president. Duties include supervision of computer services, human resources, business office, facilities and services, capital projects, auxiliary services, and special projects assigned by the president.

1.3.5 **VICE PRESIDENT FOR FINANCE AND RISK MANAGEMENT**

The vice president for finance and risk management is the chief fiscal officer and is responsible to the vice president for university operations. Primary duties are preparing an annual budget, keeping financial records, supervising plant maintenance and operations, supervising construction, operating auxiliary services on campus, overseeing benefits for university employees, managing investments, supervising hiring of nonacademic personnel, implementing environmental and workplace criteria, and supervising staff.

1.3.6 **VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT**

The vice president for university advancement is the chief development officer and is responsible to the president. Duties include planning, organizing, implementing, and giving leadership to the overall institutional advancement program of the university.

1.3.7 **VICE PRESIDENT OF ENROLLMENT & MARKETING**

The vice president of enrollment and marketing is responsible to the president. Primary duties include leading enrollment, and marketing, and alumni activities for the university and building a high-quality and clear brand position and positive image identity for prospective students, parents, donors, and constituents. Responsible for creating institutional alignment of the brand identity across the entire leadership team of the institution.

1.3.8 **CHIEF OF STAFF AND DEAN OF CHAPEL**

The chief of staff and dean of chapel is primarily responsible for working closely with the president and campus leaders to streamline strategic initiatives, drive productivity and campus efficiencies, oversee the cultural health of the organization, and communicate objectives between departments and back to the president. The chief of staff will maintain a special focus on executive-level advising and interdepartmental collaboration. The dean of chapel will play an integral role in nurturing the spiritual life of the campus and help facilitate the link between academic life and the spiritual climate of campus.

1.3.9 **ADMINISTRATIVE MEETINGS**

Meetings at which decisions are made, recommendations formulated, and counsel given are conducted regularly during the academic year. They serve as the principal communication and governance links in the ordinary administration of the university. These regularly scheduled meetings include
the Administrative Cabinet, the Academic Senate,
the Faculty Assembly, the academic divisions,
division chairs and/or department chairs with the departments, and vice presidents with directors in their areas.

1.4 **UNIVERSITY STANDING COMMITTEES POLICY**

The administrators, faculty, staff, and students of Dordt University bring to it a wealth of talent, knowledge, and expertise. The university standing committee structure provides an avenue by which their serviceable insight is applied to institutional problem solving and planning.

1.4.1 GUIDING PRINCIPLES

First, if a job can be done well by one or two persons, then a committee should not stand in the way. On the other hand when matters affect people across the spectrum of the university on a regular basis, a standing committee may be the best way to deal with those issues. Operating on this principle requires that the university community trust the person doing the job not only to do it well but also to get appropriate input from the people affected by a decision. Operating by this principle also requires that the university community trust the committee to do its job well and in a way that does not hinder the work of individuals with specific responsibilities. Trust, in this context, should be anchored in an appropriate understanding of office, calling, and authority, as outlined in *The Educational Task of Dordt University*.

Second, a clear and transparent process is also an important element of building trust. If people know what will happen to a document or a proposal, who will have input, and when they will give input, they can be more forgiving about the large number of people who have to participate in the process in an academic setting.

A university standing committee is established by action of the president of the university, usually with the recommendation of the administrative cabinet. Implied with this presidential responsibility are the following:

- A. The committee structure shall reflect the mission, goals, and objectives of the university.
- B. The university's commitment to the Guiding Principles for Decision- Making is a high priority.
- C. The university standing committee structure shall provide an opportunity for a broad spectrum of the Dordt community to have a voice in the operation of the institution.
- D. Undue proliferation of university standing committees should be avoided to diminish duplicative effort and unnecessary meetings. *Ad hoc* committees and task forces should be used to handle specific, short-term issues. When a long-term issue arises, an attempt should be made to find a committee that may handle the issue appropriately within its existing charge. Or, if the charge of an existing university standing committee is closely related to a long-term issue, the charge of the committee should be expanded by the president of the university to encompass the issue.

1.4.2 GENERAL RULES

Unless contradicted by the language of a specific committee description, the following general rules apply:

- A. *Eligibility for membership* - Elected and appointed membership is ordinarily limited to Dordt University administrators, faculty, staff, and students.

- B. *Terms* - The term for an elected or appointed member is three years, with the possibility of one additional consecutive term. Eligibility is effective again after a hiatus of one year. Elected terms ordinarily begin August 1. Elected and appointed terms are staggered in the initial construction of a committee to provide for continuity.
- C. *Selection of members* - Members are described in committee descriptions as elected, appointed, or ex officio.

Although not always listed in committee descriptions, the president of the university is an *ex officio* member of all university standing committees; and vice presidents are *ex officio* members of committees that affect their areas of responsibility.

At its May meeting, each academic division shall elect per assigned three-year rotation one member to the following committees: Co- Curricular, Core Program, Curriculum, Faculty Status, Information Services Advisory, and Compensation Advisory.

The administrative cabinet shall appoint faculty members, administrators, and staff to other committees. These appointments shall be announced in August.

- D. *Filling vacancies in unexpired terms* - A vacancy in an unexpired term of an elected member is filled by a newly elected alternate for the position. A vacancy in an unexpired term of an appointed member is filled by a new appointment. A partial term has no bearing on eligibility of the individual's own right to election or appointment.
- E. *Chair and secretary* - Wherever a chair is undesignated, committees shall elect a chair at their first meeting of each academic year. The chair is responsible for calling, conducting, and adjourning meetings, placing items of business, notices, and motions on the agenda, admitting observers and visitors, determining the vote on a particular motion, seeing that the will of the committee is carried out or communicated, and seeing to the reporting responsibilities of the committee.

The committee secretary, who is not necessarily a member of the committee, is responsible for drafting accurate and concise minutes, preparing other materials for meetings, and undertaking associated clerical tasks assigned by the chair.

1.4.3 GUIDELINES

- A. At its last committee meeting in the spring, each committee shall review its membership positions (roster) and duties/mandate. Recommendations for changes—including the nomination of new student members—shall be submitted to the administrative cabinet.
- B. At the last committee meeting in the spring, the committee shall discuss and tentatively set the agenda for the next academic year.

- C. At its first meeting in the fall, each committee shall review the committee's purpose, mandate, mission statement, and duties.
- D. At its first meeting in each semester, the committee shall review and adopt the agenda for the year and semester.
- E. Committees shall try to limit their meetings to an average of 50 minutes per week.
- F. It shall be standard procedure for committees to work with written proposals.

1.4.4 REPORTS AND MINUTES

Each standing committee shall submit annually, usually at the end of the academic year, a one-to-two-page summary report of its activities. The report, submitted in electronic form, is sent to the president of the university, to the chair of the academic senate, and to the reporting authority in the committee description. Each committee shall select a secretary to record the minutes that will serve as the official record of the policy decisions and administrative actions. Committee and task force minutes shall distinguish between items discussed and items for committee or academic senate action. All minutes should have sufficient background and documentation to make the records self-explanatory.

- A. To have a unified system of minutes all committee secretaries should
 - 1. Use unbroken, consecutive numbering of articles regardless of passage into the new year, whether it be academic or calendar.
 - 2. Indicate the calendar year from January 1 through December 31 by prefixing article numbers with the last two digits of the calendar year (example: Art. 99.144 - last article of the meeting in 1999, Art. 00.145 - first article of the meeting in 2000).
 - 3. Distribute minutes electronically to committee members within three days and receive responses via e-mail, either approving the minutes or suggesting changes. The goal of this electronic approval of minutes is to post minutes to the internal site (<http://u.dordt.edu>) within one week of a meeting.
- B. Preface the text of each minute by indicating its topic in upper case letters immediately following the article number. Example: Art. 98.144 MINUTES. The minutes of the October 22 meeting were approved.
- C. The secretary is responsible for typing the minutes in WORD and preparing the minutes for posting on the u.dordt.edu site. The secretary shall observe professional standards when writing minutes. Careful proofreading, spell checking, and numbering will preclude time-consuming revisions.

Copies of annual reports and minutes that are sent to the president are filed in the archives of the institution.

1.4.5 REVIEW PROCEDURES

- A. The administrative cabinet shall annually review the list of committees, memberships, and duties.
- B. Requests to add a committee or to modify memberships or mandates of existing committees shall be submitted to the administrative cabinet for approval.

CHAPTER TWO: ADMINISTRATIVE AND FINANCIAL POLICIES AND PRACTICES

2.0 OVERSIGHT OF THIS CHAPTER

Oversight of the university's administrative and financial policies and practices that are outlined in this chapter and the decision to make changes to the same falls primarily to the vice president for university operations. The employees and departments affected by these changes shall receive adequate background information as early as possible pertaining to the change under consideration and shall be kept informed of any developments as the process moves toward a conclusion. They shall also be provided ample time and opportunity and suitable channels for providing a timely response to any information they receive.

2.1 EMPLOYMENT FORMS

2.1.1 PAYROLL DEDUCTIONS

- A. Payroll deductions shall be made for the following:
 - 1. federal and state taxes as required by law,
 - 2. your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs,
 - 3. other deduction which you authorize including flexible spending or health saving account contributions, retirement contributions, or loan repayments.
- B. Charitable donations to the university may also be handled through payroll deductions.

2.1.2 CHANGE OF EXEMPTION STATUS

When there is a change in the number of exemptions that an employee may claim for tax purposes, such as marriage or change in immediate family status, one must notify the Business Office or Human Resource Office and complete a new W-4 form. Any changes, especially in the case of adding a new dependent child (through birth or adoption) to the family health plan, must be communicated to the human resource specialist as soon as possible prior to or within 30 days of the event. Once the employee notifies the human resource office of the change, the human resource specialist will send the appropriate forms to the employee for completion. A change in address should also be reported.

2.2 **EMPLOYEE COMPLIANCE STANDARDS**

2.2.1 EMPLOYEE FAITH COMMITMENT EXPECTATION

It is the expectation of the administration and board of trustees of Dordt University that everyone who accepts a position at Dordt University will support the mission of the university. It is also expected that all employees of Dordt University profess a faith in Jesus Christ as Savior and Lord. Employees of the College are expected to be committed to behavior that is in keeping with biblical principles. The work of each employee should promote Christian convictions and maturity, give glory to God, and further His Kingdom.

Each employee is expected to believe that the Scriptures are the Word of God, and that as God's infallibly and authoritatively inspired revelation, the Bible reveals the way of salvation in Jesus Christ, and requires a life of obedience to the Lord. It is expected that employees will understand that the university's foundation was built upon what is historically known as a Reformed (Calvinistic) worldview. Although there is an official church affiliation and Christian school requirement for full-time and proportional faculty and exempt staff, any person appointed to a position at Dordt University shall express an active Christian commitment, which shall include identification with a local organized church that holds to beliefs that consistent with the mission of the university.

All employees who sign an official employment agreement with the university shall do so with the understanding that they agree with the purpose of the university. All employees shall actively support the measures taken by the university to further the Christian understanding and commitment of the members of the campus community. Each employee shall be prepared to offer official resignation from Dordt University if ever in good conscience they find they have an inability to agree with the Christian stance to which the university is committed or an inability to actively support its programs with integrity.

Being a member of the administration, faculty, or staff is a privilege and brings with it the responsibility to promote a wholesome, encouraging, service-oriented spirit within the university community.

2.2.2 SEXUALITY, GENDER IDENTITY, AND SEXUAL CONDUCT

2.2.2.1 INTRODUCTION

Dordt University is committed to a policy that maintains a Christian community including all on-campus, off-campus and online program where faculty, staff, and students abide by biblical injunctions regarding sexual activity and refrain from sexual immorality. It is the responsibility of every Dordt University employee and student to live Christianly in harmony with the guidance of Scripture as interpreted and set forth in the reformed confessions. Scripture is clear that God created humans as two distinct sexes, male and female; however, due to sin and brokenness, our experience of sex and gender is not always what God the Creator originally

designed for His glory and our joy and flourishing as His servants. A person's desire for sexual intimacy is a creational and often very strong characteristic in human nature. Dordt University believes, based on its understanding and interpretation of the Bible that the only appropriate and permissible context in which sexual intimacy may be expressed as overt sexual interaction is in the marriage partnership of a man and a woman. Dordt University is committed to being a Christian community where its employees and students live according to God's creational structure and abide by these biblical injunctions for marriage and sexual activity. The university expects all students, faculty, and staff to live in accord with this understanding of sexual interaction if they are members of the university community.

