



MNU EMPLOYEE HANDBOOK

2023-2024

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The 2023-24 version of the MNU Employee Handbook was approved by the President’s Cabinet on 6.27.23.

Introduction

The purpose of this handbook is to provide information and to help educate employees, including staff, administrators, and faculty, regarding the proper policies and procedures of the university.

Faculty members are subject to the policies contained within the Employee Handbook to the extent that a particular provision of the current Faculty Handbook does not encompass the same subject matter.

The guidelines presented in this handbook are designed to provide general information only. They are not intended to create any form of contractual rights, and the university may change them with or without notice at any time. Employment and compensation can also be terminated by the university with or without cause and with or without any notice at any time. If the employee is a faculty member, see Faculty Handbook for termination guidelines.

Acknowledgement of the Employee Handbook

This acknowledgement form should be signed by each employee, including staff, administrators, and faculty, at the time the Employee Handbook is received. Please return this signed form to the Human Resources office.

By signing this form, I acknowledge that I have either received a copy of the Employee Handbook or was provided directions to access the electronic version of the handbook. Further, I understand that:

- I am responsible for reading, becoming familiar with, and understanding the handbook's contents. If I have questions, I understand that I should direct them to my supervisor or the Human Resources office.
- This handbook, and the policies contained within, is not a contract. It is not intended to, nor does it create promises or representations of continued employment. Absent a written contract signed by the employee and the appropriate university official, an employee's relationship with MidAmerica Nazarene University is at-will. This means I am free to resign my position at any time, just as MNU is free to terminate my employment, for any reason or no reason, with or without cause, at any time. If the employee is a faculty member, see the Faculty Handbook for termination guidelines.
- This handbook represents a summary of important university guidelines, but it is not intended to be all-inclusive.
- MNU reserves the right to change its policies or practices, and this information can and will change from time to time to reflect changes in the operation of the university.
- I am responsible for complying with all university policies. My violation of university policy is grounds for disciplinary action, up to and including termination of employment. In all instances, benefit plan documents take precedence over information in the Employee Handbook should there be inconsistencies.
- If I am a faculty member, I am subject to the policies contained in the Employee Handbook to the extent that the Faculty Handbook does not encompass the same subject matter.
- This document will become a part of my personnel file.

Employee Name (Print)

Employee Signature

Date

HISTORY AND MISSION

University History:

Founded in 1966, MidAmerica Nazarene University opened its doors to students in 1968 with an enrollment of 263. Since the initial semester of operation, enrollment has increased dramatically and now totals 1,500. The university offers undergraduate academic majors in over 40 areas, several degree-completion programs and graduate-level programs in education, business administration, counseling, and nursing. The permanent control of the university is vested in a board of trustees selected from the various districts of the North Central Region of the Church of the Nazarene.

Mission Statement:

A transformative university that nurtures Christ-like community, pursues academic excellence, and cultivates a passion to serve.

Vision Statement:

To impact the world for Jesus Christ through servant leaders recognized for their excellence, integrity, and spiritual vitality.

University Core Values:

As a university community we are committed to the following core values:

- ❖ To affirm our commitment to the Church of the Nazarene, the ministry of the local church and our mission as a **Christ-centered educational community** in the Wesleyan- Holiness tradition.
- ❖ To **deliver excellence** in teaching and learning through a passion for lifelong learning, quality student services, innovation, and a culture of continuous improvement.
- ❖ To develop and implement a sustainability model for the **stewardship of financial and physical resources** to promote excellence in academic programs and services, support faculty and staff and provide contingencies to protect, promote and advance the ongoing viability of the university.
- ❖ To nurture and work together to **build a Christ-like community** of faith and learning interdependent in function and guided by the Holy Spirit.
- ❖ To be driven by our common purpose and collective action to **inspire and develop servant leaders** who will personally and professionally impact our world for Jesus Christ.

Organization and Governance

MidAmerica Nazarene University is an institution of the Church of the Nazarene. The official organization of the university is located in several groups of interrelated personnel: the Board of Trustees, employees, and the student body.

Board of Trustees

The Board of Trustees is an independent, self-perpetuating board consisting of resident members of churches in the North Central Region of the Church of the Nazarene and at-large members who may be residents of other regions. The North Central Region consists of the following seven districts: Iowa, Joplin, Kansas, Kansas City, Missouri, Nebraska, and Prairie Lakes. The Board of Trustees meets twice a year and upon call by the President of the university or Chairman of the Board. Between the official sessions of the Board, an Executive Committee, elected by the Board of Trustees, acts as an advisory and procedural group.

Business is brought to plenary sessions of the Board of Trustees through a system of standing committees which meet the day preceding the fall meeting and immediately preceding the spring meeting in association with Commencement exercises. These committees include Academic Affairs, Student Development, Enrollment Development, Financial Affairs, Governance and Trustee Development, and University Advancement. Each committee, chaired by a member of the Board, is serviced by the corresponding President's Cabinet member in each category. Other than stated exceptions, the Executive Committee may act on behalf of the Board between plenary sessions subject to affirmation or the approval of the full Board. Copies of the minutes of all committees are distributed to the Board.

The Board of Trustees elects the President and receives annually his report along with a copy of written report submitted to the President by the members of the President's Cabinet. An independent audit is included in the materials provided for each Board member. The primary role of the Board is to affirm the university mission, adopt policy and provide governance oversight of the academic, spiritual, student life and financial operations. The President reports to the Board as its chief executive officer and is responsible for the administration of Board and university policies. The Board is informed of university operations but delegates the administration of the university to the President.

Members of the President's Cabinet, five representatives elected by the faculty and five student representatives participate in committee meetings and attend all plenary sessions of the Board of Trustees. Faculty and student representatives to the Board have the privilege of voice but do not have voting privileges.

The Board of Trustees approves the budget as proposed by the Financial Affairs Committee and sets general policies as recommended by its standing committees. The Constitution and By-Laws specify the various duties and responsibilities for the respective areas of governance, as well as those of the President and the members of the President's Cabinet.

A Message from Our President

Building Futures: One Life at a Time

Our mission as a university is to be a transformational community of faith committed to academic excellence and passionate about equipping servant leaders who will impact their world for Jesus Christ. Our university is about ideas, visions and dreams that respond to the energy and vitality of a new generation of students who are eager to find their place in a rapidly changing world.

MidAmerica Nazarene University is a Christ-centered community that works closely together to achieve common goals. Student success is our primary obligation; however, we are also committed to serve each other as the body of Christ at work. We seek to support our human resources within an environment that exemplifies our Christian core values, a well-defined organizational structure and effective work life policies. We seek to provide our faculty and staff opportunities for spiritual, personal and professional growth through various programs and services.

