



**Dordt University
Staff Handbook**

August, 2024

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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 finance and risk management.

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 to the policies contained herein 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. In the event of any conflict or inconsistency between the terms and provisions of this Staff Handbook and requirements of relevant federal, state, or local law, the law of the relevant jurisdiction shall control, and Dordt University will follow the law accordingly.

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 BOARD OF TRUSTEES

1.0.1 FINAL AUTHORITY

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.

1.0.2 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. Dordt University may amend or terminate the employee benefit plans at any time, in its discretion.

- A. All appointments and agreements shall name Dordt University, Inc. as the employer.
- B. All appointments and agreements require that staff members agree to carry out their responsibilities according to the principles and particulars outlined in this handbook.
- C. All full-time salaried employees are expected to demonstrate their commitment to the mission of the university by:
 1. 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);
 2. 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 either by written support from the church council/elders for the Educational Task and Framework of Dordt University, and/or by regular and specific financial support of the university through denomination, regional judicatory/classis, or congregation); and
 3. giving personal assent to the Belgic Confession, the Heidelberg Catechism, and the Canons of Dort.
- D. 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.

1.0.3 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. (Refer to Grievance Policy and Procedures found in section 8.1).

The handbook is subject to revision and the university reserves the right to modify or change the handbook.

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 each year. Adopted revisions shall be effective August 1, or on a date set by the board of trustees.

1.0.4 LEGAL COUNSEL PROTOCOL

All contact with legal counsel regarding litigation related issues 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.

CHAPTER TWO: ADMINISTRATIVE AND FINANCIAL POLICIES AND PRACTICES

2.0 EMPLOYMENT FORMS

2.0.1 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 deductions which you authorize including flexible spending or health saving account contributions, retirement contributions, or loan re-payments.
- B. Charitable donations to the university may also be handled through payroll deductions.

2.0.2 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, a human resource specialist will send the appropriate forms to the employee for completion. A change in address should also be reported to the Human Resource Office as soon as possible.

2.1 EMPLOYEE COMPLIANCE STANDARDS

2.1.1 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 University 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 are 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.

2.1.2 SEXUALITY, GENDER IDENTITY, AND SEXUAL CONDUCT

2.1.2.1 INTRODUCTION

Dordt University is committed to a policy that maintains a Christian community including all on-campus, off-campus and online programs where faculty, staff, and students abide by biblical injunctions regarding sexual activity and refrain from sexual immorality. Every Dordt University employee and student has a responsibility 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 as long as 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 in this handbook 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 their Academic Dean, the executive director of human resources and organizational development, or the dean of campus life to receive guidance and/or instruction.

2.1.2.2 UNACCEPTABLE 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, in its full discretion, determine that, as the result of conduct described as prohibited in section 2.2.2.2, an individual shall be dismissed from the university.

2.1.2.3 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, color, sex, age, national or ethnic origin, disability, citizenship status, veteran status, genetic information, or any other category protected under federal, state, or local law. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with the employee's ability to have a positive work experience. 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 and harassment may include, among other things:
 - 1. epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, age, national or ethnic origin, disability, citizenship status, veteran status, genetic information, or any other category protected under federal, state, or local law; and
 - 2. written or graphic materials that denigrate or show hostility or aversion toward an individual or group because of race, color, sex, age, national or ethnic origin, disability, citizenship status, veteran status, genetic information, or any other category protected under federal, state, or local law.
- 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 Title IX Coordinator or through the Report It link on Dordt's website. If for any reason you do not feel comfortable reporting your concerns to the Title IX Coordinator, you may report your concerns to the executive director of human resources and organizational development.
 - 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. Action will be taken to investigate and resolve all complaints of this nature. Dordt is firm in its commitment to maintain an environment free of discrimination, harassment, and inappropriate conduct.

2.1.2.4 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 that appropriate action can be taken.

2.1.3 REPORTING ILLEGAL OR UNPROFESSIONAL CONDUCT

Dordt University is dedicated to maintaining an environment that promotes responsible Christian living and holds 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 or his or her designee will conduct a thorough investigation and, in consultation with the vice president for finance and risk management, 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. Any supervisor who fails to report allegations of illegal, unprofessional, or other prohibited conduct or who otherwise fails to deal properly with such allegations may be subject to discipline, up to and including termination of employment.

Retaliation (e.g. termination, compensation decrease, poor work assignments, threats of physical harm, or a hostile work environment) against anyone reporting, in good faith, concerns of 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.

2.1.4 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).

The employees defined above 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.

2.1.5 SMOKING AND ALCOHOL

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

2.1.6 DRUG-FREE WORKPLACE

Dordt University desires to maintain a drug-free workplace and will, therefore, comply with all applicable laws. Federal and state required postings and resources related to drug, alcohol, and sexual abuse are available to access on the u.dordt.edu employee internal website on the HR Homepage under “Required Postings and Employee Resources”. On this page you will also find a description of health risks associated with alcohol and drug use, as well as a description of treatment options and resources available. A notification will be sent out annually via e-mail to all employees by October 1 of each year, directing employees to this information for their review. A biennial review will be conducted, and a report prepared of this area which must be made available upon request by the U.S. Department of Education.