Dordt University believes that the Bible encourages us to maintain a loving and supportive attitude towards each other and that there should be mutual respect for members of the opposite sex, as well as a loving and supportive attitude toward those who struggle with restricting their sexual interaction to marriage. The university will make efforts to work in a counseling context with individuals who find it difficult to restrict their sexual activity within the institution of marriage. Such counseling will be made available to all employees, whether local or not, through the Employee Assistance Program (EAP) and which can also assist in identifying counseling options for non-local employees.

Dordt University is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study, and communicate with each other in an atmosphere free from unsolicited and unwelcomed communication of a sexual nature. The anti-harassment policy and procedures are intended to provide fair and equitable treatment of both the complainant and the alleged harasser.

All students and employees involved in on-campus, off-campus and online programs are responsible to determine if they can abide by Dordt's sexual standards and conduct policy. If any individual doubts or questions his or her ability to do so, that person should speak to the division chair, the executive director of human resources and organizational development, or the dean of campus life to receive guidance and/or instruction.

2.2.2.2 UNACCEPTABLE SEXUAL CONDUCT

Dordt University specifically holds the following behavior as unbiblical and therefore prohibited for as long as one is a member of the Dordt community, regardless of whether such behavior takes place on or off campus.

- A. Promoting or advocating sexually immoral activity. This does not prohibit members of various academic disciplines, including students and faculty, from studying, discussing, viewing films or other media about, or examining such issues as they affect individuals, society, or others.
- B. Extramarital sexual relations. Sexual activity with anyone other than with

one's spouse is prohibited. Dordt University also prohibits promoting or advocating such activity.

- c. Homosexual relations. It is unacceptable to have sexual relations with someone of the same sex. It is also unacceptable to marry or be engaged to marry a person of the same sex. Dordt University also prohibits promoting or advocating such activity.
- d. Transgendered Behavior. Adopting an identity discordant with one's biological sex is prohibited. Dordt University also prohibits promoting or advocating such activity.

For those persons in our community who struggle with restricting their sexual interaction to marriage, as well as for those in our community who struggle with gender identity, same sex behavior, same sex attraction, and/or sexual orientation issues, we aspire to be a gracious community that promotes openness and honesty. We pledge to extend compassion and care, providing assistance and accountability as we support all members of our community in their desire to live consistently with the Bible's teaching on sexual purity. Dordt University will make institutional decisions in light of this policy regarding employment, hiring, retention of employees, and continued enrollment of students. Dordt University may determine that, as the result of conduct described as prohibited in 2.2.2.2, an individual shall be dismissed from the university.

2.2.2.3 ANTI-HARASSMENT POLICY

- A. Dordt University is committed to providing a workplace and educational environment free of harassment of any employee because of the employee's race, sex, age, national origin, disability, citizenship status, or any other category protected under federal, state, or local law. The university is committed to protecting employees from such harassment, whether from other employees or non-employees. Likewise, the university is committed to protecting students from such harassment, whether from other students or university employees. Inappropriate conduct may include, among other things
 - 1. epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, sex, age, national origin, disability, or citizenship status; and
 - 2. written or graphic materials that denigrate or show hostility or aversion toward an individual or group because of race, sex, age, national origin, or disability.
- B. Specifically included in this policy is a commitment to provide a workplace free of sexual harassment. Sexual harassment may include but is not limited to
 - 1. unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men individually or as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex

- life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that might interfere with a reasonable person's work);
2. unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters.
 3. an explicit or implicit promise of preferential treatment with regard to a person's employment, evaluation, grades, or other educational outcomes in exchange for sexual favors or sexual activity; and
 4. the use of an employee's, applicant's, or student's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact on the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, working conditions) or educational decisions.
- c. Given the nature of this type of conduct and the serious effects such conduct can have on the person harassed and the accused, all employees and students must treat alleged violations of this policy seriously and, to the extent possible, confidentially. The university expects all individuals to treat alleged violations in the same responsible manner.
1. If an employee or student is being subjected to conduct or comments that violate this policy, immediately report these matters to the vice president for university operations, executive director of human resources and organizational development, or the president.
 2. Violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including discharge or expulsion from the university.
 3. No action will be taken against any employee or student because he or she reports behavior believed to violate this policy. All employees and students are assured that action will be taken to carefully investigate and resolve complaints and that the university is firm in its commitment to maintain an environment free of discrimination and harassment.

2.2.2.4 CONSENSUAL ROMANTIC RELATIONSHIPS

A. *Policy Statement*

Dordt University supports a strong family unit; therefore, sexual relationships with anyone other than one's spouse are prohibited. Furthermore, consensual romantic relationships between unmarried supervisors and their subordinates are strongly discouraged, as are such relationships between instructional staff and students. The power differential implicit in the aforementioned relationships, has the potential for serious consequences that may be damaging to the individuals involved and to the university.

B. *Rationale.*

Romantic relationships of the type mentioned above – even if both parties appear to have consented – are of concern for several reasons. In the case of instructor and students, the respect and trust accorded the instructor by the student, as well as the power exercised by the instructor in giving grades, advice, evaluations, or recommendations for further study and future employment may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of a supervisor to hire and fire, to grant raises, and to oversee the work activities of subordinates may interfere with the subordinate’s ability to choose freely in the relationship. There are substantial risks involved even in seemingly consensual relationships, where a power differential exists between the involved parties. Even where conflict of issues is resolved, charges of sexual harassment may occur. Claims of a consensual relationship in itself will not protect individuals from sexual harassment charges. It is the instructor or supervisor who, because of his or her special power and responsibility, will bear the burden of accountability.

C. *Action*

If a relationship, as described above, develops, the faculty or staff member shall notify in writing the person’s immediate supervisor so the student's class assignment or the subordinate’s work assignment can be changed.

2.2.3 REPORTING ILLEGAL OR UNPROFESSIONAL CONDUCT

Dordt University is dedicated to maintaining an environment that promotes responsible Christian living and hold to the highest standards of professional conduct. Any employee, student, vendor, guest, alum, or supporter of the university who has direct knowledge of or a reasonable concern that the university or any of its agents is acting contrary to any applicable federal, state, or local laws or contrary to an established university policy, is encouraged to report the activity, and may do so without fear of reprisal or retaliation.

If an employee has direct knowledge or a reasonable concern regarding illegal or inappropriate activity (e.g. dishonesty, unauthorized release of confidential information, theft, or other conduct reflecting unfavorably on the reputation of Dordt), the employee may submit in writing, to his or her direct supervisor, a letter detailing his or her concerns with specific details and supporting evidence. If the concern involves the direct supervisor, the letter may be submitted to the next higher level of supervisor and/or the executive director of human resources and organizational development. If the concern involves the president of the university, the letter may be submitted directly to the chair of the board of trustees. The employee must exercise sound judgment and avoid false allegations. Any employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

Any supervisor receiving such a report will communicate this to the executive director of human resources and organizational development. The executive director of human resources and organizational development will conduct a thorough investigation and, in consultation with the vice president for university operations, coordinate any action which may need to be taken. All allegations will be logged and, to the extent possible consistent with necessary disclosure during the investigation, kept strictly confidential in the Human Resource Office.

Retaliation (e.g. termination, compensation decrease, poor work assignments, threats of physical harm, or a hostile work environment) against anyone reporting any illegal or inappropriate activity will not be tolerated and is against the law. Should retaliation occur it would be considered a serious violation of university policy and will be dealt with accordingly.

2.2.4 CHILD ABUSE REPORTING

Consistent with Iowa Code 262.9, all employees of the university who, in the scope of their employment responsibilities, examine, attend, counsel, or treat any person under the age of 18 years are required to report suspected physical or sexual abuse they see, know about, or reasonably suspect. Proof that abuse has occurred is not required to be obligated to report.

Suspected abuse must be reported to law enforcement within 24 hours (Sioux Center Police 712-722-0761 or 911) and to a member of the Administrative Cabinet. (The Administrative Cabinet member is to confirm the involvement of law enforcement within the 24-hour period).

Mandatory reporters must also report suspected abuse to the Department of Human Services as provided under Iowa Code 232.37-70.

Retaliatory action against an employee for participation in making a good faith report of child abuse or aiding and assisting in an assessment of a child abuse report is prohibited.

2.2.5 SMOKING AND ALCOHOL

Smoking and consumption of alcohol are not permitted anywhere on campus.

2.2.6 DRUG-FREE WORKPLACE

Dordt University desires to maintain a drug-free workplace and will, therefore, comply with all applicable laws.

Accordingly, this statement serves to notify all Dordt University employees that the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on university property or as a part of any university activity. All employees of the university are required, as a condition of employment, to abide by the terms of this statement. Further, all employees of the university must notify the executive director of human resources and

organizational development of any criminal drug statute conviction for violations occurring on university property no later than five days after that conviction. Alcoholic beverages may not be purchased with funds provided by the university.

Any employee violating the terms of this statement will be required to participate in a drug abuse assistance or rehabilitation program that has been approved for such purpose by a federal, state, or local health, law enforcement, or other appropriate agency. An employee who fails to participate satisfactorily in such a program or who violates for a second time the terms of this statement will be terminated from employment at the university.

Information regarding available drug counseling, rehabilitation and employee assistance programs is available upon request from the Human Resource Office. Any supervisor suspecting drug use by a direct report of any other employee should not confront the individual in question. He or she should instead contact the executive director of human resources and organizational development immediately to report the details surrounding the concern, as well as to review the appropriate documentation and action steps that should be taken.

Please address any questions regarding this matter to the executive director of human resources and organizational development.

2.2.7 TRAVEL POLICY

Dordt University faculty and staff must exercise discretion and discernment in their relationships and activities with students. Faculty and staff should not travel overnight in the company of one student for the purpose of conference attendance, research, or other academic or co-curricular activities. To request an exception to this policy, please apply in writing to the vice president of academic affairs, with a brief rationale for consideration.

2.3 UNIVERSITY COMPLIANCE STANDARDS

2.3.1 EMPLOYMENT ELIGIBILITY VERIFICATION

Dordt University complies with the Immigration Reform and Control Act of 1986 and asks all new employees to provide documentation of their eligibility to be employed in the United States.

2.3.2 NONDISCRIMINATION POLICY

The commitment of Dordt University to nondiscrimination on the basis of age, color, disability, gender, national or ethnic origin, veteran status, or race in its employment policies is consistent with federal and state requirements.

2.3.3 EQUAL OPPORTUNITY POLICY

Within its mission, it is the policy of Dordt University to provide equal opportunity to all employees and applicants, to provide equal opportunity for advancement of

employees, to provide program and employment facilities that are accessible to the disabled, and to administer its programs in a manner that does not discriminate against any person because of race, color, national origin, sex, age, disability, or citizenship status. Dordt University is committed to comply with applicable laws and regulations. The university has made modifications to some of its buildings and grounds to allow students, faculty, and staff with physical impairments equal access to all the educational and social activities on the campus. If it is determined that certain areas are still inaccessible, the university will take reasonable means necessary to ensure accessibility.

The vice president for university operations has ultimate responsibility for the overall administration of the equal opportunity policy. This includes responsibility for integrating equal opportunity into all parts of personnel and program management, reviewing all policies and procedures that affect equal opportunity, ensuring compliance with relevant federal and state statutes, and designing and implementing an internal system for auditing and reporting the program's effectiveness to the president of the university.

The vice president for university operations is responsible to ensure equal opportunity by assuring that all individuals making employment decisions and personnel actions comply with these policies, monitoring all practices with respect to equal employment opportunities, and investigating complaints promptly and thoroughly.

Dordt University prohibits discrimination in its employment and programs. Any person who feels that they have been denied employment opportunities or benefits because of race, color, national origin, sex, age, disability, or citizenship status has the right to pursue internal grievance procedures by contacting the vice president for university operations.