Rapid change in our world will demand that our community focus first on God's mission and purpose as a primary responsibility and through him work together as a community of faith to think strategically, promote innovation, encourage creativity and discover emerging opportunities. We seek to be a culture where ideas are explored, diversity of ideas is embraced, and lives are transformed as we live and work together.

The university is beginning a journey unlike that of any period in its history. The policy and provisions of this Employee Handbook will provide the structure and processes necessary for us to function as an effective and efficient organization. As the demands on the university change our response will require introspection, flexibility, and a willingness to respond to rapid change as it may come. *Building Futures* is about mobilizing a community to fulfill a significant mission on behalf of students and as a campus community. We seek to be known as servant leaders recognized for excellence and integrity who are empowered by Jesus Christ to do his work.

Sincerely,



David J. Spittal
President

The President's Cabinet

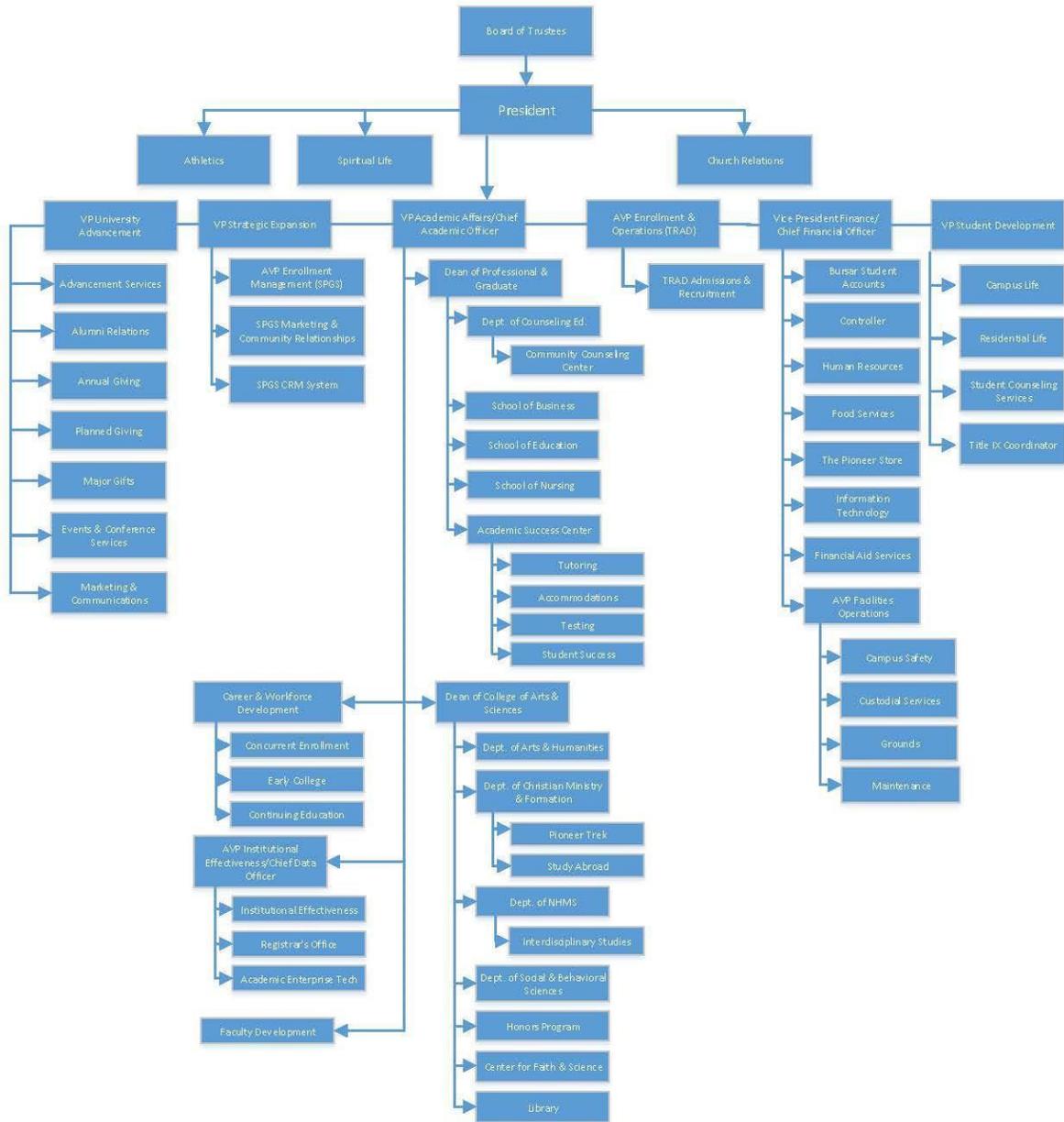
The President's Cabinet includes the senior administrators and executive officers of the university. All members of the President's Cabinet report directly to the University President.

The President's Cabinet consists of the President, Vice President for Academic Affairs and Chief Academic Officer, Vice President for Finance and Chief Financial Officer, Vice President for University Advancement, Vice President for Student Development, and Vice President for Strategic Expansion. The President's Cabinet meets throughout the year on a regular basis or upon call by the President and members of the Cabinet may submit agenda items for action or information.

President's Cabinet members serve as senior advisors to the University President, consult on matters of policy or administration recommended by the President, facilitate general communication regarding university operations and deliberate on administrative interests within specific areas of university operations. The primary functions of the President's Cabinet are to advise and to act on behalf of the Board and University on matters related to the administration, operations, and interests of the university. The President's Cabinet is responsible for recommendations related to academic policy and Board policy, and for preparation of the annual budget and other recommendations to the Board of Trustees. Further, the President's Cabinet provides ongoing oversight for the university planning process and the university strategic plan.

In addition to the President's annual report to the Board of Trustees, each member of the President's Cabinet submits an annual report to the President for review and for the information of the Board of Trustees.

The Organizational Chart



EMPLOYMENT PRACTICES

Employees are hired by the Dean, Department Chair, or Director with the approval of the area Vice President or President. All positions are approved by the Cabinet.

All employees of MidAmerica Nazarene University are expected to exemplify the principles of the Christian faith, be in accord with the mission and purpose of the university, support the doctrines and standards of the Church of the Nazarene, and follow the policies and procedures outlined in the Employee Handbook.

Administrator Definition:

Salaried employees with job duties to include supervisory, budgetary, team/area management and leadership, and employee development/performance for one or more areas. Among the duties of an administrator are coaching, training employees, and completing the MNU Performance Management Process (PMP). Typical titles are Manager, Director, Associate VP, or Vice President.