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.

2.1.7 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 (if

faculty) or the vice president of finance and risk management (if staff), with a brief rationale for consideration.

2.2 UNIVERSITY COMPLIANCE STANDARDS

2.2.1 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.

2.2.2 NONDISCRIMINATION POLICY

Dordt University will not unlawfully discriminate on the basis of age, color, disability, sex, national origin or ancestry, veteran status, genetic information, citizenship, race, or any other protected characteristic in its employment policies is consistent with federal and state requirements.

2.2.3 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 unlawfully discriminate against any person because of race, color, national origin or ancestry, sex, age, disability, veteran status, genetic information, citizenship status, or any other protected characteristic. Dordt University is committed to complying 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. To the extent required by applicable law, Dordt University will make reasonable accommodations for individuals with known disabilities. If an individual needs a reasonable accommodation, contact human resources. Human resources will work with the appropriate supervisor(s) to review the request and evaluate possible accommodations. Dordt University will not retaliate against any individual for requesting or obtaining any reasonable accommodation in accordance with applicable law.

The vice president for finance and risk management 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 finance and risk management 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 unlawful discrimination in its employment and programs. Any person who feels that they have been unlawfully denied employment opportunities or benefits because of race, color, national origin or ancestry, sex, age, disability, veteran status, genetic information, citizenship status, or any other protected characteristic has the right to pursue internal grievance procedures by contacting the vice president for finance and risk management.

CHAPTER THREE: EMPLOYMENT STATUS AND RECORDS

3.0 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 finance and risk management.

3.1 EMPLOYMENT CATEGORIES

3.1.1 ADMINISTRATIVE CABINET

Employees appointed by the President as senior executive staff to whom he or she delegates presidential responsibilities within specific and defined areas of responsibility.

3.1.2 EXEMPT STAFF

Exempt staff consist 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.

3.1.3 NON-EXEMPT STAFF

Non-exempt staff consist 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.

3.1.4 FULL-TIME/PART-TIME STAFF

Full-time staff consists of those employees who have been hired to work for the university for a minimum of 40 hours per week.

Part-time staff consist of those employees who have been hired to work for the university for fewer than 40 hours per week.

3.1.5 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 and seasonal employees must be hired

through the Human Resource Office with the approval of the vice president for finance and risk management.

3.2 **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. Employment and/or continued employment may be contingent upon a satisfactory background check. The university will consider the nature and gravity of the offense or conduct, the time that has passed since the offense or conduct, and the nature of the job held or sought when deciding eligibility for employment. Prospective 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 to the maximum extent possible. Departments or offices needing to conduct background checks on individuals serving on campus for various campus or events should contact the human resource office to administer the background check.

3.3 **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.

3.4 **ADVANCEMENT**

Promotions and transfers may be made and will be based primarily on the employee's qualifications for the job. Present job performance and past record may

also be considered. Employees interested in a promotion or transfer should contact the executive director of human resources and organizational development to seek guidance about the process for an internal candidate.

3.5 **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 (PDP) 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 finance and risk management.

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 employee refused to sign the review, the supervisor must email a scanned copy of the review to the executive director of human resources and organizational development, noting that the employee refused to sign the review, and copying in the employee on this email to human resources.

3.6 **TERMINATION**

3.6.1 **VOLUNTARY RESIGNATION**

In case of voluntary resignation, an administrative officer should try to give 120 days' notice, an exempt staff member should try to give 60 days' notice, and non-exempt staff members should try to 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 should send to the executive director of human resources and organizational development a written resignation (on paper or through an email). The notice should include 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.

3.6.2 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 employment 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 of the respective area to discuss the matter with the employee. Any staff-related terminations must be processed through the Human Resource Office with the approval of the vice president for finance and risk management.

3.6.3 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 and before the next regular payday. 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 submit a completed time card (non-exempt) or report any leave taken, 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 OVERVIEW

For more information regarding any of the following benefits, listed here alphabetically, contact the executive director of human resources & organizational development. Dordt University may amend or terminate any of the benefits at any time, in its discretion. This handbook contains only limited descriptions of employee benefit plans, such as the Retirement Plan and health and welfare plans. Covered employees should review the summary plan descriptions of the plans in which they are enrolled for more detailed information. In the event of any discrepancies between the handbook and the benefit plan document, the benefit plan document will control. All summary plan descriptions are found online on the internal website for employees and are also available upon request by contacting the human resources office.

4.1 ADMISSION TO UNIVERSITY EVENTS

All employees and their immediate family are entitled to free admission to university-sponsored musical, theatre, and athletic events. This includes full and part-time staff, and full-time faculty, proportional faculty, and assistant and tutorial adjunct instructors. This does not apply to those who are hired as seasonal temp workers or independent contractors.

- A. The immediate family is defined as spouse and unmarried children under 25 years old.
- B. 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.
- C. 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. Reimbursement submissions must be received in the year the adoption is finalized or in the year immediately following. An “Adoption Assistance Request Form” will be available upon request by contacting the Human Resource Office or is online in the employee toolkit.