CHAPTER THREE: EMPLOYMENT STATUS AND RECORDS

3.0 OVERSIGHT OF THIS CHAPTER

Oversight of the employment status and records policies and practices that are outlined in this chapter and the decision to make changes to the same falls primarily to the vice president for university operations. The employees and departments affected by these changes shall receive adequate background information as early as possible pertaining to the change under consideration and shall be kept informed of any developments as the process moves toward a conclusion. They shall also be provided ample time and opportunity and suitable channels for providing a timely response to any information they receive.

3.1 AT-WILL EMPLOYMENT

Employment at Dordt University is at-will and either Dordt University or the employee can terminate employment at any time with or without cause and with or without prior notice, except as may be required by law. This paragraph is modified in the event the employee has a contract for a specific period and/or services. The terms of the contract will have priority over the terms of this at-will provision. Any such contract must be in writing and signed by the president or the vice president for university operations.

3.2 EMPLOYMENT CATEGORIES

3.2.1 EXEMPT STAFF

Exempt staff consists of those employees whose responsibilities are predominantly managerial or administrative or require an advanced educational degree in a specific professional field as defined by the Fair Labor Standards Act. Exempt staff are paid on an annual salary basis. Their compensation is not based on the number of hours worked.

3.2.2 NON-EXEMPT STAFF

Non-exempt staff consists of those employees who perform support functions other than those stated above and whose main responsibilities are not administrative in nature. Such employees are paid at an hourly rate and qualify to be paid overtime rates (time-and-one-half) for hours worked more than 40 hours per week.

3.2.3 PART-TIME STAFF

Part-time staff consists of those employees who have a signed employment agreement with the university for less than 2,000 hours per year.

3.2.4 TEMPORARY/SEASONAL HELP

Temporary or seasonal help consists of those who are employed for a short period of time on an irregular basis. All temporary employees must be hired through the Human Resource Office with the approval of the vice president of university operations.

3.3 VACANCIES/HIRING PROCESS

The responsibility for anticipating the need to hire administrative staff or clerical, custodial, maintenance, technical or other support service personnel resides with the administrative officers. Open positions will normally be announced to current employees, thereby providing them opportunity to apply for open positions or to recommend someone not presently working on campus. The university may exercise discretion in promoting from within without posting the position internally. The university may decide to simultaneously advertise publicly both online and in print.

It is the responsibility of the executive director of human resources and organizational development to work with the administrative officers and the deans when a position opening occurs or when a new position becomes available and needs to be advertised. The executive director of human resources and organizational development will work closely with the supervisor, and he or she will receive an updated job description that should be approved by the vice president for university operations and the president for any new positions. It is the responsibility of the executive director of human resources and organizational development to post the position on campus, as well as to draft and place any additional advertising that may be deemed appropriate. It is also the responsibility of the executive director of human resources and organizational development to guide the interview and selection process in order to ensure that all applicants are treated fairly and consistently and that all the required interviews and steps are followed for each position opening.

Once a candidate is offered and accepts a position, it is the responsibility of the executive director of human resources and organizational development to communicate with other applicants in a timely fashion to inform them that the position has been filled. It is possible, following interviews, that the executive director of human resources and organizational development and the administrative officer or dean involved decide that no applicant interviewed or considered for the position satisfactorily fulfills the requirement of the position. At that time, a decision will be made as to whether further advertising will be done to solicit more applications or if the position will instead be left vacant for a time.

The executive director of human resources and organizational development is responsible for tracking all details associated with the hiring process, including collecting all interview notes and documentation from all those involved.

All administrative staff, support staff, temporary and seasonal offers of employment are prepared by the executive director of human resources and organizational development and are reviewed and officially signed by the vice president for university operations.

3.4 **UNSOLICITED APPLICATIONS**

It is the practice of the Human Resource Office to try to respond to all inquiries regarding employment opportunities at the university whether the application received or inquiry is in regards to a posted position or is a general, unsolicited application for any employment that might be available. An appropriate response will be sent to all individuals regarding any openings and the application procedure that should be followed. Having an application submitted, does not guarantee the individual will be contacted for future openings. It will be conveyed to individuals submitting unsolicited applications that it is their responsibility to contact the Human Resource Office to activate their application if they see an opening that they are interested in being considered for. The executive director of human resources and organizational development may decide to activate a file at any time, but it is not guaranteed that the executive director of human resources and organizational development will initiate any contact with that applicant for future openings. Any questions regarding current staff openings at the university should be directed to the human resource office.

3.5 **BACKGROUND CHECKS**

Dordt University is committed to providing a safe working and learning environment for its employees, students, and visitors. It also seeks to protect its assets and comply with laws, regulations, and agreements. Depending upon the position and the duties within the university, employment and/or continued employment may be contingent upon a satisfactory background check. The university will consider the seriousness and extensiveness of adverse information in deciding eligibility for employment. Job applicants and/or current employees who are subject to background checks will be given an opportunity to explain any discrepancies between the job application and the results of the background check. Any material misrepresentation on the job application, either by omission or falsification of information, may be grounds for denial of employment, withdrawal of an employment offer, or dismissal of an employee. All background check information will be kept confidential. Departments or offices needing to conduct background checks on individuals serving on campus for various campus or events should contact the human resource office about the process for administering the background check and how the costs will be applied or passed on to the appropriate area.

3.6 **PERSONNEL RECORDS**

A confidential file will be maintained in the Human Resource Office for every employee. Worker's Compensation claims and any private, medical-related information will be retained in a separate file. Personnel files are maintained by the executive director of human resources and organizational development, and these files are the property of the university.

An employee may review their personnel file by contacting the executive director of human resources and organizational development and scheduling an appointment to view the file in the Human Resource Office. This appointment should be within 3-5 business days but does not need to be granted immediately upon request as the Human Resource Office needs to find a time and space available where the employee can review the file in the presence of HR staff. The personnel file must not leave the Human Resource Office at any time. The individual reviewing his/her personnel file can request a copy of items within the file at their own expense. The Human Resource Office will be responsible for making any copies.

3.7 **ADVANCEMENT**

Promotions and transfers may be made and will be based primarily on the employee's qualifications for the job. Present job preference and past record will also be considered. Employees interested in promotion or transfer should contact the executive director of human resources and organizational development to seek guidance about the process for an internal candidate.

3.8 **PERFORMANCE EVALUATIONS**

Performance evaluations are conducted periodically by Dordt University. The purpose of the evaluation is for the employee and the supervisor to review the duties and responsibilities of the position and to evaluate the work of the employee in view of these duties and responsibilities. The goal is for all supervisors to conduct a performance review with each of their staff members once a year or every other year as schedules allow.

The results of this evaluation may indicate the employee is doing an excellent job, is performing at a satisfactory level, or needs to improve job performance. Employees receiving an evaluation indicating the need to improve performance may be placed on a personal development plan and/or probation for a specific period. Employees on a personal development plan and/or probation may not be eligible for salary increases. Unsatisfactory performance may result in the supervisor recommending termination of employment with the university to the executive director of human resources and organizational development and vice president for university operations.

Those responsible for conducting a performance review are listed below.

- The President – The board of trustees shall evaluate the performance of the president on an annual basis.
- Administrative Officers – The president shall evaluate the performance of administrative officers on an annual basis.
- Administrative Staff, Clerical and Service Personnel – Administrative officers, and in some cases academic deans, supervise and evaluate the performance of administrative staff, clerical, custodial, maintenance, technical, and other support service personnel. Appropriate evaluation forms and guidelines are sent out to all supervisors from the Human Resource Office. Check-up forms and guidelines for new employees can also be obtained from the Human Resource Office.

All performance evaluations will be forwarded to the executive director of human resources and organizational development and kept in the employee's personnel file. To be kept officially on file, the performance review must be reviewed and signed by the supervisor and the employee being reviewed. If the review is sent to the Human Resource Office without the signatures and dates of both the supervisor and employee being reviewed, the review and any other documentation or notes will not be kept on file and will be returned to the supervisor to complete.

3.9 **TERMINATION**

3.9.1 VOLUNTARY RESIGNATION

In case of voluntary resignation, an administrative officer should try to give 120 days' notice, an administrative staff member should give 60 days' notice, and clerical, custodial, maintenance, technical and other support service staff members should give 30 days' notice (or longer, if possible). This is not required but strongly recommended. In addition to a verbal resignation given to the supervisor, staff members must send a written resignation (can be on paper and signed and dated or in email form), which includes the employee's name and signature, final work date, and reason for resignation. This letter of resignation should be sent to the executive director of human resources and organizational development. This is the official notice that will initiate any exit processes and communications with the Business Office and Human Resources regarding payroll and benefits.

3.9.2 INVOLUNTARY TERMINATION

Staff employment at Dordt University is considered "at will," which means that either the employee or the university may terminate the employment at any time for any reason. Reasons for the immediate termination of an employee include, but are not limited to, unsatisfactory performance or conduct, dishonesty, unauthorized release of confidential information, insubordination, theft, or other conduct reflecting unfavorably on the reputation of the university.

It is the responsibility of the administrative officer concerned to discuss the matter with the employee. The administrative officer must submit a written description of the incident leading to the termination to the executive director of human resources and organizational development, and it will be included in the employee's personnel file. Any staff-related terminations must be processed through the Human Resource Office with the approval of the vice president for university operations.

3.9.3 TERMINATION PROCEDURE

When an employee either resigns or is involuntarily terminated, the final pay information will be communicated to the employee as soon as is practical. Final checks will contain pay for the time worked through the date of the termination, earned vacation pay, and any reimbursable expenses. To complete the termination process, an employee must turn in a completed time card (non-exempt) or vacation calendar (exempt), employee handbook if he/she possesses a hard copy, university keys/fobs, employee ID, university-issued credit cards (if applicable), a forwarding address, and an exit interview form completed during the required exit interview with the executive director of human resources and organizational development on the last day of employment. All work-related files and materials maintained during employment remain the property of Dordt University and cannot be destroyed or removed without supervisor review and official approval.

CHAPTER FOUR: BENEFITS

4.0 OVERSIGHT OF THIS CHAPTER

The vice president for university operations is the administrator responsible for the control and management of the items included in this benefits section. The board of trustees has the authority to amend through modification or discontinuance any of the provisions of the compensation and benefits section. For more information regarding any of the following benefits, listed here alphabetically, contact the executive director of human resources and organizational development.

4.1 ADMISSION TO UNIVERSITY EVENTS

All employees and their immediate family are entitled to free admission to university-sponsored musical, theatre, athletic, and travelogue events.

- The immediate family is defined as spouse and unmarried children under 25 years old.
- The pass does not reserve seats at any function, nor does it provide admission to events sponsored by a student or special organization on campus.
- The pass is not transferable to other individuals.

4.2 ADOPTION ASSISTANCE

Dordt University will provide a contribution of \$2,500 per employee toward the adoption costs of a child. This assistance will be provided when the adoption is finalized and upon submission of un-reimbursed expenses of at least that amount. An "Adoption Assistance Request Form" will be available upon request by contacting the Human Resource Office.

Terms of this adoption assistance include the following:

- There is no annual or lifetime maximum.
- This assistance is not retroactive to any adoptions prior to July 1, 2014.
- Adoptive parents are eligible for two weeks of paid parental leave as well as unpaid FMLA leave which is run concurrently with the parental leave time allowed. Employees working at least 50 percent of full-time are eligible for pro-rated parental leave benefits.
- If adopting a sibling group, Dordt will contribute up to \$2,500 per child.
- Assistance will be pro-rated for employees working at least 50 percent FTE.

4.3 DEATH BENEFITS

When an employee dies while employed at Dordt, his or her beneficiaries may receive any worker's compensation and/or group life insurance benefits to which they are entitled. Compensation for employment will cease at the time of death.

4.4 **DENTAL & VISION INSURANCE**

All full-time employees of the university are entitled to enroll with the university dental or vision insurance plans. The university will pay a portion of the premium cost for the employee and family members who are enrolled. The employee is also responsible for a portion of the premium cost for the plan if enrolled. Additional information about rates and coverage details are available by contacting the Human Resource Office.