Staff Definition:

Hourly or salaried non-faculty employees responsible for duties outlined in their job description.

At-will Employment:

Unless a written contract to the contrary has been executed between the parties, the employment relationship between MidAmerica Nazarene University and its employees is at-will, and employment can be terminated with or without cause or notice, at any time, either by the employee or the university. No employee or representative of the university has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the provisions of this paragraph, without the written approval of the President.

Employee Status:

Definitions of Employee Status - all employees are classified into one of the categories listed below. The assignment of status is determined by Human Resources after reviewing the requirements of the job.

Exempt Employees - Personnel who hold a position identified as executives, senior administrators, mid-level managers, professional or other persons who are not subject to the Federal Fair Labor Standards Act's (FLSA) minimum wage and overtime requirements.

Non-Exempt Employees - Personnel who hold secretarial, clerical or service/support positions and are covered by the minimum wage and overtime provisions of the FLSA.

Full Time Employees -Personnel who are scheduled to work 40 hours each week on an 11 or 12-month basis. Regular full-time employees are eligible for all employer-sponsored benefits subject to waiting periods.

Full Time Hourly 9-10 Month Employees– Personnel who are scheduled to work 40 hours each week during the 9- or 10-month university term. Employees with this work schedule receive some employer-sponsored benefits on a pro-rated basis.

Full Time 10--11-month Administrators– Personnel holding Manager/Director/Executive level positions who are scheduled to work full time during either 10- or 11- months annually.

Regular Part Time Employees – An employee who is regularly scheduled to work 20-29 hours each week. These employees are eligible for limited employer-sponsored benefits.

Graduate Assistants - A student enrolled in a MNU graduate program, working on campus in a related field of study. Tuition is paid by the university and the graduate assistant receives payment for work performed. The typical work schedule is 20 hours a week.

Temporary Employees - An employee hired on a temporary basis, usually for a period of less than 180 workdays or for completion of a specific project. Employees are not eligible for employer-sponsored benefits.

Student Employees - An employee who is enrolled as a student at the university. Student employees normally work a maximum of 20 hours per week during academic terms. Students are not eligible for employer-sponsored benefits.

Rehired employees and employees moving from part-time to full-time status will be given credit for previous service to MidAmerica Nazarene University for purposes of computing length of service for employer-sponsored benefits.

Non-Discrimination/Equal Employment Opportunity Statement

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, sex, religion *, age, color, creed, national or ethnic origin, marital status, disability, genetic information, or any other legally protected class in the recruitment and admission of students, in the hiring process, during employment, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person.

***CHRISTIAN FAITH AND EMPLOYMENT AT MIDAMERICA NAZARENE UNIVERSITY**

MidAmerica Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964). Preferred candidates demonstrate a strong commitment to the Christian faith, active participation in a local church, and a philosophy of Christian higher education consistent with the Wesleyan tradition.

Hiring Process

The Vice President for Finance is responsible for administering the non-academic personnel policies and procedures. The hiring procedures and practices are delegated to the Director of Human Resources and handled in the following manner.

Before beginning recruitment of candidates, the Director of Human Resources must be notified of any new or open position by the departmental supervisor with approval from the appropriate Cabinet member.

Salaries and wage schedules are administered jointly by the Director of Human Resources and the Vice President for Finance. The person hired receives a salary based on knowledge, skills, and abilities within the salary range budgeted for the position. Input from the supervisor and respective senior administrator is encouraged.

Human Resources will guide and resource the hiring process:

- Ensures all positions to be filled are approved by the President's Cabinet.
- Review and ensure the job description is accurate, current, and assigns a pay range.
- Manages job posting process- internal and external.
- Assists the department with applicant tracking in Paycom.
- Responds and corresponds with applicants, including securing any missing application materials such as a personal statement of faith.
- Participates in candidate interviews.
- Secures background check release and a signed standard of conduct form from final candidates.
- Assists with final hiring decisions, including salary recommendations.
- Extends job offers and follows up with offer letters when appropriate.
- Coordinates communication with various departments regarding service requests for new employees.
- Completes personnel forms and facilitates new hire paperwork for new employees.

Statement of Faith: A personal statement of faith is requested as part of the application for every position at MNU. MidAmerica Nazarene University is an intentionally Christian Community and desires that all employees in positions of leadership reflect a foundational Christian position in word, attitude and action. While there is no

predetermined length or format for the Personal Statement of Faith, the norm is a one or two page narrative document describing the applicant's central Christian beliefs, significant formative influences in the applicant's Christian experience (e.g., religious experiences of conversion or the affirmation of one's faith, one's family and/or home life, spiritual aspirations), and ways in which the applicant's faith is being demonstrated in daily patterns and practices.

Standard of Conduct Form: As an institution sponsored by the Church of the Nazarene, MidAmerica Nazarene University adopts fully the doctrinal and ethical standards of the Church. Each employee is asked to comply with the basic standards of conduct adopted by the Church of the Nazarene. Employees should abstain from the use of alcoholic beverages, tobacco, illegal drugs, profane language, and gambling. Failure to adhere to these standards may result in appropriate disciplinary action up to and including termination of employment. New employees are asked to sign a copy of the "Standard of Conduct" as part of their new hire paperwork. The document is kept as part of their personnel file.

Background Checks: MidAmerica Nazarene University ensures that candidates for employment do not have a history of activity that would make them unsuitable for employment. Background checks are completed before a job offer can be made. This is to ensure the highest level of safety is maintained for MNU employees and students. Background checks typically include a criminal background check, sex offender registry check, and a social media check. The Background Check and Criminal History Policy, which is attached to this Handbook as Appendix A, describes all the details regarding this process.

Introductory Period

The introductory period for a new employee is the first 90 calendar days of employment. The purpose of the introductory period is to allow time for a supervisor/manager to orient new employees regarding work requirements and expectations of the position and to determine whether satisfactory knowledge and skills are demonstrated. The introductory period is intended to give new employees an opportunity to become adapted to the work required, to the department, and to determine job fit.

Employees are provided a copy of the job description, and explanations of the expectations regarding performance in the new position, along with some on-the-job training covering the specific duties and responsibilities of the position. Close to the end of the introductory period, the supervisor/manager will discuss progress and satisfaction with job performance. If job performance is judged unsatisfactory or ability is insufficient to perform job requirements, employment may be terminated.