Terms of this adoption assistance include the following:

- A. The maximum reimbursement per adopted child is \$2,500.
- B. Adoptive parents are eligible for two weeks of paid parental leave as well as unpaid FMLA leave which is run concurrently with the paid parental leave time allowed. Employees working at least 50 percent of full-time are eligible for pro-rated parental leave benefits.

- C. The adoption assistance is provided per child. If adopting a sibling group, Dordt University will contribute up to \$2,500 per child.
- D. 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 (if any). Compensation for employment will cease at the time of death, other than any hours due to be paid out that were worked by the employee prior to death.

4.4 **DENTAL & VISION INSURANCE**

All full-time employees of Dordt University are entitled to enroll in the Dordt 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 and the employee will pay the other portion. The cost of coverage varies based on coverage selected. Additional information regarding premium costs and coverage details are available on the employee website under the employee toolkit and benefit information or by contacting the Human Resource Office.

4.5 **DISABILITY INSURANCE**

Full-time employees, not including temporary or seasonal employees, are eligible for short-term and long-term disability coverage. Premiums for the long-term disability plan are paid for by Dordt university. Employees are eligible from the date of hire. Employees who qualify for short-term disability may also qualify for FMLA (Family and Medical Leave Act) leave (see FMLA policies in the staff handbook). FMLA leave provides up to 12 weeks of unpaid leave time with job protection and benefit continuation. Any approved period of std leave that also qualifies for FMLA leave will be covered by both forms of leave running concurrently. Employees may be required to provide health care provider certifications to support leave eligibility. Details regarding insurance options 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. Details regarding this program are available on the Dordt intranet or by contacting the human resource office.

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

As used in this policy statement, “FMLA leave” means the leave required by the federal Family and Medical Leave Act.

4.7.1 **ELIGIBILITY REQUIREMENTS**

Subject to certain conditions, faculty and staff members are eligible for FMLA leave if (1) they have worked for Dordt University for at least one year, (2) they have worked for Dordt University for at least 1,250 hours during the 12 months immediately preceding the start of FMLA leave, and (3) Dordt University employs at least 50 employees within 75 miles of the employee’s work site. An eligible faculty member may take FMLA leave if the leave is taken for an FMLA-qualifying reason and the employee has not exhausted his or her leave entitlement in the applicable 12-month period.

4.7.2 **BASIC LEAVE ENTITLEMENTS**

Eligible employees are entitled to up to 12 weeks of unpaid, job-protected leave, per 12-month period, for the following reasons:

- A. For incapacity due to pregnancy, prenatal medical care or childbirth;
- B. To care for the employee’s child after birth or placement for adoption or foster care;
- C. To care for the employee’s spouse, son, daughter or parent who has a serious health condition;
- D. For a serious health condition that makes the employee unable to perform the employee’s job; or
- E. Because of any Qualifying Exigency (see Military Family Leave Entitlements, below).

For purposes of FMLA leave based on any of the reasons described above, the 12-month period is a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

4.7.3 **MILITARY FAMILY LEAVE ENTITLEMENTS**

Qualifying Exigency Leave

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active-duty status in a foreign country may use their 12-week FMLA leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative

childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-employment reintegration briefings.

Military Caregiver Leave

In addition to the basic types of leave entitlements listed above, the FMLA includes a special leave entitlement that permits eligible employees who are the spouse, son, daughter, parent, or next of kin of a covered servicemember to take up to 26 weeks of leave during a single 12-month period to care for that covered servicemember. The single 12-month period begins on the first day an employee takes military caregiver leave and ends 12 months after that date.

A covered servicemember for purposes of military caregiver leave is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

4.7.4 DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

4.7.5 EMPLOYEE RESPONSIBILITIES

Employees must contact human resources to request leave. Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable.

Employees must provide sufficient information for Dordt University to determine if the leave may qualify for FMLA protection and to determine the

anticipated timing and duration of the FMLA leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform human resources if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If an employee fails to comply with the responsibilities described above, FMLA leave may be denied or delayed. If FMLA leave is denied or delayed, and the employee misses or has missed work anyway, the employee's absences could result in discipline or termination of employment unless the absences are covered by another type of job-protected leave.

4.7.6 CERTIFICATION AND RECERTIFICATION

Employees may be required to provide a certification and periodic recertification supporting the need for leave.

When an employee requests FMLA leave due to the employee's own serious health condition or the serious health condition of a family member, Dordt University may require the employee to submit a certification from the applicable health care provider. Additionally, when an employee requests leave due to a qualifying exigency or leave to care for a covered service member with a serious injury or illness, Dordt University may require a certification in support of the request. Human Resources will provide the appropriate certification form to employees when FMLA leave is requested or applicable.

Where FMLA leave is taken because of an employee's own serious health condition or the serious health condition of a family member and Dordt University has reason to doubt the validity of a certification, Dordt University may require a second and, in some cases, a third opinion, as allowed under the FMLA. Dordt University may also require that the employee, at the employee's expense, obtain recertification by the applicable health care provider as allowed under the FMLA.