4.5 **DISABILITY INSURANCE**

Full-time faculty are eligible for short- and long-term disability coverage. Premiums are paid by the university. Employees are eligible from the date of hire. Details regarding such insurance are available from the Human Resource Office.

4.6 **EMPLOYEE ASSISTANCE PROGRAM**

Dordt University believes it is in the interest of the employee, the employee's family, and the university to provide an employee assistance program. The goal is to motivate employees to seek help with personal problems and to improve, maintain, or restore employee productivity through early identification of and assistance with problems. In many instances, employees will overcome personal problems before they cause serious difficulties in job performance or other areas of the employee's life. In other instances, the employee can benefit by consulting the employee assistance program in appropriately identifying and resolving these problems to restore productivity. Arrangements have been made with Connections Inc. for such services within the following guidelines:

- The employee assistance program can assist employees and their dependents with a broad range of problems that can affect individuals and families, including, but not limited to, family or marital difficulties; depression and anxiety; stress or time management; alcohol or other drug abuse/dependency; legal problems; or other personal problems.
- Employees are encouraged to seek information and assistance with personal problems by contacting Connections: Employee Assistance Program (EAP) staff directly. EAP contact information can be found on u.dordt.edu site or is available by contacting HR. Dordt covers the cost of the first three visits for employees annually.
- All contacts with the employee assistance program are confidential. No information specific to any employee will be released to the university or the employee's supervisor without the employee's written consent. Released information shall be treated with strict confidentiality.
- Use of the employee assistance program is always voluntary, though a supervisor can request the employee to seek EAP assistance. Compliance with

recommendations made by the employee assistance program counselor also remain the employee's choice.

- Whether or not an employee chooses to seek assistance from the employee assistance program, acceptable job performance and attendance remain the employee's responsibility. Participation in the EAP in no way supersedes other university policies.
- Leaves or other related policies and benefits apply to treatment for psychological or alcohol and drug problems on the same basis as they apply to other illnesses and health problems.

4.7 **FAMILY AND MEDICAL LEAVE PROGRAM (FMLA)**

A staff member who has been employed for at least one year and at least 1,250 hours (60 percent) during that year is eligible for up to 12 weeks of unpaid leave during any 12-month period for any of the following:

- Placement of a child by adoption or foster care.
- Caring for a spouse, child, or parents with a serious health condition.
- A serious health condition that renders the staff member unable to perform assigned duties. A serious health condition is defined as in-patient care at a hospital, hospice, or residential medical facility or as continuing care by a doctor of medicine or osteopathy. A doctor's certification may be required for a serious health condition.
- Childbirth.

Except in cases of accident or medical emergency, a 30-day advance notice is requested and shall be communicated to the division chair or immediate supervisor. An application for leave of absence shall be filed with the executive director of human resources and organizational development and approved by the academic senate and the president. In case of sudden need, the application shall be filed by the division chair or supervisor on behalf of the staff member.

A staff member may apply for a family or medical leave to be taken periodically (e.g., two days a week) with reduced load and reduced pay. Applications involving reduced load shall require careful planning with the division chair and approval by the vice president of academic affairs or vice president for university operations.

Unused vacation days, or any type of paid leave time, shall be used first and applied to the family and medical leave. FMLA leave hours are tracked concurrently along with any paid leave available.

A staff member utilizing the family and medical leave program shall be guaranteed return to the same position, or another position with equivalent status and pay, unless he or she is unable to perform an essential function of the position because of a physical or mental condition. Dordt University shall continue to pay for health benefits during approved leave time.

4.8 **FLEXIBLE SPENDING ACCOUNT & HEALTH SAVINGS ACCOUNTS.**

Employees who are eligible for health insurance coverage (75% FTE or more) are also eligible to enroll in a tax-saving Flexible Spending Account (FSA) or Health Savings Account (HSA). These plans allow employees to take advantage of legislation, which allows employees to use pre-tax dollars to pay for eligible medical and dependent care expenses. Those who take advantage of these options can see their taxable income lowered which can result in an actual increase in their take-home pay. Dordt employees can choose to allocate funds to an FSA or HSA account through a monthly payroll deduction. For more information on either of these options or to confirm eligibility, contact the Human Resource Office.

4.9 **GRADE SCHOOL AND HIGH SCHOOL SCHOLARSHIPS**

Children of all full-time employees and all part-time exempt (salaried) employees are eligible to be considered for grade school/high school scholarships. Qualification is based on a sliding scale of financial need. Details are available from the executive director of human resources and organizational development.

Tuition scholarships are intended for those children that are enrolled in Transitional Kindergarten through grade 12 in an accredited Christian school. If an employee wishes to submit a scholarship request for consideration of unaccredited Christian day school, the executive director of human resources and organizational development must be contacted and given the name and details of the school in question. Upon consultation with the vice president for university operations, a decision will be made concerning scholarship availability.

If an employee decides to home school their children, it is noted that this scholarship is not applicable. No scholarship will be awarded to pay for the curriculum materials for home schooling.

4.10 **GRADUATE PROGRAM TUITION ASSISTANCE**

Dordt University provides graduate program tuition assistance for those who are interested in furthering their educational/career development and who meet the following criteria:

- The employee must be a full-time faculty or administrative staff member or must be a proportional level faculty or exempt administrative staff member working 50 percent of full-time or more.
- The employee must receive permission from their immediate supervisor to attend classes during working hours, and all time missed must be charged to vacation time or made up in a manner that is approved in advance by the supervisor and the executive director of human resources and organizational development.

- The employee must have completed an application for educational assistance with all required approvals given.

The employee must have earned normal credits for the course taken. Reimbursement will not be made for audited courses.

Reimbursement will be made only for tuition expense and will not be processed by the Business Office without a copy of the itemized bill that was paid, showing the tuition amount separately from books or other fees.

Dordt University will reimburse up to 75 percent of the tuition cost at an amount not to exceed 40 percent of the employee's salary. If the graduate courses are taken through another institution, that program must be approved in advance. If the employee is taking graduate courses at Dordt University, he or she will receive a discount of up to 75 percent of the cost of tuition. This is in place of the regular tuition waiver of 50 percent that employees, their spouses, or their dependents can take for undergraduate courses. The employee will not be eligible to receive both the 50 percent discount and the 75 percent discount.

This educational assistance applies to the employee only; spouses or dependents of the employee may be eligible for the tuition waiver as set forth in section 4.21.

Within 45 days after completion of the course, the employee must present a grade report to the executive director of human resources and organizational development, along with a copy of the tuition statement, verifying completion of the course taken. Reimbursement can only occur if the grade for the course is a "C" or higher.

The maximum number of credits in which an employee may enroll is six credit hours per semester.

If the desired course is available at Dordt University, tuition assistance will not be approved at another institution.

Based on the interpretation of the tax regulations, the comptroller will determine whether the tuition reimbursement is taxable compensation to the employee.

For more information, direct questions to the executive director of human resources and organizational development.

4.11 **LEAVES**

4.11.1 PARENTAL LEAVE

Upon the birth or adoption of a child, a full-time employee who has been employed at the university at least one full year shall be eligible for up to two weeks (80 hours) of paid leave by submitting an application form to the executive director of human resources and organizational development. Leave available under this policy must be used within three months of the adoption or birth. This leave is in addition to any benefits for which the employee may be eligible under the childbirth leave

policy. Additional unpaid leave may be applied for as outlined in the family and medical leave program.

Full-time employees working at the university less than a full year qualify for a pro-rated portion of parental leave. (If an employee has worked at the university for 5 months, for example, the individual would qualify for 5/12th or 41 percent of this benefit.) Likewise, part-time staff who work 50 percent of full-time or more also qualify for a pro-rated portion of this benefit.

4.11.2 CHILDBIRTH LEAVE

Absences related to pregnancy are treated the same as absences due to illness. Therefore, when it is determined that an employee cannot continue actively at work prior to childbirth, the employee can use accumulated sick leave. If she does not have enough accumulated sick leave, she can request unpaid leave under the family and medical leave program. A full-time employee who has been employed at the university at least one full year who gives birth to a child shall be eligible for up to four weeks of paid leave by submitting an application form to the executive director of human resources and organizational development. The leave shall commence upon the birth of the child and run consecutively from that date. An additional two weeks of paid leave may be applied for under the parental leave program. Additional unpaid leave may be applied for as outlined in the family and medical leave program.

Full-time employees working at the university less than a full year qualify for a pro-rated portion of childbirth leave. (If an employee has worked at the university for 5 months, for example, the individual would qualify for 5/12th or 41 percent of this benefit.) Likewise, part-time staff who work 50 percent of full-time or more also qualify for a pro-rated portion of this benefit.

Up to 501 of the hours normally worked during a paid absence for childbirth will be counted towards the 1000-hour requirement for participation in the defined contribution retirement plan. All hours normally worked during a paid or unpaid absence for childbirth will be counted towards the 1000-hour requirement for other benefits.

At the time the employee becomes absent from work prior to childbirth, the supervisor will establish a tentative date of return with the employee. Normally, the date of return should be no more than 12 weeks following the birth of the child, unless there are medical complications related to the childbirth which merit consideration for an extension of absence. A written request for extensions from the attending physician indicating the medical necessity of the extension may be required. If the employee does not return within the time established or any extension thereof, employment may be terminated. The maximum duration of the leave shall be six months.

4.11.3 ADMINISTRATIVE LEAVE & EDUCATIONAL LEAVE ASSISTANCE

Members of the administrative staff may request a leave of absence to do graduate work and to engage in additional study in order to increase professional competence in their area of responsibility. Details regarding the types of administrative leaves that are available to full-time exempt staff can be obtained from the Human Resource Office.

If an employee is considering an administrative leave from Dordt University to pursue a degree or certification, options for educational assistance may be available. Contact the executive director of human resources and organizational development for more information concerning the university's educational assistance guidelines. All administrative leaves need prior review and authorization. Administrative leave guidelines are also available in the Human Resource Office.

4.11.4 BEREAVEMENT LEAVE

Full-time employees can receive up to three days' absence with pay in the case of death in the employee's immediate family. Part-time employees scheduled to work over 1000 hours a year will be allowed a pro-rated amount of the three days. If additional days are necessary, vacation time must be used. The immediate family for this benefit includes spouse, children, parents, mothers-in-law, fathers-in-law, grandparents, grandparents-in-law, great-grandparents, great-grandparents-in-law, grandchildren, brothers, sisters, sisters-in-law, brothers-in-law, step-parents, step-grandparents, step-children, step-grandchildren, stepsiblings, or anyone who lived in the household of the employee for an extended period of time. Bereavement leave is available within 60 days of the death.

In case of death within an employee's immediate family (same definition as given earlier in this section), fellow office employees are allowed paid time off to attend the funeral as operations allow. They are expected to limit this time off to a minimum. If more than one day is required, vacation time must be used.

4.11.5 SICK LEAVE

Sick leave will be granted to full-time employees unable to render services because of sickness or disability. This leave is intended to be used only for the sickness or disability of the employee or to provide necessary care for an ill member of the employee's immediate family. Immediate family includes an employee's spouse, any dependent child (including foster children or those which an employee has legal guardianship over), and parents or parents-in-law.

Full time employees will accrue four hours of sick leave for each month worked to a maximum of sixty working days. Benefits are coordinated with Workmen's Compensation benefits to a maximum combined payment of regular salary if the

absence is job related. Employees will not be paid for any unused sick days when employment with Dordt University ceases.

If an employee's absence is due to the sickness of an immediate family member, a maximum of four sick leave days may be used during the annual period of September 1 – August 31. A part-time employee, who is eligible to accrue vacation time, would be allowed to use two sick leave days during this period of time to care for a family member.

Non-exempt and exempt part-time employees scheduled to work 1,000 hours per year or more will accumulate sick leave at a rate proportionate to that of full-time employees up to a maximum of thirty proportionate days. (Example: half-time employees receive 2 hours per month.) Sick leave is counted toward the 1,000 hours' eligibility requirement. Payment will be made for sickness only if the employee would normally work that day and for the number of hours normally worked.