Moving Expenses

The university may pay for moving expenses for new **Administrators** and **Faculty** on a limited basis that is dependent on the budget structure. Moving expenses are subject to the following limitations:

- The move should be within the continental United States
- The mover is selected/contracted by the university and administered by the Director of Human Resources. If the selected/contracted moving company is not used, the employee must turn in documentation and/or receipts of the moving expenses, such as U-Haul charges, etc.
- Total moving expenses is limited to \$12,000.

Moving expenses are limited to the cost of moving and reported on the W-2. Payments by the university for moving expenses will be reported as wages and subject to employment taxes.

Campus Keys

University employees are eligible to hold keys for areas to which they need access to perform their jobs. Department managers/directors grant authorization for a key(s) by completing a Key Request form found on the MNU Portal or obtained from Human Resources. Completed key order forms are to be sent to the Campus Safety Office for processing.

Employees must sign for keys issued to them and should not receive or take into possession any campus keys that have not been issued to them. Employees maintain control over all keys issued to them to prevent unauthorized access to university facilities.

If a key(s) is/are lost, employees should report the loss immediately to their supervisor and to the Campus Safety Office. A \$25 fee is charged to replace a lost key. Employees should not duplicate any keys issued to them. A replacement key for a worn or broken key will be provided at no charge in exchange for the defective key. When employees leave employment, all keys are to be given to their supervisor or HR before their last day.

Reasonable Accommodation

MNU strives to create a workplace accessible to and accommodating of qualified individuals with known disabilities to enable such individuals to (1) apply for employment, (2) perform the essential functions of their jobs, and (3) enjoy other terms, conditions, and privileges of employment.

Individuals who need to request reasonable accommodation should contact their supervisor and/or the Director of Human Resources who will review the feasibility of the accommodation. If applicable, individuals may need to provide relevant medical information from an appropriate health care professional demonstrating eligibility for reasonable accommodation.

Human Resources will engage the employee and the supervisor regarding the request and ultimate decision. All documentation and information shared by individuals who are requesting a reasonable accommodation will be maintained by Human Resources and will only be shared to the extent that is needed to determine whether to approve and how to implement the accommodation.

The cost of the requested accommodation will be the financial responsibility of the unit in which the individual is working or will be hired. If the unit does not have the financial resources from its own budget, the unit should work with their area Vice President to cover the accommodation.

Those with complaints related to reasonable accommodation may utilize the general Grievance Procedure outlined below or discuss the situation with a supervisor or the Director of Human Resources.

Grievance Procedure

When a staff member (Faculty should refer to the Faculty Handbook for grievance process information) has a question or a complaint regarding working relationships or university policy, the employee should first discuss the problem with his/her immediate supervisor or the Director of Human Resources who will attempt to mediate the problem.

If the employee does not accept the mediated solution, he/she may submit a written grievance within 5 days to the Director of Human Resources or, if the Director of Human Resources is a subject of the grievance, with the Vice President for Finance. The President's Cabinet shall serve as a Grievance Review Committee unless the President designates otherwise. The Committee will review the grievance within 10 working days unless it determines that additional time is required. Parties will be notified if additional time is necessary. The Committee will make a recommendation to the President, whose decision will be final for all parties. The parties will be notified of the outcome of the grievance in writing.

In all situations, grievances will be kept confidential to the maximum extent possible while still allowing the university to adequately address the issues involved.

Professional Development

MidAmerica Nazarene University strives to provide a variety of opportunities for employee development, which improve job skills and enrich the personal lives of employees. Employee development activities may include workshops, on-the-job training, or attendance at professional meetings.

Service on Committees

Employees may be asked to, and are encouraged to, serve on committees of the campus community.

Promotion/Transfer

If an internal employee is interested in applying for an announced position, the employee may contact Human Resources and submit their application materials confidentially. Work history, length of service (**a minimum of 6 months in current position is mandated**), skills, attitude, attendance record, aptitude, and educational background are considered prior to a possible interview and final selection. The employee's current supervisor should be notified of a possible job change should an interview be granted for a different job on campus. *A minimum of two weeks shall be given to the respective current supervisor from the internal employee. The Director of Human Resources and the hiring managers will determine the appropriate starting date for the employee based upon business needs.*

Performance Management Process

MNU's commitment to comprehensive excellence is only as good as our collective desire for consistent improvement in the workplace. Each staff administrator and staff member demonstrates that desire by participating fully in the Performance Management Process (PMP). The process of holding meaningful career conversations, describing and evaluating work responsibilities, setting goals, coaching for desired results, and annual evaluation reviews is designed to assist the university in maximizing our potential and meeting or exceeding the expectations we have set for ourselves and each other.

The PMP ties individual performance to the mission and vision of MNU so that employees understand their value and importance to that mission. Additionally, the PMP assists employees and departments in identifying and accomplishing strategic goals. The Performance Evaluation Document (PED) is a performance evaluation tool used for all MidAmerica Nazarene University employees with the exclusion of Faculty, contract/seasonal employees, temporary personnel, and student workers. Details regarding

the MNU Performance Management Process can be found on the MNU portal/Human Resources web site—PMP Guidelines.

Performance Improvement Process

The university desires that all employees have a positive work experience. Therefore, an effort to correct identified performance issues will be handled through the following Performance Improvement Plan, which may include but not be limited to the following:

- Coaching and Counseling
 - An ongoing process in conjunction with the PMP annual review.
 - Clearly defined objectives/goals, expectations, and outcomes are points of session.
 - Documentation can include notes from regular coaching sessions and/or Performance Improvement Action Plan/Corrective Action Retraining, if necessary.
 - Include any training or retraining necessary to correct the problem in Coaching or Counseling sessions.
- Performance Improvement Action Plan
 - First step in improving performance
 - Can be informal and part of regular coaching sessions
 - Can be more formal with completion of the Performance Improvement Action Plan form
- If Performance does not improve
 - Performance Correction & Planning Notice (in writing)
 - Makes it clear to employees that performance must improve
 - Documentation—including the following:
 - The nature of the event
 - Previous steps taken for improvement (include dates)
 - Observations and impact if performance does not change
 - Next steps and consequences if improvement is not made:
 - Termination/Suspension

The following are some examples, although not intended to be an exhaustive listing, of grounds for possible suspension or immediate dismissal of an employee without warning or utilization of the Performance Improvement Plan outlined above:

- Theft of any kind (no tolerance)
- Sexual or other forms of unlawful harassment
- Willful dishonesty, deceitfulness, or other serious breach of trust

- Fighting, physical altercation, threats to others (in any medium), or any other serious unacceptable behavior
- Absence without notice for 3 days
- Willful violation of any established policy or rule
- Falsification of university records
- Gross negligence of any kind, particularly any act that causes substantial and grievous injury to university operations or substantial legal action to be filed against the university.
- A serious violation of conflict of interest or confidentiality policies
- Negligence or improper conduct leading to damage to or loss of property, equipment, or facilities.
- Serious violation of safety or health rules
- Serious violation of the substance abuse or alcohol policies
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Bullying

When an employee has been alleged to have engaged in the above conduct or other types of inappropriate conduct, the Director of Human Resources (or appropriate designee selected by the President) will commence an investigation into the matter. The Director of Human Resources (or appointed designee) will discuss the allegations with the employee, interview other individuals with relevant knowledge, review any other available evidence, consult with other university officials as necessary, and prepare a report to include whether any sanctions or other remedial measures are to be imposed. This investigatory procedure is not intended to replace any other university procedure prescribed for a particular type of conduct (e.g., an allegation of sexual harassment against an employee will be addressed pursuant to the university's Sexual Misconduct Policy & Complaint Resolution Procedures).