An employee returning from an FMLA leave of 10 consecutive calendar days or more days due to the employee's own serious health condition must provide a fitness for duty certification in order to be restored to employment.

4.7.7 DORDT UNIVERSITY'S RESPONSIBILITIES

Dordt University will inform an employee requesting leave whether he or she is eligible under FMLA. If he or she is eligible for FMLA leave, Dordt University will notify the employee of any additional information, including medical or other certification, that Dordt University requires to approve the FMLA leave as well as notify the employee of his or her rights and responsibilities. If an employee is not eligible, Dordt University will notify the employee of a reason for the ineligibility.

Dordt University will inform the employee if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Dordt University determines that the leave is not FMLA-protected, Dordt University will notify the employee of this fact.

4.7.8 USE OF LEAVE

Employees do not need to use their entire FMLA leave entitlement in one block. When medically necessary, leave may be taken intermittently or on a reduced leave schedule. Leave due to qualifying exigencies may also be taken on an intermittent basis or reduced schedule. If Dordt University, in its sole discretion, consents, leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care may be taken intermittently or through a reduced work schedule. An employee's entitlement to FMLA leave for a birth or placement expires at the end of the 12-month period beginning on the date of the birth or placement of the child.

If an employee requests intermittent leave or leave on a reduced schedule that is foreseeable due to planned medical treatment, including during a period of recovery from a serious health condition, the employee may be temporarily transferred to another position if the position has equivalent pay and benefits and better accommodates the recurring periods of leave, to the extent permitted by applicable law or any applicable collective bargaining agreement.

When planning medical treatment, an employee must consult with Dordt University and make a reasonable effort to schedule the treatment so as not to disrupt unduly Dordt University's operations, subject to the approval of the health care provider.

4.7.9 LEAVE ADMINISTRATION FOR SPOUSES BOTH WORKING AT DORDT UNIVERSITY

Spouses limit their combined leave to a total of 12 weeks during any 12-month period for the birth of a child or to care for a child after birth, placement of a child for adoption or foster care, or for each spouse to provide care for that spouse's own parent with a serious health condition.

A. If one spouse was ineligible for FMLA leave, the other eligible spouse would have a full 12 weeks of FMLA leave.

When either spouse uses a portion of the total 12-week FMLA leave entitlement as outlined above, each spouse remains entitled to use the difference between the amount he or she has individually taken and 12 weeks of leave for other forms of FMLA leave.

4.7.10 SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

Employees who qualify for FMLA leave for their own serious health condition may also qualify for benefits under Dordt University's short-

term disability (STD) program. For any employee who qualifies for STD benefits and is also eligible for FMLA leave covering the same period of absence, the STD and FMLA leave time will run concurrently.

The FMLA also permits employers to require employees to use accrued paid leave at the same time they are taking unpaid FMLA leave. Dordt University requires administrative staff and supportive staff employees who accrue paid leave time to use the following types of paid leave, if available and applicable, concurrently with unpaid FMLA leave: paid vacation, paid sick leave, paid personal leave, paid childbirth leave, and/or paid parental leave. Dordt University allows full-time faculty members to apply 12 weeks of paid leave concurrently with any unpaid FMLA leave time. For any faculty who are on proportional contracts between 50-99% FTE, the 12 weeks of paid leave will be pro-rated accordingly to the FTE of the faculty member at that time of the approved FMLA leave. FMLA leave for administrative or support staff will not be applied on any work days that take place during the FMLA leave period if they were days previously scheduled as a holiday recognized by the university in the Staff Handbook. FMLA leave time will not be applied for faculty during any leaves previously scheduled during the academic year when faculty are not expected to be working (i.e., Reading Days, Thanksgiving Recess, Christmas Break, Spring Break, Easter Break, or Assessment Day – as outlined on the official Academic Calendar).

When Dordt University does not require the use of available paid leave, under the FMLA employees may choose to use any applicable, available paid leave for which the employee is eligible concurrently with unpaid FMLA leave. In order to use paid leave for unpaid FMLA leave, employees must comply with Dordt University's normal paid leave policies. The concurrent use of paid leave with unpaid FMLA leave will not increase the amount of FMLA leave available.

Where applicable and permissible, FMLA leave will also run concurrently with childbirth and parental leave and other types of paid or unpaid leave (e.g., workers' compensation leave, disability leave) that are required by state or other law.

4.7.11 BENEFITS AND PROTECTIONS

Use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave. However, during FMLA leave, an employee will not accrue benefits (such as vacation leave, sick leave, or seniority), except as outlined under the leave accrual guidelines.

During FMLA leave, Dordt University will maintain an employee's health coverage under any group health plan on the same terms as if the

employee had continued to work. Employees who normally pay a share of the premiums for such coverage must continue, while on leave, to make the same contributions as active employees. Employees should contact human resources to make arrangements to continue to pay their share of premiums during FMLA leave.