When employees are sick, they should call their supervisor and explain the reason for the absence. They should keep their supervisor informed of their condition and expected return to work date. If the absence is due to job-related causes, see the section on Workmen's Compensation.

Dordt University reserves the right to request information with respect to limitations, restrictions, or prognosis in such a manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave. The university also reserves the right to request a doctor's note for absences of 3 days or longer.

If it becomes necessary for the employee to take off more time to care for a family member than the sickness in family time allowed, the employee should contact the executive director of human resources and organizational development to discuss the situation and review the details of Family Medical Leave Act to determine if they are eligible and if a qualifying condition exists.

4.11.6 PERSONAL LEAVE

Personal leave is intended for family and individual needs (for example, dental/medical appointments or civic/charitable obligations). Full time employees are eligible for two personal leave days (16 hours) per year. These hours are credited each September 1st to be used during the following twelve months. Part-time staff members are not eligible for personal leave. Any remaining personal leave hours left at the end of one contract year cannot be carried over to the new contract year. Each year on September 1, employees start over with a new 16-hour allotment of personal time.

4.11.7 JURY LEAVE

If an employee is summoned for jury duty, Dordt University believes he or she should serve whenever possible. Jury duty is a responsibility of good citizenship.

The employee must notify his or her supervisor as far in advance as possible of the days expected to be served. A full-time employee serving on jury duty will reimburse the university for any compensation (not including expense money) received for jury duty and the university will pay the employee for time spent in jury duty (up to 8 hours per day) at the employee's regular rate of pay.

A part-time employee serving on jury duty should keep any compensation received for jury duty and work with their direct supervisor to address making up any work time and duties.

If an employee is subpoenaed for a trial to testify as a witness, he or she cannot use jury leave but has the option to make up the time or to use vacation time to cover the time missed due to the trial.

4.11.8 MILITARY LEAVE

Dordt University will comply with all applicable laws regarding military leaves of absence. To request a leave of absence for military duty, the employee must furnish the university with written proof of service requirements 2 weeks in advance of service dates or as soon as otherwise feasible. Additional information regarding military leave is available from the executive director of human resources and organizational development.

4.11.9 SHORT-TERM PAID SERVICE PROJECT LEAVE

After three years of service at Dordt University, employees are eligible to request a short-term paid service project leave of two weeks or less. This leave must be to work with a student organization on a University-sponsored activity or project. Dordt University will determine the necessity of staff members accompanying student groups on service projects. This type of leave applies to both exempt (salaried) and non-exempt (hourly) full-time employees.

An employee may participate in a short-term service project one time every three years. Prior approval must be received. The application form is available by contacting the executive director of human resources and organizational development.

4.11.10 LEAVE ACCRUAL GUIDELINES

If an employee is absent due to any leaves covered in these sections, he or she will receive credit for any month worked or in which earned vacation time was applied for at least 12 regular days according to his or her regular work schedule. If the

employee does not work or apply earned vacation time for 12 days during that month, he or she will receive a pro-rated portion of the vacation and sick leave accrual.

If the employee decides to resign from their position and will be leaving employment at Dordt University, he or she will not be eligible to receive the full monthly leave accrual, but will receive a pro-rated amount of vacation/sick leave based on the percentage of the final month worked.

In addition, benefits run through the end of the month in which the event occurs. The official resignation date (last date physically working on campus), is considered the “event”. If the employee has any remaining vacation accrued at the time of the resignation, that vacation time will be paid out on the next available payroll date after the Human Resource Office has received the final signed timecard or vacation calendar from the supervisor. Vacation leave balances cannot be used to extend benefits into the month following the month that the employee officially resigns.

4.12 **LIFE INSURANCE**

Premiums are paid by the university for term life insurance on each full-time employee. Eligible employees will begin coverage on the first day of employment. All eligible full-time employees have the option of purchasing additional life insurance coverage through a payroll deduction. For more information and current supplemental life insurance rates, contact the Human Resource Office.

4.13 **LOW-INTEREST HOUSING LOANS**

Low-interest housing loans are available through the university for full-time employees who are first-time home buyers for the initial purchase of a home. The interest rate will be 1% over the 30-year Bloomberg rate with a maximum of up to \$40,000. The employee will be responsible for the cost of drawing up the agreement and filing the mortgage and any attorney fees or costs.

4.14 **MEDICAL INSURANCE**

Employees working 75% of full-time or 30 hours per week are eligible for medical and major-medical insurance for themselves and their immediate family.

A. COVERAGE

1. Coverage begins on the first day of employment. Coverage for affected parties will cease at the end of the month in which a coverage change event occurs (for example, coverage for an employee will cease at the end of the month in which he/she resigns). Accrued vacation leave balances will be

paid out to the employee following their exit from the college, but this vacation leave cannot be used to extend benefits into the month following the month in which the employee officially resigned (See also 4.12.10). For information on dependent eligibility, please contact the Human Resource Office.

B. HIPAA INFORMATION

1. The Health Insurance Portability and Accountability Act of 1995 (HIPAA) was enacted to improve availability and portability of health coverage for eligible employees by
 - a. restricting pre-existing conditions, exclusions, and limitations;
 - b. providing credit for prior coverage toward pre-existing condition limitations;
 - c. providing rights to enroll when other coverage is lost and in the event of marriage, birth, and adoption; and
 - d. prohibiting discrimination based on health status.
2. HIPAA also addresses the security and privacy of health data (i.e., protected health information). In response to HIPAA regulations, all covered entities, including universities such as Dordt University, are expected to implement required physical safeguards, technical security, and documented security procedures and training. A copy of the “Policy for Privacy Practices of Health-Related Information for Dordt University” is available upon request from the executive director of human resources and organizational development.

C. COBRA INFORMATION

1. The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by the group health plan for limited periods of time under certain circumstances, such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan.
2. The Human Resource Office will be responsible for informing employees and their family members how to elect continuation coverage. If an event occurs that entitles one to elect COBRA coverage and, if required, one properly notifies the university of that event, the university must give notice stating one’s right to choose to continue coverage under the plan. One will have at least 60 days from the date of that notice to choose COBRA coverage or lose all rights to benefits.

D. CERTIFICATE OF CREDITABLE COVERAGE

1. For those who need to obtain a certificate of credible coverage to show proof that they were covered for a specific time period on the Dordt

University group health insurance plan, they should contact the executive director of human resources and organizational development.

Anyone with questions or concerns about the university group health plan or for those wanting more information about HIPAA and COBRA, should contact the executive director of human resources and organizational development.

4.15 **PROFESSIONAL LIABILITY INSURANCE**

Dordt University provides professional liability insurance for faculty and staff during the performance of their duties on behalf of the university. For information regarding specific coverage, contact the vice president for finance and risk.

4.16 **RECREATION CENTER MEMBERSHIP**

All employees are eligible for a free family membership to the Recreation Center, for the employee and spouse, and any dependent children that are high school age or younger.

4.17 **RELOCATION AND IMMIGRATION EXPENSES**

The university will share in the costs of relocating full-time employees as follows:

- A. The employee's former home must be at least 50 miles from Dordt University.
- B. The reimbursement maximum will be calculated based on the number of miles moved times ten times the current standard approved mileage rate up to a maximum of \$6,000. (Miles X (10 X standard mileage rate)).
- C. Only the following expenses are eligible for reimbursement:

- 1. Moving expenses

- Dordt University will reimburse the employee for the cost of a commercial or self-move. If the employee elects to pack and unpack their own moving truck or storage container, the employee will receive, as part of the maximum, a labor allowance of \$750.

- 2. Travel expenses

- a. Lodging expenses. Dordt University will pay for lodging costs incurred along the way and the day of arrival, providing the most direct route is taken.
 - b. Auto expenses. Dordt University will reimburse actual out-of-pocket expenses for gas, oil, parking fees, and tolls.
 - c. Dordt University will not pay for meals along the way.

- 3. Immigration expenses

- Dordt University will pay the filing fees and other associated costs for the immigration of the employee, but will not pay any fees for the immigration of the spouse/dependents of the employee.

- D. If the employee voluntarily terminates employment with the university within two years, the following repayments are expected: 66 percent of relocation costs

after one year of service; 33 percent of relocation costs after two years of service. No repayment is required after three years of service.

4.18 **RETIREMENT PLAN**

A retirement plan is available for employees who work 1,000 hours (48 percent) or more per year. Employees become eligible after one year of service and attaining 21 years of age; this waiting period may be waived (depending on hours worked) if the employment immediately preceding the employee's arrival at Dordt was another educational organization providing post-secondary education. A summary plan description is available to each employee.

Employees interested in a Supplemental Retirement Account (SRA) through TIAA should contact the Human Resource Office. SRA payroll deductions are restricted to TIAA only.

4.19 **SOCIAL SECURITY**

Dordt University participates in the Social Security program. Social Security is based on an employer/employee relationship, and the amounts deducted are those required by law.

4.20 **TUITION WAIVER**

- A. Full-time administrative officers, and staff—the employee, spouse, and dependents (as determined by financial aid regulations) are entitled to up to half the tuition rate as a student at Dordt, at either the undergraduate or graduate level.
- B. Part-time employees at 50% full time equivalence (FTE) or more will be entitled to up to half the tuition rate as a student at Dordt, at either the undergraduate or graduate level.
 1. The tuition waiver is extended, at either the undergraduate or graduate level, to the spouse and dependents of part-time staff members who work 50% FTE or more. Continued eligibility is based on that staff member maintaining at least 1,000 hours (48 percent) or more per year. This benefit excludes assistant and tutorial adjuncts, regular or season temporary hires, and graduate students enrolled in the graduate program.
 2. Those meeting these eligibility requirements and working 50-74% FTE will receive up to a 25 percent discount of the current tuition rate for their spouse or dependents. Those meeting these eligibility requirements and working 75%-99% FTE will receive up to a 40% discount of the current tuition rate for their spouse or dependents.
- C. The tuition waiver will continue for one year after the marriage of a dependent child as defined by Financial Aid Regulations.
- D. Dependent children shall be eligible for the reduced tuition rate until age 25.

- E. The tuition waiver applies to all Dordt University courses or off-campus programs sponsored by Dordt or the CCCU. The tuition waiver does not apply to audited courses, tuition overload fees, music lessons, or programs offered through other universities.
- F. The employee's eligibility for the tuition waiver ends immediately upon termination of employment; however, the university reserves the right to review each situation on an individual basis.

4.21 **UNEMPLOYMENT INSURANCE**

All employees are covered by unemployment insurance. It is not intended to cover voluntary resignations. Current benefits and information may be obtained from the Iowa Workforce Development office.

4.22 **WORKER'S COMPENSATION INSURANCE**

Worker's compensation insurance provides compensation for medical bills incurred and lost wages to employees who are injured while on the job or have a sickness related to employment. Employees must notify their supervisor and the Human Resource Office immediately, no matter how minor the incident, so that their rights may be protected, and a proper claim form completed.

CHAPTER FIVE: COMPENSATION & PAYROLL

5.0 OVERSIGHT OF THIS CHAPTER

The vice president for university operations is responsible for the control and management of the items included in this compensation and payroll section. The board of trustees has the authority to amend, through modification or discontinuance, any of the provisions of the compensation and benefits section.

5.1 COMPENSATION

Total compensation includes a consideration of all financial and other contributions by Dordt University to its employees both directly and indirectly. Wages are considered in relation to other benefits such as provision for retirement, medical insurance, and assistance given in obtaining further education.

Within the limits of its financial resources, Dordt University endeavors to maintain the economic status of its personnel in favorable relation to that at similar institutions and the community. To maintain that favorable relation, Dordt University evaluates employee compensation each year. Increases based on these yearly evaluations may be given but are not automatic.

5.2 REPORTING OF HOURS AND PAYMENT

Non-exempt employees must keep an accurate record of their time on the job. Clerical, technical, custodial, maintenance, and other service staff must report hours worked, vacation leave, sick leave, and any other paid leave time. The supervisor must approve any leave time taken by his/her direct reports on a monthly basis as instructed by the Business Office.

Part-time hourly employees must report hours worked, vacation leave, sick leave, and any other paid leave time. The supervisor must approve any leave time taken by his/her direct reports on a monthly basis as instructed by the Business Office.