Resignation

Employees planning to resign should provide a **minimum of two weeks'** written notice. This allows time for a replacement to be selected and trained. In some circumstances and at the discretion of the university, an oral resignation may be deemed effective. **It is preferred that Director-level positions and above provide a 30-day resignation.**

Notice of resignation should be provided in an email or other writing to the employee's immediate supervisor and the Director of Human Resources. A resignation is considered official when it is delivered to a supervisor, the Director of Human Resources, or other

university official, and it will take effect immediately unless a future date or time frame (e.g., “the end of the Spring semester”; “two weeks from now”) has been stated in the notice. Official resignations may only be withdrawn with approval from the Director of Human Resources, which he/she may provide or deny in his/her sole discretion.

In the final days of employment, employees are encouraged to set up an exit interview with Human Resources. Human Resources will provide info on closing out benefits and final payroll.

On the last day of employment, the employee needs to turn their MNU ID, keys, credit card, laptop and other IT equipment into Human Resources.

Student Workers

Students normally work during regularly scheduled office hours. Hours will be arranged according to the needs of the office and the student’s schedule. Work schedules should not exceed more than 20 hours in a work week when classes are held. Weekly hours should not exceed 25 when classes are not in session, for example: spring break or summer. Students should adhere to the work schedule as closely as possible. Any departure from the schedule must be approved by the student’s supervisor(s).

Students with a regular, weekly schedule report hours worked on a timesheet, which is then submitted through the electronic time management process. Supervisors approve submitted timesheets.

Office equipment including computers, phones, etc., are not to be used for personal work unless special permission is granted by the supervisor. Personal telephone calls should be limited to emergencies only.

Individual offices may establish special guidelines regarding dress code during office hours. A professional appearance should always be maintained. Students should treat supervisors with respect. Visits from friends and fellow students detract from office assignments and are not appropriate during working hours. All office work must be kept in strictest confidence. Fellow students, friends, or relatives should not be informed of happenings in the offices. Office keys will not be issued to student employees. Arrangements may be made by supervisors for special use when necessary.

Nepotism Policy

MNU's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, and terminating employees are based on qualifications for the position, ability, and performance. The university attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions and reserves the right to act when relationships or associations of employees impact its mission. It is against university policy for an employee to supervise a relative or to work in positions that have an audit or control function over a relative unless prior written approval is obtained from the university President.

If an exception is granted by the President, the following general principles shall apply:

1. To avoid possible conflicts of interest, any supervisor who is a relation of an employee or job applicant must not participate either formally or informally in decisions (including rendering advice on decisions) on personnel matters affecting the relative, including, but not limited to, hiring, employment retention, discipline, terminating, promoting, determining salary, or participating in peer or administrative review procedures.
2. In cases where an employee would have primary responsibility for supervision, evaluation of, or assignment of duties to a relative, an appropriate individual must be designated by a higher-level administrator (e.g., associate academic dean, vice president, president) to make the kinds of assessments and decisions described above.
3. In circumstance which have the potential for conflicts of interest individuals have the responsibility for disclosing that potential conflict to the appropriate Dean or Vice President prior to making any employment related decisions.
4. Supervision and evaluation procedures, even when later as described above, should ensure comparable treatment of employees. For example, employees for whom the supervisor of their unit is a relative should receive the same kind of notification about university policy as any other employee in the unit. It should be noted, however, that appeals of unit decisions regarding kinds of assessment and decisions described in #1 above cannot be addressed to a supervisor who is a relative. Thus, for example, a faculty member of a division chaired by a relative should make any such appeals directly to the appropriate associate dean.

Decisions about individual cases should be made based on these principles. In cases where the application of a principle is disputed, the administrator at the next level may be asked to assist in resolution. If a resolution cannot be achieved, an employee can follow the

established procedure for filing a grievance. The President shall have final approval regarding application of the general principles to particular cases.

Conflict of Interest Policy

Each member of the MidAmerica University community must avoid any conflict between their personal interests and the interests of the university. Each person is expected to avoid even the appearance of impropriety in the performance of their duties and must never use their positions or knowledge gained through the university to inappropriately influence decisions for their advantage, or for that of their family and friends.

Any member of the MNU community who could receive an economic benefit either directly or indirectly, such as through a business of which he/she, or a family member, has a substantial interest, shall disclose the interest, and withdraw from all decision-making on any matter relating to the transactions. All withdrawals from decision-making processes based upon this policy should be noted in the applicable minutes of all university meetings and its committees.

Individuals seeking employment or association with the university have the obligation to disclose to the interviewer any affiliations with a person, firm, organization, or corporation with which he or she has reason to believe the university does business or any other information necessary to comply with this policy. All others must disclose to their manager, at the earliest practical time, any possible conflict of interest. Those in decision-making positions will be required to make annual reconfirmations of any potential conflict of interest.

Individuals will be deemed to have a conflict of interest if:

Affiliations

- A) The person is an officer, owner, director, partner, trustee, employee, or agent of any firm, organization, or corporation with which the university does business or;

Interests/Investments

- A) The person is the actual or beneficial owner of more than 1% of the voting stock or controlling interest of an organization or corporation which currently has or had (within the past year) business dealings with MNU.
- B) The person has dealings with any organization from which he or she knowingly materially benefited in an amount (annual aggregate) or more than one thousand (\$1,000) dollars exclusive of dividends and interests.

Personal Relationships

- A) The person is related to persons by blood or marriage, or whose relationship is like that of persons who are relating by blood or marriage, who have a voting stock, a controlling interest or derives material benefit from a firm, organization, or business subject to disclosure under this policy.

For the purpose of this policy, all consulting agreements, or arrangements, formal or informal, are subject to disclosure under these provisions.