To the extent permitted by Dordt University's insurance policies, Dordt University will also maintain in effect the group disability coverage, life insurance coverage, dental, and vision coverage, but the employee is responsible for paying the employee's regular share on the same schedule as health coverage costs are paid.

In most circumstances, upon return from FMLA leave an employee will be restored to his or her original or equivalent position with equivalent pay, benefits, and other employment terms. If, however, during the FMLA leave an event occurs that would have terminated or altered the employment of the employee had he or she not been on leave (e.g., a reduction in force, elimination of a shift), the employment, leave rights, employment conditions, or restoration rights of that employee will terminate at the same time as if the employee had not been on leave.

4.7.12 COMPLAINT PROCEDURE

Dordt University encourages any employee who believes that the FMLA leave law has been violated to report the problem to human resources. All complaints will be promptly investigated.

4.7.13 PROHIBITED ACTS AND ENFORCEMENT

FMLA makes it unlawful for any employer to:

- A. Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- B. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to the FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

4.8 FLEXIBLE SPENDING ACCOUNT & HEALTH SAVINGS ACCOUNTS

Employees who are eligible for health insurance coverage (working 30 hours per week on average) are eligible to enroll in a medical or dependent care Flexible

Spending Account (FSA) or Health Savings Account (HSA) (HSA only available if enrolled in a high-deductible health plan option). An FSA or HSA allow employees to use pre-tax dollars to pay for qualifying eligible medical and dependent care expenses. Dordt University employees can choose to allocate funds to an FSA or HSA through a monthly payroll deduction. For more information contact the Human Resources office.

4.9 **GRADE SCHOOL AND HIGH SCHOOL SCHOLARSHIPS**

Children of all full-time and part-time faculty and staff are eligible to be considered for grade school/high school scholarships. (Groups not eligible for this benefit would include temporary employees, adjunct instructors, or graduate assistants). 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. The tuition scholarship funds up to 70% of the family's tuition responsibility (with a maximum total tuition equal to the current tuition at Unity Christian High School in Orange City and/or Western Christian High School in Hull, whichever is larger). The family tuition responsibility is the amount of tuition that is due after multi-child, alternate revenue, bus reimbursement discounts, church support, other sources, and ESA funds have been applied. If an employee wishes to submit a scholarship request for consideration of an 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 finance and risk management, 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:

- A. 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.
- B. 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.

- C. The employee must have completed an application for educational assistance with all required approvals given.
- D. The employee must have earned normal credits for the course taken.
- E. 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.

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. If the faculty or staff member is considered proportional or part-time, the 75 percent discount will be pro-rated accordingly to match the FTE work percentage of that employee. (i.e., If an administrative staff member is working at 60% FTE, that individual would be eligible to receive 60% of the 75% tuition reimbursement amount approved).

This educational assistance applies to the employee only; spouses or dependents of the employee may be eligible for the tuition waiver as outlined in this handbook in the Tuition Waiver section.

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. Parental and childbirth leave is run concurrently with any FMLA leave. 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. Parental and childbirth leave is run concurrently with any FMLA leave. 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 1,000-hour requirement for eligibility to receive the matching contribution and profit-sharing contribution in the Retirement Plan, if the year of service requirement has not already been met.

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.

Under the Americans with Disabilities Act and Iowa law, employees who are unable to work due to pregnancy, childbirth, or related conditions may be entitled to authorized absences with job protection within limits set by those laws, subject to timely notice and supporting health care provider documentation. Employees should contact Human Resources to request such leaves.

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. 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.

Benefits are coordinated with Workmen's Compensation benefits to a maximum combined payment of regular salary if the absence is because of a work-related injury. 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.

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 injury, 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 5 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 possible options. Sick time will be applied concurrently with any FMLA leave that is approved.

Out-of-State Sick Leave:

It should be noted that for those employees working for Dordt University remotely outside of the state of Iowa, there may be certain sick leave laws that will be applied and may be different than what the university provides in their regular sick leave policy for Iowa employees. If you are a faculty or staff member serving remotely out of the state of Iowa (especially if you are in California, Michigan, Minnesota, or Washington), please contact the HR Office for further information concerning how your sick leave will be managed and what paid time is available to you.

4.11.6 PERSONAL LEAVE

Personal leave is intended for the employee to use to attend to family and individual needs (for example, dental/medical appointments, school activities or obligations for children, 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. Any unused personal leave hours will not be paid out upon separation from employment. Personal leave can be used in increments as small as 30 minutes and up to a full 8-hour day. Personal leave is granted to eligible employees on September 1 of each year. Personal leave time will be applied concurrently with any FMLA leave that is approved.

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 TIME OFF TO VOTE

Dordt University encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Any employee who has less than two hours outside of working hours to vote while the polls are open may take up to two hours off from work, without loss of pay, to vote.

Dordt University asks that employees provide written notice of the need for time off to vote, before Election Day, so that the time off can be scheduled to minimize disruption to normal work schedules. Dordt University may specify the hours during which the employee may be absent.

Proof of having voted may be required.