Payroll checks (advices) are issued on the first banking day of the month. Dordt University requires all new employees to sign up for the direct deposit of their monthly wages to a U.S. financial institution of their choice.

5.3 HOLIDAYS

Dordt University observes the following holidays:

<i>New Year's Eve Day</i>	<i>Memorial Day</i>
<i>New Year's Day</i>	<i>Independence Day</i>
<i>Christmas Eve Day</i>	<i>Thanksgiving Day</i>
<i>Christmas Day</i>	<i>Friday following Thanksgiving</i>

(Labor Day is a workday because classes are in session and employees are engaged in school year activities.) The holiday schedule is as follows or as otherwise announced by the university.

Christmas Day/New Year’s Day Time Off

<i>Sunday</i>	<i>Preceding Friday and Following Monday</i>
<i>Monday</i>	<i>Monday and Tuesday</i>
<i>Tuesday</i>	<i>Monday and Tuesday</i>
<i>Wednesday</i>	<i>Tuesday and Wednesday</i>
<i>Thursday</i>	<i>Wednesday and Thursday</i>
<i>Friday</i>	<i>Thursday and Friday</i>
<i>Saturday</i>	<i>Preceding Friday and Following Monday</i>

The two days that are observed on the schedule above are for both Christmas Eve Day and Christmas Day and New Year’s Eve Day and New Year’s Day.

Memorial Day will always be observed on the Monday on which it falls on the calendar, and offices will be closed on that day.

Thanksgiving Day is always observed on a Thursday, and the offices will be closed on Thanksgiving and the day after (a Friday).

Because *Independence Day* can fall on any day of the week, the following schedule will be observed:

Independence Day	Time Off
<i>Saturday</i>	<i>Preceding Friday</i>
<i>Sunday</i>	<i>Following Monday</i>
<i>Monday</i>	<i>Monday</i>
<i>Tuesday</i>	<i>Preceding Monday and Tuesday</i>
<i>Wednesday</i>	<i>Noon Tuesday through Wednesday</i>
<i>Thursday</i>	<i>Thursday and following Friday</i>
<i>Friday</i>	<i>Noon Thursday through Friday</i>

Holiday pay for non-exempt part-time employees working 1,000 hours per year or more will be a pro-rated amount of that allowed full-time employees. Holiday pay is counted toward the 1,000 hours needed for eligibility requirement, but it is not time “worked” for purposes of overtime calculations.

If a non-exempt employee is required to work on a holiday, compensation will be two times the base hourly rate. If an exempt employee is required to work on a holiday, compensation will be extra hours of vacation at two times hours worked in

lieu of the holiday. No employee should work on a designated holiday listed in this handbook without receiving approval in advance from the appropriate supervisor. This approval must be communicated to the payroll clerk or attached to the timecard and clearly designated as required time.

If a university holiday falls within an employee's scheduled vacation, that day will be counted as a holiday rather than a vacation day.

If an employee exiting employment at Dordt University either works or uses vacation pay for the workday immediately before the holiday, the staff member will receive holiday pay.

5.4 **VACATIONS**

The university operations normally govern vacation periods. However, consideration will be given to the employee's preference whenever possible. Vacations should be arranged at least two weeks in advance and approved by the employee's supervisor.

Vacation days will begin to accrue at the end of the first full month of employment. Maximum accumulation of vacation time for non-exempt staff is 150 hours and for exempt staff 200 hours. Hours will not accrue beyond these maximum amounts. The maximum number of continuous workdays the employee can take for vacation at one time is fifteen. Under special circumstances, exceptions may be granted by the executive director of human resources and organizational development with the approval of the supervisor.

Records on vacation earned and taken will be kept by the Business Office and available to the employee.

Administrative officers are entitled to 160 hours (20 days) of vacation. Administrative staff are entitled to paid vacation as follows:

Years of Service	Vacation
<i>1st - 5th year</i>	<i>120 hours (15 days)</i>
<i>6th year and beyond</i>	<i>160 hours (20 days)</i>

Vacation days for administrative part-time employees will be a pro-rated amount of that allowed full-time employees.

Non-exempt full-time employees are entitled to paid vacation time as follows:

Years of Service	Vacation
<i>1st - 5th year</i>	<i>80 hours (10 days)</i>
<i>6th year</i>	<i>88 hours (11 days)</i>

7 th year	96 hours (12 days)
8 th year	104 hours (13 days)
9 th year	112 hours (14 days)
10 th year and beyond	120 hours (15 days)

Vacation days for non-exempt part-time employees scheduled to work 1,000 hours per year or more will be a pro-rated amount of that allowed full-time employees. If it is estimated that staff will reach the 1,000-hour eligibility requirement, vacation will be pro-rated on a monthly basis. (For example, a half-time employee will receive ½ the full-time amount of vacation.) Vacation hours are not counted toward the 1,000-hour eligibility requirement.

Employees may not take vacation before it has accrued under this policy. Should an employee take vacation time without having accrued paid time available, that time will be without pay. All vacation time (paid or unpaid) must be scheduled in advance with the supervisor. Failure to do so may result in disciplinary action

5.5 **OVERTIME**

Overtime hours are discouraged. However, if the supervisor specifically determines that it is necessary for a non-exempt employee to work more than 40 hours per week, they will be remunerated at the rate of one and one-half times their regular rate for those hours worked. An employee, however, must receive authorization from a supervisor prior to working the overtime. If this approval is not received before the overtime is worked, the employee may be subject to disciplinary measures.

If an employee works more than 8 hours in a day, scheduled time off during the same workweek should be the first option to prevent overtime.

Overtime pay is given only for hours *worked* in excess of 40 hours per week. Vacation, holiday, and personal time off are not included in calculations for overtime pay. Employees need to perform their duties as efficiently and conscientiously as possible to avoid overtime.

5.6 **WEATHER-RELATED ABSENCES**

Non-exempt employees that are absent from work because of snow, blocked roads, or other weather-related conditions, may exercise one of the following options concerning the hours missed:

- Make up the hours during the current pay period or the following one. This option requires the approval of the appropriate supervisor.
- Charge the absence to earned vacation.
- Have pay reduced accordingly.

If all offices are closed because of weather related conditions, no employee will be required to make up the hours.

5.7 **CONFERENCE TRAVEL TIME**

When a non-exempt employee travels to a conference or seminar at the request of Dordt University, the employee should consult with the Human Resource Office to determine which hours may be included for payment.

5.8 **COMPENSATION GUIDELINES: “ON CALL” TIME & NIGHT INCENTIVE PAY**

Some positions at Dordt University require an employee to carry a cell phone after normal working hours (8:00am –5:00pm) as well as on some weekends. When this is a responsibility not included in the employee’s regular job description, and it requires time that the person must be available outside of normal business hours, certain guidelines will apply.

Exempt employees will not be entitled to additional compensation for “on call” time.

Non-exempt (hourly) employees (primarily in Facilities and Services) who have worked a regular work week of 40 hours or more and are also required to carry the cell phone, will receive additional compensation for carrying the emergency phone and the boiler pager. The person carrying the cell phone is required to carry it at all times during this period and must be no further than 20 minutes from Dordt University. The employee should be prepared to answer a call at any time while “on call.”

If an employee is called to Dordt University for any reason, he or she will receive a minimum of 1 hour at their regular rate of pay. If the call takes more than 1 hour, the employee will be compensated for the actual amount of time spent on the call at his or her regular rate of pay. If the time spent on call brings the employee to more than 40 hours that week, he or she will be remunerated at the rate of one and one-half times the regular rate for those hours worked.

If an employee is not the employee scheduled to be “on call” but is called in as an extra or as “backup,” that employee will not receive the on call pay amount for carrying the cell phone but will only receive the minimum 1 hour of his/her regular pay for time spent on campus less than one hour. If it is more than one hour, he or she will be compensated at the regular rate of pay (unless this puts the employee into over-time) for the amount of hours spent on the call.

Please note: if a decision were made by the university to hire an employee to work an evening shift and that person would be available to be “on call” at Dordt University during those hours, “on call” pay would not be received by this individual. The person would receive regular compensation for the hours worked, since those tasks would be a part of the duties and responsibilities required for that evening position. Any facilities and services department staff hired to work

evening/overnight hours is eligible to receive night incentive pay. This night incentive pay is not paid out if the employee switches back to daytime hours during the summer months or if the employee would change positions in the future and is no longer required to work at night. The regular rate of pay is paid out for any hours that are not overtime. Night incentive pay of \$1.00/hour is paid out on the total number of hours worked during the week.

5.9 **SAFE HARBOR POLICY FOR FAIR LABOR STANDARDS ACT (FLSA) COMPLIANCE**

Salaried exempt employees work as few or as many hours as necessary to get the job done. For this reason, and subject to the exceptions below, Dordt University's policy does not reduce a salaried exempt employee's predetermined compensation for any partial-day absence (other than intermittent FMLA leave), for any partial-week absence occasioned by the university or its operating requirements (including holidays and partial-week shutdowns), or for variations in the quality of work performed.

Deductions from salary may occur in the following circumstances:

- Full-day absences for personal reasons, other than sickness or disability.
- Full-day absences due to the employee's own sickness or injury (including work-related injuries and FMLA-related absences). Such deductions will be made in accordance with the university's paid time off plans and state worker's compensation laws and regulations.
- A penalty imposed for infraction of a safety rule of major significance.
- Full-day absences for unpaid disciplinary suspensions under the university's disciplinary action policy for infractions of its workplace conduct rules.
- When no work is performed in a workweek.

Dordt University's attendance and disciplinary action policies are applicable to an absence even if the absence may not be one for which a deduction from salary will be taken.

The university reserves the right to require an employee to utilize paid-time-off benefits for partial-day absences occasioned by personal reason or the employee's own illness or injury. The university encourages any exempt employee who believes his or her salary has been improperly reduced to report the problem immediately to the executive director of human resources and organizational development. Dordt University is committed to comply, and expects all supervisors and managers to comply, with this policy and not to make improper deductions from salary.

The university will reimburse an employee for any improper deduction.

CHAPTER SIX: WORK CONDITIONS

6.0 OVERSIGHT OF THIS CHAPTER

Oversight of the work conditions policies and practices that are outlined in this chapter and the decision to make changes to the same falls primarily to the vice president for university operations. The employees and departments affected by these changes shall receive adequate background information as early as possible pertaining to the change under consideration and shall be kept informed of any developments as the process moves toward a conclusion. They shall also be provided ample time and opportunity and suitable channels for providing a timely response to any information they receive.

6.1 HOURS OF WORK

Normal working hours for full-time clerical, custodial, maintenance, technical, and other support service staff are from 8:00 a.m. to 5:00 p.m., with an hour noon lunch break, Monday through Friday during the academic year, and from 8:00 a.m. to 4:30 p.m., with a half hour noon lunch break, during the summer months. All full-time employees are expected to be working forty hours per week – except for a fifteen-minute break during any four-hour work period. Exceptions to this schedule may be granted so an area can provide better service. Any other exceptions must be approved by a supervisor in consultation with the executive director of human resources and organizational development.

6.2 REST PERIODS AND COFFEE BREAKS

Paid rest periods will be permitted during the day if the work of the department can be interrupted. They will be limited to one break per four-hour block of time and will be limited to two 15-minute periods per day. It is essential that a department be adequately staffed at all times and that such breaks not interfere with the normal flow of work for the department. It is the responsibility of each employee to limit the break to 15 minutes.

6.3 LACTATION/BREASTFEEDING

Any employee who is breastfeeding her child will be provided a satisfactory location and reasonable break times as needed to express breast milk for her baby. The employee should work with the executive director of human resources and organizational development to locate and designate a satisfactory location for this purpose. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

6.4 **PARKING PERMITS**

All employees must register their motorized vehicle(s) with the student services office. Registration permits are to be displayed in accordance with instructions received at time of registration. There is no charge for registration or for parking on campus. Employees are subject to fines for campus parking violations. Fines are payable in the student services office within one week after they are issued.