Potential conflicts of interest must be avoided. Gifts, travel reimbursements or other items from vendors and/or organizations that provide services to the university for financial benefit or seek to provide services for financial benefit that exceed \$50.00 in value cannot be accepted by any MNU employee or volunteer elected or selected to serve in a university position. If received, the item or payment must be returned.

Visiting

Employees are expected to perform their designated functions and tasks in a professional manner. It is recommended that visiting or non-working personal conversations take place during scheduled breaks or during the lunch hour. Personal phone calls and/or text messaging should be limited to emergencies only or may take place during scheduled breaks or during the lunch hour.

Dependent Children and Work Hours

The university requests that children not accompany you during work hours on a routine basis. The employees are required to notify their manager(s) in advance. If for some reason children are on campus, the university assumes no responsibility or liability for accidents or injuries.

Reporting Child Abuse

All MNU employees, including student employees, have an obligation to notify the Kansas Department of Children and Families and the University's Director of Human Resources when they have reason to suspect that a child (age 17 or under) has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse.

The report to the Kansas Department for Children and Familiar can be made via its hotline (1-800-922-5330). In the event of an emergency, 911 should be called. Kansas law grants any person making a good faith report of suspected child abuse or neglect immunity from

any liability, civil or criminal, that might otherwise result by reason of such action.

Nothing in this policy is intended to prevent non-employees, such as students and visitors, from making a report if they have reason to suspect that child abuse or neglect has occurred or may occur.

Employee Files

All permanent staff records are maintained in the Human Resources office (faculty records are in the Office of Academic Affairs). Each employee file represents the employment record of the employee and may include, but is not limited to, his or her applications for employment, references, correspondence, position assignments, transfers, promotions, evaluations, wage changes, benefits enrollment, and tax withholding information. These files are the property of the university, and access to the information they contain is restricted. Employees can inspect their records. A written request to do so should be directed to the Director of Human Resources, who will schedule a time for inspection. Employee records are confidential and accessed only on a need-to-know basis by authorized individuals within the university. Employee records are also housed electronically on a secured Human Resources Team Shared Drive.

Use of Technology Resources

For official guidance for general use of technology tools and systems owned and/or maintained by MidAmerica Nazarene University, **please consult the Technology Policies & Procedures Manual found on the MNU Portal.**

The portion of the Policies & Procedures Manual relating to Staff & Faculty personal responsibility is listed below. Questions regarding MNU technology resources can be directed to the Information Technology (IT) Department at helpdesk@mnu.edu or by phone at 913-971-3333.

Outside Employment

Employees should notify and secure approval from their department supervisor in consultation with the Director of Human Resources before starting outside employment to reduce interference with your work for the university. If an employee's outside employment presents an actual or potential conflict of interest or otherwise interferes with employee's work, the employee may be required to discontinue the outside employment as a condition of maintaining employment.

Additional Course Instruction During Regular Work Hours

Members of the university staff (exempt or non-exempt) may not teach any more than two classes in a given semester* with only one course during office hours. Subject to the demands of the employee's home department and with prior approval of his or her supervisor, employees may utilize a flexible work schedule to teach a class. For example: With Supervisor approval, a non-exempt staff member may teach a class over their lunch hour or choose to work through their lunch hour and use that hour to teach a morning or afternoon class. Non-exempt employees may also use PTO to teach a class if approved by their supervisor.

Any exceptions to this policy need to be approved by the employee's supervisor and the Vice President for Academic Affairs, Vice President for Finance, and the Director of Human Resources.

- "Semester" refers to fall, spring, and summer schedules

Personal Appearance

Our employees are the "face" of the University. MNU strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, MNU requires employees to maintain a neat and clean appearance with their clothing as well as themselves that is appropriate for the workplace setting and for the work being performed. All employees are expected to dress modestly and appropriately for their work assignments.

Violations of this policy may include inappropriate clothing items and body odor. Any staff member who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change their clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Safety

Every employee must be concerned about the safety of the workplace. Employees should immediately report any unsafe or hazardous condition to the appropriate supervisor. Every effort will be made to correct the problem as quickly as possible.

COMPENSATION

Pay Periods

All employees are paid on a semi-monthly basis on the fifteenth and the last day of each month. If the pay day falls on a weekend or holiday, checks will be issued on the last workday prior to the regular payday. Paper checks are not available.

Direct Deposit

Employees may choose between depositing their pay directly into a bank account or activating and receiving a pay card. Employees are required to show intent to change or cancel direct deposit information in writing. Employees will be charged \$25 for any returned direct deposit attempts (due to account closing; inability to locate account or by any other means) by deducting \$25.00 from the employee's next paycheck. Should there not be enough funds in the next paycheck to cover the \$25, MNU will deduct any remaining funds over any future paychecks to satisfy this obligation.

Standard Work Week

The standard workday is from 8:00 a.m. to 5:00 p.m., Monday through Friday. Each employee has one hour for lunch, with the time to be specified by the department. Some exceptions may be granted depending on the demands of the department.

The regular work week is 40 hours. However, during times of heavy workloads, it may be necessary for employees to work extra hours. Any overtime work must be approved, in advance, by the supervisor. Overtime is compensated for at time and a half after working more than 40 hours in any given work week. For purposes of computing overtime, the workweek begins and ends at 12:00 a.m. Monday. Holiday, PTO and CSL do not count as hours worked when computing overtime pay.

Absences

Absences other than illness and emergencies must be scheduled in advance with supervisors. In the event of illness or an emergency, supervisors should be notified as soon as possible.

Recording Hours Worked

Non-Exempt Employees

Non-exempt employees must accurately record all worked time on time sheets provided electronically via the University payroll software. Time sheets/hours worked are approved electronically. Time sheet due dates are posted on the payroll software homepage. Approval is typically three business days after the close of a pay period. If an employee believes that a timecard needs edits, the supervisor should be contacted. Time records cannot be adjusted without prior approval. Falsification of a time record is grounds for discipline, up to and including termination.

The following information should be recorded:

1. Actual time worked
2. Uninterrupted meals breaks
3. Utilized PTO, FMLA leave, bereavement leave, military leave, and jury duty

Exempt Employees

Exempt employees are paid on a salaried basis and are required to work any hours necessary to perform the duties of their job. These employees do not receive overtime or additional pay for hours worked or travel time outside their regular schedule. Exempt employees are not required to keep a time record except that they must accurately report the use of PTO, FMLA leave, bereavement leave, military leave, and jury duty. After this time has been approved by the exempt employee's supervisor, it must be reported by the employee to the Human Resources Department.