4.11.9 MILITARY LEAVE

It is the policy of Dordt University to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) and applicable state laws which protect job rights and benefits for workers who serve in the military. The law covers all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services and the National Guard. To review the full list of guidelines related to military leaves, you can contact the executive director of human resources & organizational development. These guidelines include information about how to provide notice, how leave time, benefits, and compensation are handled, and employee rights upon reinstatement following completion of the military leave. The current military guidelines are also posted on the internal university website under the Human Resources Employee Toolkit.

4.11.10 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.

4.11.11 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 voluntarily or involuntarily leaves 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

Life insurance premiums are paid by Dordt 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 MEDICAL INSURANCE

Employees working 75% full-time or 30 hours per week are eligible for medical and major-medical insurance for themselves and their eligible immediate family. Eligible immediate family includes the employee’s spouse and children under age 26. Working spouses who work 30 hours or more per week and are eligible for their employer-sponsored coverage must select that plan as their primary coverage and Dordt’s plan can serve as their secondary coverage. See the summary plan description of the medical plan for additional details, which is located online in the HR section on benefit information. This is also available upon request by contacting the Human Resources office.

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 the individual ceases

to be eligible (for example, coverage for an employee will cease at the end of the month in which he/she resigns, and coverage for an employee's child ends on the last day of the month in which the child reaches age 26).

- B. COBRA INFORMATION. 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.

- 1. 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.

- C. 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 COBRA and other federal laws affecting group health plan benefits, should contact the executive director of human resources & organizational development.

4.14 **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 management.

4.15 **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.

4.16 **RETIREMENT PLAN**

The Dordt University Defined Contribution Plan (“Retirement Plan”) is available to all employees unless excluded according to the terms of our summary plan description. Employees are eligible to make elective deferrals to the Retirement Plan as of their hire date. In order to receive matching contributions an employee must be at least age 21 and have completed one year of service (1,000 hours within a twelve-month period measured from the employee’s hire date). Matching contributions are not available for employees who are excluded according to the terms of our summary plan description. A summary plan description is made available on the internal website available to employees or by a request submitted to the HR Office. The summary plan description describes the Retirement Plan’s rules and features in greater detail, including eligibility, elective deferrals, matching contributions, investment options and distributions...

4.17 **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.

4.18 **TUITION WAIVER**

- A. Full-time exempt and non-exempt staff are entitled to a discount of up to half the tuition rate as a student at Dordt University, at either the undergraduate or graduate level. This includes the employee, his or her spouse, and dependents as determined by financial aid regulations.
- 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. Employees 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 to off-campus programs sponsored by Dordt or the Council for Christian Colleges and Universities (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.

4.19 **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.

4.20 **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 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 and applicable tax laws regarding reasonable compensation, 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.

5.1 REPORTING OF HOURS AND PAYMENT

Non-exempt employees must report hours worked, vacation leave, sick leave, and any other paid leave time. Hours and leave must be reported monthly. The supervisor must approve any leave time taken by his/her direct reports with the exception of FMLA leave requests which are processed by Human Resources.

Exempt employees must report any leave taken. Leave must be reported monthly. The supervisor must approve any leave time taken by his/her direct reports with the exception of FMLA leave requests, which are processed by Human Resources. 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. Earnings statements are available online for employees to access through our internal website.

5.2 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.

Administrative and support staff eligible to accrue and use paid leave time will receive the workdays from Christmas Eve through New Year's Day off as paid

holidays. If the New Year's holiday falls on a Sunday, the offices will also be closed on Monday and will be considered a paid holiday.

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

Saturday

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Time Off

Preceding Friday

Following Monday

Monday

Preceding Monday and Tuesday

Noon Tuesday through Wednesday

Thursday and following Friday

Noon Thursday through Friday

Holiday pay for non-exempt, part-time employees working 50% FTE (1,040 hours per year) or more will be a pro-rated amount of that allowed full-time employees. Holiday pay is counted toward the 50% FTE (1,040 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 via email to the executive director of human resources and organizational development and clearly designated as required work 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.

Additional holidays and/or modifications to the holiday schedule outlined may be approved by the administrative cabinet. Any schedule adjustments will be communicated by the Human Resource office.

5.3 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. 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.

Administrative cabinet employees accrue 160 hours (20 days) of vacation per year.

Exempt employees accrue paid vacation as follows:

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

Accrued vacation will carry over from year to year, but accrual of additional vacation time will stop when an administrative cabinet member or exempt employee accrues a maximum of 200 hours.

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

Non-exempt full-time employees accrue paid vacation time as follows:

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

Accrued vacation will carry over from year to year, but accrual of additional vacation time will stop when a non-exempt employee accrues a maximum of 150 hours.

Vacation days and maximum accrual limits for 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 a part-time employee 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 half of the full-time amount of vacation.) Vacation hours are not counted toward the vacation accrual 1,000-hour eligibility requirement.

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 and approved in advance with the supervisor. Failure to do so may result in disciplinary action.

5.4 **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 will be paid for the time worked but also may be subject to disciplinary measures.