6.5 **AUTOMOBILES**

Dordt University will reimburse mileage to an employee who uses his or her own car for University business. An employee electing to use a personal vehicle acknowledges that his or her insurance provides primary coverage even if on university business. A department will be charged mileage for all university business it conducts. Contact the facilities and services coordinator for the current rates and information on use of university vehicles.

6.6 **PURCHASING**

Employees involved with purchasing will be trained by their supervisor. For more details about purchasing, contact the Business Office to receive information concerning the university's purchasing policy.

6.7 **COMPUTER ACCOUNT ACCESS**

Access to a Dordt University computer account will be granted on the first day of employment.

Accounts will be disabled within 24 hours of the last date of employment.

Computer account access will not be granted to those who do not submit required employment paperwork and have a regular contract or temporary employment agreement that is on file in the Human Resource Office.

If a new employee requires account access prior to the agreed start date, appropriate authorization from the division chair or administrative officer must be communicated to the executive director of human resources and organizational development.

6.8 **GIFTS AND GRATUITIES**

Employees are asked to use caution in regard to accepting gifts from vendors, students, or parents. Gifts of any real monetary value from individuals or organizations may not be accepted. Token gifts may be accepted in the spirit in which they are given.

CHAPTER SEVEN: FACILITIES AND EQUIPMENT

7.0 OVERSIGHT OF THIS CHAPTER

Oversight of the facilities and equipment policies and practices that are outlined in this chapter and the decision to make changes to the same falls primarily to the vice president for university operations. The employees and departments affected by these changes shall receive adequate background information as early as possible pertaining to the change under consideration and shall be kept informed of any developments as the process moves toward a conclusion. They shall also be provided ample time and opportunity and suitable channels for providing a timely response to any information they receive.

7.1 FURNISHINGS AND EQUIPMENT

7.1.1 NAMEPLATES

Nameplates for office doors or entrances shall be designed, ordered, and affixed by the director of facilities and services.

7.1.2 OFFICE FURNITURE

Office furniture shall be supplied by the purchasing/inventory manager upon consultation with your supervisor. A desk, chairs, file cabinets, bookcases, and a bulletin board for each office is supplied with institutional funds. Additional or replacement items are the responsibility of the individual department, working through the supervisor and the purchasing/inventory manager.

7.1.3 USE OF UNIVERSITY EQUIPMENT

Every employee will be entrusted with use of certain university equipment and is expected to give this equipment proper care at all times. If equipment needs repair, servicing, or cleaning, report the condition to one's supervisor. Use of university equipment for personal use is not permitted unless authorization is given by one's supervisor.

7.1.4 ERGONOMICS

Dordt University desires to create the best possible working and learning environment for students, faculty, and staff. All concerns about workspace, computer equipment, chairs, or lighting, should be directed to the executive director of human resources and organizational development. The executive director of human resources and organizational development will review the concern and options will be offered to address the problem.

7.1.5 VARIABLE HEIGHT WORK SURFACES

All variable height work surfaces must be approved by the executive director of human resources and organizational development. The prospective user must complete a request form, and the Human Resource Office will evaluate the current workstation and personal situation to determine whether a variable height work surface is warranted. First consideration will be given to individuals who fulfill at least two of the following criteria:

- has a recommendation from their doctor or chiropractor, stating that such a desk will alleviate a currently existing medical or behavioral conditions
- works at their desk 6+ hours each day
- conducts 5+ hours of keyboarding each day
- stands less than 5'0" or taller than 6'4"

The executive director of human resources and organizational development will review the application and examine the person's work environment for ergonomic factors. Some solutions may include a keyboard, keyboard tray, ergonomic mouse, or adjustable height work surface.

The executive director of human resources and organizational development will be responsible for procuring and installing the appropriate devices.

7.2 KEYS AND CAMPUS SECURITY

- A. Campus security must be the aim of each employee. Responsible management of keys/fobs safeguards equipment, university supplies, offices, and personal property. Lost and unreturned keys/fobs compromise campus security and incur costs for replacement and rekeying. Replacement and re-keying costs may be charged to the responsible employee.
- B. Policies
 1. Buildings are locked by maintenance personnel or security at stated times. An employee entering a building after it has been locked is responsible for keeping the entry door locked while in the building and for locking it upon departure.
 2. The director of facilities and services supervises and controls issuing of keys for offices and buildings and maintains a master file of keys. If a faculty member requires regular access to a room, the division chair shall request a key from the director of facilities and services.
 3. Keys must not be loaned to other employees or students. If there is a legitimate request for a door to be opened, the employee who has been issued the key should unlock and relock the door.
 4. Campus security can be contacted to unlock/lock a door during the academic year from 5:00 p.m. to 6:00 a.m. For entry after the stated hours that a building is to be locked, the security staff member must receive

signed permission from a faculty or staff member to authorize the unlocking of a room or building.

5. Keys must never be duplicated. A lost key to a campus building must be reported immediately to one's supervisor and the director of facilities and services. If another key is needed, or the lock is changed, the director of facilities and services will issue the key(s). Keys that are no longer required must be returned. Retiring or discontinuing employees must return keys to the Human Resource Office or a fee will be deducted from their final paycheck.
6. Logistics for temporary use of vehicle keys are the responsibility of the maintenance department secretary.

7.3 **COMPUTERS AND SOFTWARE**

7.3.1 PURCHASE AND SUPPORT OF COMPUTER TECHNOLOGY

Computers and software are provided, within a predetermined annual budget, by computer services, under the supervision and direction of the vice president for university operations.

The university shall provide one office computer system to meet the ongoing needs of the university and its employees.

The university shall provide a collective technology equipment pool to be used on a short-term basis when necessary to meet job requirements and/or to increase productivity when an employee is away from the university on assignment. Personal telecommunications devices, such as radio phones, cellular phones, pagers, etc., shall also be pooled as much as possible to insure efficient stewardship of resources available to the university.

All computer equipment purchased by the university shall be supported with licensed software compatible with the university computer network and meet software guidelines established by computer services.

All grant proposals and university-funded projects that include computer or telecommunications equipment shall be reviewed and signed off by the vice president for university operations. Technology acquired under these circumstances is property of the university and shall be considered part of the overall university technology pool and not the possession of an individual employee or department.

It shall remain the prerogative of the president to make decisions regarding the purchase of additional computers as needed by chief administrators; however, any additional purchases shall be made from funds other than those allocated to the computer services budget.

Dordt University employees are expected to invest in personal and professional technology to meet individual and long-term off-campus needs.

7.3.2 RESPONSIBLE USE OF COMPUTING EQUIPMENT

A. *Stewardship*

Like all institutional resources, computing resources on campus are finite. Users must strive to make sure that their use of resources is based upon their responsibility to complete their task at the university and should not go beyond that obligation. Users are encouraged to fully utilize computer resources where appropriate; however, unsteadwardly use of resources, including processors, disk space, and networks is not allowed. Examples of unsteadwardly use include use of trivial and frivolous software, use of computer-mediated communications for idle chit-chat and unsolicited messages, and the possession of destructive and resource-intensive programs, such as viruses, worms, and Trojan horses.

B. *Security*

The university will issue passwords to assist in keeping the computer environment secure. Passwords prohibit unauthorized use and must not be shared with anyone. Users should change their password regularly. Any user who suspects someone has gained access to their account should contact computer services immediately. Computer services will log activity on the computer and reserves the right to examine these logs and whatever files are contained in the system. Such review is necessary to insure system security and all users are hereby placed on notice of this possibility.

C. *Privacy*

Software must be treated as private property and may in no way be copied by users. No user is permitted to look at or copy any other user's files without permission. Computer services reserves the right to access all files for maintenance purposes and cannot guarantee privacy when this occurs. Computer services will make every effort to minimize the inconvenience of this procedure and work with employees in an effort to maintain and upgrade the campus network.

D. *Policies*

Failure to observe the guidelines and policies regarding computer use can lead to disciplinary action, which includes warnings, loss of access privileges, suspension, or legal prosecution.

7.3.3 EMAIL

E-mail access is provided to all offices on campus and at various locations in student residences. Computer Services personnel provide and support the necessary technologies. The university reserves the right to monitor internal and external messages on university equipment or accounts.

7.3.4 CATEGORIES OF HARDWARE AND SOFTWARE

All hardware and software purchased for the university shall fall into one of three categories. The category will determine the level of support users can expect from computer services regarding the installation, configuration, operation and maintenance of hardware or software.

- A. Supported: hardware and software that computer services purchase and recommends for use by the campus community. Such purchases will be made with the input of the campus community to ensure the needs of the campus are being met as well as possible. Computer services shall provide maintenance and support—both technical (installation and configuration) and basic operation—for anything in this category.
- B. Approved: hardware and software purchased by the university community in consultation with Computer Services that Computer Services does not have the expertise on which to make a recommendation. Computer Services will attempt to make the hardware or software work in the university environment and will provide technical expertise to help the user avoid conflicts with any supported hardware and software. Computer Services will help point the user in the correct direction when problems arise, but the burden is on the user, not computer services, to correct the problem.
- C. Unsupported: hardware and software known by computer services to cause problems with the campus' information system, or where a supported alternative exists. If this must be on campus, it may not be connected to any network that it can adversely affect, and computer services bears no responsibility to make it work whatsoever. Furthermore, computer services may request that such hardware or software be removed if it is suspected of causing problems.
- D. Computer services shall maintain and periodically publish the list of supported hardware and software, as well as examples of hardware and software that fall into the approved and unsupported categories. The list of supported hardware and software shall be reviewed annually by the information services advisory committee. For a current list of supported hardware and software, contact the director of computer services.

7.4 **POSTAL MAIL**

Mail is collected, sorted, and delivered daily to offices on campus. Mailboxes are located in most buildings on campus.

CHAPTER EIGHT: EMPLOYEE DEVELOPMENT AND CONDUCT

8.0 OVERSIGHT OF THIS CHAPTER

Oversight of the employee development and conduct policies and practices that are outlined in this chapter and the decision to make changes to the same falls primarily to the vice president for university operations. Employees shall receive adequate background information as early as possible pertaining to the change under consideration and shall be kept informed of any developments as the process moves toward a conclusion. They shall also be provided ample time and opportunity and suitable channels for providing a timely response to any information they receive.

8.1 DISCIPLINE AND DEVELOPMENT

When issues arise involving employee attendance, performance, conduct, or incidents that must be addressed, the supervisor will work with the executive director of human resources and organizational development to evaluate the situation and discuss the appropriate steps to be taken. Depending on the situation, a personal development plan may be put in place to provide better training for an employee. There may be times when expectations need to be clarified in coaching sessions or when verbal or written warnings are necessary to clarify expectations for the employee. The Human Resource Office will guide this process, ensuring that appropriate documentation is reviewed and collected and that the employee has been communicated with clearly and provided with the tools and reasonable time to succeed in his or her tasks.

If disciplinary action is recommended, in consultation with the vice president or dean involved and the executive director of human resources and organizational development, an official recommendation will be forwarded to the vice president for university operations, who will then review and consider the request with the president. The president will rule on the recommendation.

The goal of any discipline and development process is to treat each individual serving at the university as an image bearer and to deal with difficult situations with open communication and respect.

8.2 PROBATION

It is possible at some point during this personal development process that an employee is put on probation. This probation usually happens after a prior discussion of the issue at hand. An appropriate probationary period timeline will be set by the supervisor and the executive director of human resources and

organizational development to fit the specific situation. A freeze in salary and the option of no step increase may be approved in consultation with the vice president for university operations and the supervisor if the situation seems appropriate.

8.3 **GRIEVANCE POLICY AND PROCEDURES**

These grievance procedures do not apply in any case where an employee has appeal rights.

Other than matters for which appeal rights are granted to an employee, if an employee is dissatisfied with an aspect of his or her employment, believes that a policy or practice has been administered incorrectly, or if disciplined or terminated, the employee may pursue an internal grievance using this procedure. Before initiating the formal steps of the grievance procedure, the employee must first discuss the matter with his or her immediate supervisor.