Deductions

The following deductions are required from every paycheck, as required by federal, state, or local regulations: federal withholding tax; social security tax; Medicare tax; and state withholding tax. The amount withheld is based on the specific elections made by employees on the most recent federal and state W4 forms on file.

In addition, employees may provide written authorization for other withholdings including the following: insurance premiums; contributions to approved retirement plans; section 125 cafeteria plan withholding (Flexible Spending Account—FSA); bank or credit union deposits; payment due the university for the purchase of goods or services and charitable contributions. Withholdings are itemized on the paycheck stub for each pay period.

Payroll Questions & Reporting issues with Pay

Any questions about your paycheck should be directed to the Payroll Administrator. No employee will be retaliated against for raising a concern about overtime or their pay.

Non-Exempt Employees & Reporting Pay Errors or Improper Deductions

The university makes every effort to ensure employees are paid correctly and for all hours worked. Employees can assist the university in this matter by closely reviewing "Approve My Check" notification feature prior to pay date to ensure that their pay was proper. If a non-exempt employee believes a mistake has been made, either because of improper deductions, hours recorded, or the applicable pay rate, the following procedures should be followed:

1. The affected non-exempt employee should report the mistake(s) to the Human Resources Department.
2. Upon notification by the employee, the university will conduct a prompt and

thorough investigation into the complaint and will make every effort to conclude that investigation in a reasonable amount of time.

3. If the university determines that an error has been made or improper deduction taken, the university will fully compensate and/or reimburse the employee and make a good faith commitment to avoid the error in the future.

Exempt Employees, Deductions, and Reporting Improper Deductions

It is the university's policy to regularly pay its exempt salaried employees a predetermined amount constituting all or part of the exempt salaried employee's compensation. With limited exceptions, the amount paid to salaried employees is not subject to reduction either because an exempt salaried employee works fewer hours in some weeks than others, except where allowed by law. In certain instances, deductions may be made for personal leave when PTO is exhausted, jury, or military leave, disciplinary suspensions for violations of the university's safety or workplace conduct rules, or in the first or last week of employment if the employee works less than a full week. This predetermined amount will be paid to exempt salaried employees for any week in which he or she performs any work for the university.

If an affected salaried employee believes that an improper deduction has been taken from the predetermined amount, the following procedures should be followed:

1. The affected exempt salaried employee should notify the Human Resources Department that an improper deduction has been taken.
2. Upon notification by the affected exempt salaried employee, the university will conduct a prompt and thorough investigation into the impropriety of the complained-of deductions and will make every effort to conclude that investigation in a reasonable amount of time.
3. Once it is determined by the university that any improper deductions have been taken, the university will make full reimbursement to the affected exempt salaried employee and will make a good faith commitment to comply in the future with the terms of this policy so that improper deductions will not be taken in the future.

The university will fully comply with all applicable state and federal laws that regulate the payment of wages and all other compensation to its employees. Accordingly, this policy is subject to revision as those laws may change.

Overtime

Payment of Overtime

Non-exempt employees will be paid overtime compensation at one-and-one-half their regular rate of pay for all hours worked in excess of 40 hours in a workweek. Only time

actually worked is counted toward the 40 hours per week required for overtime pay. Pay for working more than 8 hours in a day will be at the employee's regular hourly rate until at least 40 hours of time worked have accumulated in that week.

Not Included in Overtime Pay Calculation

The following hours are not considered in determining qualifying overtime hours: PTO, holiday, military leave, bereavement leave, and jury duty.

General Guidelines for Overtime

- Non-exempt employees should not work over 40 hours in a week unless specifically assigned or approved by a supervisor in advance. Though an employee will be paid for any hours worked, including unauthorized overtime, he/she may be subject to discipline for performing unauthorized work.
 - A supervisor may require that an employee leave work early and/or not come into work on a particular day when the employee has already worked 40 hours in a work week. For example, if an Admissions Counselor works 40 hours between Monday and Thursday, the employee's supervisor may require the employee to take Friday off that week.
- Employees can be required by their supervisor to work overtime based on business needs. Supervisors will provide as much advanced notice as possible under the circumstances and will assign overtime work as fairly and consistently as possible given the nature of the work to be performed. Refusal to work scheduled overtime may result in discipline, up to and including termination.
- Employees cannot waive their right to overtime compensation for hours worked over 40 hours in a work week.
- Overtime compensation for a non-exempt employee cannot be in the form of time-off at a later date. For example, an Admissions Counselor may be required to work their regular schedule and then another 4 hours on Saturday. The 4 hours will be paid at a rate of one-and-one-half the employee's regular rate of pay, and the supervisor does not have the option to reduce the employee's schedule by 4 hours in a future week to account for these overtime hours.

Compensable Travel Time

The university is committed to compensating all employees for time worked in accordance with the U.S. Department of Labor's guidelines for payment of travel time by non-exempt employees. Employees subject to this policy must record compensable travel time on their time sheets and in accordance with the university's policies regarding recording time worked. The paragraphs below describe common instances when travel time will and will not be compensated.

Normal Commuting and Travel During Workday:

An employee's normal commute for home-to-work and from work-to-home is not compensable time. Once the regularly scheduled work shift begins, time spent by an employee in travel as part of his or her activities on behalf of the university is compensable time.

Special One-Day Assignments: In limited circumstances, the time spent traveling from home-to-work, or vice versa, may be compensable. For example, time spent traveling on a special one-day assignment to a location other than the university location where an employee typically reports for work performed at the university's request, is generally compensable time, except for that time that would constitute the employee's usual commuting time.

- Here's an illustration for this concept: employee's ordinary commute time to and from the university is 30 minutes at the start and end of each day (1 hour total), for which the employee is not compensated. On a particular day, the employee, at the university's directive, travels to a different location on business. The employee's commute to this other location is 1 hour and 30 minutes each way (3 hours total). The employee would be compensated for 2 hours of travel time on this day (3 hours commute time less than 1 hour of normal commute time).

Overtime Travel to Other Locations

For overnight trips out of town (e.g., attending a conference at the university's direction), all time spent traveling is work time when it corresponds with the employee's normal working hours. This not only includes regular working days but also includes during corresponding working hours on nonworking days. So, for example, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, travel during these hours is compensable work time on Saturday and Sunday as well as on the other days during these hours. However, hours spent in travel outside of normal working hours as a passenger in a car, train, airplane, etc., are not counted as compensable time. Please direct questions about the application of this policy to your supervisor or to the Human Resources Department if you have any questions or would like clarification as to whether your travel time is compensable.