If an employee works more than 8 hours in a day, scheduled unpaid 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.

5.5 **WEATHER-RELATED ABSENCES**

Non-exempt employees who 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:

- A. Make up the hours during the current pay period or the following one. This option requires the approval of the appropriate supervisor.
- B. Charge the absence to earned vacation.
- C. Take unpaid time off and have pay reduced accordingly.

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

5.6 **CONFERENCE TRAVEL TIME**

When a non-exempt employee is approved to travel 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.

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 (generally 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.

- A. Exempt employees will not be entitled to additional compensation for “on call” time.
- B. Non-exempt (hourly) employees (primarily in Facilities and Services) who have worked a regular workweek of 40 hours or more and are also required to carry the cell phone, will receive \$10.00 per hour for carrying the emergency phone and \$15.00 per hour for carrying 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.”
- C. If a non-exempt 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/she will be remunerated at the rate of one and one-half times the regular rate for those hours worked.
- D. If a non-exempt 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 overtime, in which case he/she will be remunerated at one and one-half times the regular rate) 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.

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

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:

- A. Full-day absences for personal reasons, other than sickness or disability.
- B. 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.
- C. A penalty imposed for infraction of a safety rule of major significance.
- D. Full-day absences for unpaid disciplinary suspensions under the university's disciplinary action policy for infractions of its workplace conduct rules.
- E. 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 reasons 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 complying, 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 HOURS OF WORK

Normal working hours for full-time 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. 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.

6.1 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. Dordt has a lactation room available for employee use that is located in the central part of campus. The HR Office can grant access to this room and employees can reserve the room to block a time.

6.2 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.

6.3 PURCHASING

Employees are not permitted to make purchases on behalf of the university without prior approval by their department supervisor.

6.4 COMPUTER ACCOUNT ACCESS

Access to a Dordt University computer account will be granted on the first day of employment. All employees are expected to use Dordt University computers, computer accounts, online or cloud-based accounts, and all other technology services for business purposes only. Furthermore, there is no expectation of privacy in an employee's use of any Dordt University information technology.

Accounts will be disabled within 24 hours of the last date of employment, unless prior authorization of a different deactivation date is approved by the vice president who oversees the area in which the employee is leaving.

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 their Academic Dean or administrative cabinet officer must be communicated to the executive director of human resources and organizational development.

6.5 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. Employees should not accept any gift of such significance that it could create the perception or reality of a conflict of interest. Address all questions about any gifts you may receive to the executive director of human resources and organizational development or the vice president for finance and risk management.

6.6 SOLICITATION AND RECEIPT OF DESIGNATED GIFTS

In an effort to provide uniform, consistent and equitable treatment to all departments regarding the solicitation and receipt of designated gifts, the following policy is in force:

- A. It is expected that faculty and other staff members will not initiate contacts with prospective donors to solicit or suggest gifts for a particular project, item, or department unless given prior authorization by the vice president for university advancement.
- B. If an unsolicited gift is tendered by a donor, the employee shall contact the vice president for advancement immediately so that the value and intent of the gift may be evaluated and the donor apprised of university protocol and tax implications.
- C. Unsolicited gifts received by the university and designated for a department, general activity, or program, are subject to the following guidelines:
 1. Gifts of \$500 or more. The designated recipient group or department shall be allowed to use the gift as specified by the donor. The vice president for university advancement shall notify the administrator responsible for the department or area of the university designated to receive the gift; the administrator shall consult with the staff members involved to decide how to use the gift.
 2. Gifts of less than \$500. Such gifts will be placed in the general operations or capital gift account, which will benefit the designated recipient group or department in a general way.

D. Unsolicited gifts received by the university and designated for a particular use, such as the purchase of a specified piece of equipment, are subject to the following guidelines:

1. Gifts of \$100 or more. The vice president for university advancement will notify the administrator responsible for the department or area of the university designated to receive the gift; the administrator will consult with staff members involved in deciding how to use the gift. If possible, the gift shall be used as designated by the donor. If impossible to use as designated, or if the gift amount is inadequate for the intended purpose, the vice president for university advancement shall be notified and will contact the donor to work out various alternatives.
2. Gifts of less than \$100. The donor is to be contacted by the vice president for university advancement and encouraged to allow the gift to be used for the general benefit of the university.

E. All gifts of cash or securities received directly from a donor by a department or administrative unit of the university must be submitted to the office of university advancement for gift accounting and acknowledgment.

All gifts of property or service to the university must be reported to the office of university advancement for gift accounting and acknowledgement.