If an employee wishes to pursue a formal grievance, he or she must initiate that process within 30 days of the event upon which the grievance is based or of when the employee learns of the event upon which the grievance is based. The steps described below shall be followed in an attempt to resolve the grievance:

Step 1 - If no resolution is reached in the supervisor discussion, the employee may commit his or her grievance to a written statement and submit it to the appropriate person at the next supervisory level, if any. Included should be the specific rule or policy violated and the desired resolution of the grievance. That supervisor shall take whatever steps he or she deems appropriate to investigate the grievance and then submit a written response to the employee.

Step 2 - If a resolution is still not reached or if no “next supervisory-level person” exists, the employee may take the grievance in writing to the president of the university within 15 days of receiving the written response from the first step of the process. The president shall take whatever steps he or she deems appropriate to review the grievance and submit a written response to the employee. Except as provided below, the president’s decision on the grievance shall be final.

Step 3 - If the president determines that a particular grievance is of sufficient institutional concern and if the employee desires additional review, the president, in his or her sole discretion, may authorize an appeal of his or her decision to the executive committee of the board of trustees. In that event, the executive committee shall establish such review procedures as it deems appropriate and its decision shall be final.

All information necessary to proper resolution of the matter must be disclosed. Anyone involved in the grievance process is expected to follow procedures that are sensitive to the interest of the persons involved as well as to the interest of the university.

8.4 **CHURCH AFFILIATION AND CHRISTIAN EDUCATION**

The board of trustees has determined that all full-time salaried employees are required to demonstrate their commitment to the mission of Dordt University by:

- A. Enrolling their children, when appropriate, in Christian day schools. While the university honors the desire of parents who choose to home school their children, it should be noted that the Grade School/High School Tuition Scholarship is not available for home school curriculum materials.
- B. Affiliating with one of the local, confessionally-Reformed congregations (adhering to the Westminster Standards and/or the three forms of Reformed Christian unity; name, the Belgic Confession, Heidelberg Catechism, and Canons of Dort) that actively supports the mission of Dordt University (as indicated either by written support from the church council/elders of the Education Task and Educational Framework, and/or by regular and specific financial support of the university through denomination, regional judicatory/classis, or congregation).
- C. Giving personal assent to the Belgic Confession, the Heidelberg Catechism, and the Canons of Dordt.

All full-time, exempt (salaried) employees are subject to the church affiliation and Christian day school requirements. Non-exempt (hourly) employees are not subject to the church affiliation and Christian day school requirements. However, all employees at Dordt University must express an active Christian commitment that includes identification with a local organized church holding to beliefs that are not inconsistent with the mission of Dordt University.

8.5 **WORKING OUTSIDE OF THE UNIVERSITY**

An employee's primary employment responsibility is to provide high quality service to the university. The acceptance of any outside pursuit or employment that may hinder the fulfillment of this responsibility must be avoided. If a person is in doubt concerning the wisdom of engaging in an outside activity, the matter shall be discussed with the immediate supervisor. Regularly occurring outside employment shall be communicated in writing to and reviewed annually by the immediate supervisor.

8.6 **CONFIDENTIAL INFORMATION**

All Dordt employees shall protect confidential information regarding Dordt University, students, faculty, and staff. Confidential information should be shared within the university only on a need-to-know basis and is not to be shared outside the university.

8.7 **SAFETY PRACTICES**

Suggestions concerning safety are always welcome and should be addressed to the vice president for university operations or the human resource office.

8.8 **RESPONSIBLE USE OF TECHNOLOGY**

Every employee is encouraged to use university equipment for business purposes only, related to their position and responsibilities. Personal phone calls during working hours are discouraged, as well as internet surfing and emailing of personal communications. All long-distance personal calls should be reimbursed to the university at the Telecommunications Office. If an employee is found to be using university technology or equipment in an excessive way for personal things, disciplinary action may follow. All employees are expected to become familiar with the “Responsible Use of Information Technology” document, which is found on the Computer Services website.

8.9 **COPYRIGHT COMPLIANCE POLICY**

A. *Statement of Values*

We at Dordt University recognize and respect intellectual property rights and are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works.

B. *Statement of Institutional Obligations Regarding Copyright*

As a matter of moral integrity and adherence to copyright law, Dordt University sets forth these policies for all employees and students:

u.s. No employee or student of Dordt University may reproduce any copyrighted work in print, video or digital form in violation of the law. Works are considered protected even if they are not registered with the U.S. Copyright Office or any registering agency outside the U.S. and even if they do not carry the copyright symbol (©). In general, the laws that apply to printed materials also apply to visual and digital formats. Copyrighted works include, but are not limited to:

- articles from print publications,
- articles in online publications,
- books,
- online videos, movies, TV and radio programs,
- recorded music performances,
- images,
- training materials, manuals and documentation,
- software programs,
- databases,
- websites and blogs
- streaming media,

- music downloads,
 - mobile apps,
 - CDs and DVDs
1. Dordt University designates the director of library services as the copyright officer to administer our copyright policy. The director of library services can help to determine whether a work is covered by fair use, the TEACH Act, or existing licenses and can provide advice on how to handle any special copyright issues.
 2. To obtain permission to reproduce copyrighted works outside of Dordt University and/or to use such works in ways that are not covered by fair use, the TEACH Act, or existing license agreements, employees should request permissions by contacting the copyright holder. Direct questions about specific procedures to the director of library services.

C. *Instruction for Handling Copyright Infringement*

Dordt University expects its employees and students to be responsible consumers of copyrighted materials. We also encourage employees and students to educate their peers on copyright compliance.

If any employee or student witnesses a potential copyright infringement, please bring the matter to the attention of the individual as well as to our director of library services. Employees or students who illegally duplicate copyrighted works may be subject to disciplinary action.

8.10 **WHISTLEBLOWER POLICY**

A whistle-blower can be any employee, student, vendor, guest, alumnus/alumna, or supporter of the university who has direct knowledge, or a reasonable concern, that the university or any of its agents is acting contrary to any applicable federal, state or local laws or contrary to an established Dordt University policy. Whistle-blowers are encouraged to report the activity and may do so without fear of reprisal or retaliation. The policy and process are under the supervision of the vice president for university operations.

The whistle-blower must initiate the process as defined on the University's external website or the intranet website. The relevant links are included in the "Report It" section. The adjudicator of the report will inform the reporting individual upon receipt of the report and at the conclusion of the investigation. The investigation shall normally be completed within 60 days.

8.11 **EMERGENCY CLOSING**

Emergency closing of the university shall be ordered by the president, emailed to all employees, and posted to the university website.

8.12 **WORKPLACE COURTESY**

- A. Do not burn candles in the office area or cook any type of food without prior permission from one's supervisor. Use of a microwave oven is permissible.
- B. During work hours children are only allowed in the office areas of campus for a brief visit.
- C. If using perfume, cologne, or scented lotions, please wear in moderation and make sure that it does not cause a reaction or discomfort to fellow colleagues. Personal dress and appearance are important for co-workers, students, and visitors on campus. Business casual is a good standard to use. When questions arise, contact one's immediate supervisor or the executive director of human resources and organizational development.
- D. Pets are not appropriate in the workplace.
- E. Treat campus visitors, faculty and students with courtesy and respect and be as helpful as possible.

8.13 **SUGGESTIONS**

Any employee who has constructive suggestions or criticism that will improve the operation of the university should talk with his or her supervisor or the executive director of human resources and organizational development. It is everyone's responsibility to make the university a better place to work.

8.14 **CONFLICT OF INTEREST**

A conflict of interest exists when an employee has an outside interest that has the potential of being at variance with the best interests of the university. When an employee's outside interests, whether real or perceived, could conflict with their dedication to the best interest of Dordt University, a conflict of interest arises. The test of a conflict of interest is not just whether the employee is influenced by an outside interest, but whether circumstances lend themselves to such a possibility.

Conflicts of interest must be avoided; should one arise; the employee must notify his or her supervisor or the executive director of human resources and organizational development.

8.15 **AMENDMENT PROCESS**

These policies will be revised or amended from time to time either by administrative or board of trustees' action. When such changes are announced, they will automatically become a part of this handbook.

CHAPTER NINE: TITLE IX PROCESS

9.0 TITLE IX PROCESS

The university will follow the Title IX procedures as promulgated in the May 6, 2020 Final Rule of Title IX of the Educational Amendments of 1972. The following practices are drawn from the Final Rule.

The university will implement the requirements of the new rule with respect to the value of:

- Non-discrimination
- Free speech
- Due process of law
- Fundamental fairness

The following conditions may be interpreted as sexual harassment:

- A school employee conditions an educational benefit or service upon a persons' participation in unwelcome sexual conduct, often known as quid pro quo.
- Unwelcome conduct determined to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity.
- Sexual assault, dating violence, domestic violence, or stalking.

Dordt University will investigate every formal complaint, filed either by the complainant or the Title IX Coordinator. If the alleged conduct does not fall under the Title IX, the university may address the allegations under the code of conduct.

The investigation process under Title IX will include the following steps:

1. The claimant, who may be the aggrieved party, a student witness, a Dordt employee, or the Title IX coordinator files an initial statement using the reporting form.
 - a. There are two parties in the process – the claimant making the allegation, and the respondent who is being accused of misconduct by the claimant.
2. Both parties will receive written notice of the allegations, have an equal opportunity to select an advisor of the party's choice [who may be, but does not need to be, an attorney] and have an equal opportunity to submit and review evidence.
3. Use of trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue. Dordt University uses two trained investigators acting as a team.
4. Protection of the parties' privacy by requiring a party's written consent before using the party's medical, psychological, or other treatment records during the grievance process.

5. Obtain the parties' voluntary written consent for using an informal resolution process such as mediation and will not use an informal process in a situation where an employee allegedly sexually harassed a student.
6. Apply a presumption that the respondent is not responsible during the grievance process, i.e. presumption on innocence, so that the school bears the burden of proof.
7. Use the preponderance of evidence standard during the grievance process.
8. The decision maker in the grievance will be adequately trained and will not be the Title IX coordinator or the investigators.
9. The grievance will be heard in a live hearing and will allow cross-examination by party advisors [never by the individual parties]. The parties will be situated in separate rooms with visibility provided by technology.
10. Claimants may not be asked about prior sexual history.
11. Both parties will receive a written determination regarding responsibility and include a rationale as to how the decision-maker came to a conclusion.
12. Implementation of remedies for a complainant if a respondent is found responsible for sexual harassment.
13. The normal timeframe for the investigation and adjudication process is 60 days.
14. Both parties will be provided with an opportunity to appeal.
15. Individuals will be protected from retaliation.
16. Materials used to train Title IX personnel will be available on the university's website.
17. All records of sexual harassment reports and investigations will be documented, and records will be retained.

Appeals process for Title IX Decisions:

This policy will be used when:

- A Title IX complaint has been brought by an individual [known as the claimant] against another student [respondent]. The complaint has been investigated and a determination made by the decision-maker.
- Both parties have been informed of the decision.
- One party is not satisfied with the decision.
- The dissatisfied party has filed a written appeal with the Title IX coordinator.

In the process, the following steps will take place:

1. A notice of appeal must be filed in writing with the Title IX Coordinator within seven calendar days of a decision resulting from the hearing process being communicated to the parties involved. The appeal must state the grounds for the appeal. Recognized grounds for appeal include:

- a. The appellant's rights were substantially violated in the hearing process.
 - b. The procedures used or the decision reaches is contrary to university policy.
 - c. There was not substantial evidence to support the conclusions reached, according to the preponderance standard.
 - d. There is new material evidence that could not have been discovered at the time of the hearing.
 - e. The sanctions imposed were too severe or inappropriate for the nature of the violation.
2. The Title IX coordinator will refer the appeal, without judgement, to the Title IX appeals committee.
 3. The Title IX coordinator shall convene the Title IX appeals committee. The appeals committee shall consist of:
 - a. In the case of a student appellant, the student life committee and a trustee.
 - b. In the case of an employee appellant, a committee consisting of the vice president for academic affairs (chair), the executive director of human resources, the athletic director, a trained faculty member, and a trustee.
 4. A decision on the appeal will be made within fifteen days and the parties notified within 20 days of the submission of the appeal.
 5. The ultimate determination may be made by the president of Dordt University.

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