CHAPTER SEVEN: FACILITIES AND EQUIPMENT

7.0 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 facilities and services 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, their Academic Dean 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.
 - 6. Logistics for temporary use of vehicle keys are the responsibility of the facilities and services department.
- C. Annual Notices
 - 1. In compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and in order to promote the safety and security of the campus community, information is provided to the Dordt University community that is accessible on our [www.dordt.edu](https://www.dordt.edu/about-dordt/consumer-information/annual-security-report) website at: <https://www.dordt.edu/about-dordt/consumer-information/annual-security-report>.
 - 2. For the knowledge and awareness of the campus community, a list of crime statistics is provided in this report which reflects specified crimes which must

be reported under the Clery Act. This information is updated on an annual basis and is available to current students and employees, and to prospective students and employees. Two specific policies you will find here that are updated annually include:

- Annual Security Report
- Annual Fire Safety Report

7.1 COMPUTERS AND SOFTWARE

7.1.1 RESPONSIBLE USE OF COMPUTING EQUIPMENT

A. Stewardship

Like all institutional resources, computing resources 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.

B. Security

The university will issue computer accounts to assist in keeping the information technology environment secure. Account information 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.

C. Privacy

Computer Services reserves the right to access all electronic records for maintenance purposes and cannot guarantee privacy when this occurs.

D. Policies

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

All employees are expected to become familiar with the “Responsible Use of Technology” document, which is found on the Computer Services website. A hardcopy of this document is also available upon request by contacting the Human Resources office.

7.1.2 EMAIL

E-mail and messaging accounts are provided for all employees. Computer Services manages these systems. The university reserves the right to monitor all Dordt University email and messaging accounts.

7.1.3 SUPPORTED HARDWARE AND SOFTWARE

In conjunction with the Department level IT billing program, Computer Services will maintain a supported hardware and software list.

Supported: hardware and software that Computer Services purchases and recommends for use on campus. Computer Services will provide maintenance and support for all supported items.

Unsupported: hardware and software that is no longer supported by the manufacturer or by Computer Services.

Certain computer hardware and software are known to cause communication, security, compatibility, or other problems. Computer Services may request that such hardware or software not be used.

CHAPTER EIGHT: EMPLOYEE DEVELOPMENT AND CONDUCT

8.0 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 collected and reviewed 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 finance and risk management, who will then review and consider the request with the HR Director and 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.

8.1 GRIEVANCE POLICY AND PROCEDURES

These grievance procedures do not apply where the situation involves discrimination or harassment. Grievances concerning discrimination or harassment should follow the process as outlined in the Title IV section in this handbook. 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 executive director of human resources and organizational development. If the grievance is about the executive director of human resources and organizational development, the employee may take the grievance in writing to the vice president for finance and risk management. The grievance should be submitted in writing within 15 days of receiving the written response from the first step of the process. The executive director of human resources and organizational development, in consultation with the vice president of finance and risk management (who oversees the HR function) 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 decision on the grievance shall be final.

Step 3 - If the vice president of finance and risk management determines that a particular grievance is of sufficient institutional concern and if the employee desires additional review, the decision will be reviewed by the president. The president, in his or her sole discretion, may authorize an appeal of this 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.

8.2 **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.

8.3 **CONFIDENTIAL INFORMATION**

All Dordt University 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. This prohibition is not intended to, and does not, in any manner, prohibit employees from discussing among themselves or others' wages,

benefits, and other terms and conditions of employment or workplace matters of mutual concern that are protected by Section 7 of the National Labor Relations Act.

8.4 **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 Technology” document, which is found on the Computer Services website, or available upon request by contacting the Human Resources office.

8.5 **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.

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.

8.6 **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 finance and risk management.

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 will aim to be completed within 60 days.

8.7 **EMERGENCY CLOSING**

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

8.8 **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, other than approved service animals, are not appropriate in the workplace.
- E. Treat campus visitors, faculty and students with courtesy and respect and be as helpful as possible.

8.9 **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.

Suggestions concerning safety are always welcome and should be addressed to the vice president for finance and risk management or the Human Resource Office.

8.10 **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. The complete policy can be reviewed on the internal employee site (u.dordt.edu) under "Employee Toolkit/Policies and Guidelines".

CHAPTER NINE: TITLE IX PROCESS

9.0 TITLE IX PROCESS

The university does not discriminate on the basis of sex in its education program or activity, which extends to admissions and employment, and it is required by Title IX of the Education Amendments Act of 1972 and its implementing regulations not to discriminate in such a manner. Inquiries about the application of Title IX and its implementing regulations may be referred to the university's Title IX Coordinator, the Title IX Deputy Coordinator, or both.

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.

All current policies, procedures outlining the process, forms for filing a report, confidential resources, and general information about Title IX can be found in full on the main university website at:

<https://www.dordt.edu/student-life/residential-life/student-services/student-handbook>

Please contact the Title IX Coordinator or Human Resources if you have any trouble accessing this information or have questions that need clarification.

Any person may report sex discrimination, including sexual harassment (whether or not the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. Such a report may be made at any time.

The Title IX Coordinator is:

Robert Taylor, The Vice President for Student Success & Dean of Students

Email: robert.taylor@dordt.edu Phone: (712) 722-6076

Location: Office of Student Services located in the Campus Center on the campus of Dordt University located at 700 7th Street NE, Sioux Center, IA 51250

If you cannot access the policies, procedures, forms, and resources located online as noted in this handbook, please contact the Title IX Coordinator, Deputy Coordinator, or Human Resources to request a printed copy.

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