Remote Worker Policy Faculty and Staff

Connecting to the institution's culture and building a sense of community across campus is important to MNU. Networking and connecting are enabled through face-to-face interactions either facilitated through technology or campus-based officing. Employees are expected to engage with the community in which they serve, both with students and co-workers. All decisions for remote work are filtered through this philosophy.

To this end, all positions are either remote or campus-based in nature. The duties and responsibilities associated with a given position categorize the position as remote or campus based. Job descriptions identify positions' need to be one or the other and does not change the terms and conditions of employment with MNU. Management may decide to limit the number of remote work employees at any time. Remote work is not an entitlement or a university-wide benefit. As such, MNU has the right to refuse to make remote work available to an employee and to terminate a remote work arrangement at any time.

Those positions the institution deems strategically need to be remote are handled differently than positions for which a campus-based employee seeks remote placement due to relocation or other personal reasons. Campus-based employees seeking their position be moved to remote must apply through their supervisor and gain permission from the appropriate Vice President of their area.

Remote Worker Attributes

Remote workers are good planners, self-motivated, strong communicators, able to manage their workload effectively, aware of their personal work style preferences, flexible, committed, and responsible, willing to ask for feedback, able to work independently with minimal supervision, able to work without continual input and support from others, comfortable working and being alone, possess time management skills, proven producers of quality work, and able to focus on priorities and meet deadlines.

Definitions

Remote working can be a permanent, temporary, or mixed working arrangement. Given this, the following definitions will be used in this policy.

Remote work: any work that is carried out on behalf of MNU by any employee at a location other than an MNU location.

- *Telecommuting*: working occasionally outside of the employee's principal office or worksite for any temporary period. For example, temporary work at another location, periodic work from home, or work while traveling. This arrangement is approved by the supervisor of the telecommuting employee with set parameters.
- *Teleworking*: work arrangement that allows an employee to conduct work during any part of regular paid hours at an approved alternative worksite on a regular basis. Before approval for this remote status may be granted, an established teleworking schedule and expectations must be established.

TELECOMMUTER

Campus-based employees may work remotely for a maximum of three days per week for reasons approved by their supervisor. In such situations, for the two days per week the employee is on campus, four to eight hours/day are required. Eligible employees are those

who have been with the institution for at least one year. Care should be given to ensure student accessibility to faculty. Employees who are new parents or suffer from short-term/long-term disability may agree to longer periods of remote working with approval from their supervisor and Human Resources. Requests for Telecommuting are subject to current business conditions and the approvals of the employee's manager and/or direct supervisor.

Responsibilities:

- a) Telecommuters working from an alternative work site shall be available during core business hours or during hours agreed upon with the employee's supervisor, as the employee may be in meetings, training, or other business-related activity.
- b) All guidelines outlined below apply to the telecommuter while working off campus.

TELEWORKER

Requests for Teleworking must be reviewed and approved by the requesting employee's manager or director and the Human Resources Department. Employees in approved Teleworking arrangements must abide by the same performance expectations and university policies as their on-campus colleagues. Teleworking arrangements are considered work arrangements and, as such, management may terminate the arrangements at any time with minimal notice.

Responsibilities & Conditions:

- 1. The Teleworker will have a designated workspace that is appropriate, quiet, conducive to expected productivity, and free from distraction.
- 2. The Teleworker will be responsible for all necessary office equipment such as office furniture, phone lines, and a high-speed internet connection (see page 4).
- 3. The Teleworker will be responsible for the security of all university-owned equipment and all confidential information required for the employee's work, consistent with FERPA regulations.
- 4. The Teleworker, at the request of his or her supervisor, may be required to report to an on-site worksite with notice.
- 5. The employee's supervisor may require the Teleworker to report to a different off-site location or to an on-site worksite for meetings and/or training.
- 6. Teleworkers must be available during core business hours, as determined by their supervisor, and be available by telephone, instant message, or email contact.
- 7. When possible, teleworkers are provided designated "hotel workspaces" across campus when their work brings them back to campus.
- 8. All remote workers must structure their telework environments in a way that complies with MNU policies and standards as outlined by the Employee Handbook and other university guidelines.

REMOTE WORKER COMMUNICATIONS

- Remote workers must be logged in to the below services to be available to other team members via:
 - a. Email
 - b. Phone (internal extension can be configured to also ring your personal cell phone)
 - c. Video Call (Zoom or Teams) (desktop, laptop, or mobile device)
 - d. Chat
 - e. Consider instant messaging (through Teams) to simulate the effect of being available in the office.

ONGOING REMOTE WORKER RESPONSIBILITIES

- Remote worker is responsible for maintaining a safe working environment.
- Remote worker is responsible for proper ergonomics of equipment if needed.
- Remote worker is responsible for working in an environment with minimal background noise to receive phone and video calls.
- Remote worker is responsible for saving all work-related files back to the MNU network or MNU approved cloud services at the end of the day.

CONDITIONS

1. Before entering any remote worker arrangement, the employee, supervisor, and next level of management along with the assistance of the IT Officer and Director of Human Resources will evaluate the suitability of remote work, paying particular attention to the following areas:
 - **Employee Suitability**- assess the needs and work habits of the employee, compared to the remote workers attributes above.
 - **Job Responsibilities**- discuss the job responsibilities and determine if the job is appropriate for remote worker.
 - **Equipment needs, workspace design considerations and scheduling issues.**
 - **Tax and other legal implications** for the business use of the employee's home, based on IRS, state, and local government restrictions.
Responsibility for fulfilling all obligations in this area rests solely with the employee.
2. The employee will establish an appropriate work environment within their home for work purposes. MNU will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.
3. MNU assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to hold

MNU harmless for injury to others at the alternate work site. The employee agrees to maintain safe conditions in the at-home workspace or if outside the employee's at-home workspace, or MNU facilities at any time, and to practice the same safety habits as those followed on MNU premises. Remote work employees are responsible for notifying the Director of Human Resources of such injuries immediately.

4. The employee may use his/her personal vehicle for travel to and from MNU, when required to do so by MNU, at the cost of the employee.
5. The employee understands that he/she is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations. This generally refers to zoning issues in your state/county with use of your home for business, or tax credits for use of a portion of your house for business (i.e., to be discussed with your tax advisor -your responsibility).
6. Remote work is not designed to be a replacement for appropriate child/eldercare. Although an individual employee's schedule may be modified to accommodate child/eldercare needs, the focus of the arrangement must remain on job performance and meeting business demands. The employee should not undertake other activities such as, but not limited to, providing primary care for a young child or an ill or disabled adult, performing volunteer work or participating in another business venture during at home working hours. MNU reserves the right to require proof of childcare or eldercare arrangements.
7. The employee agrees to return MNU equipment, records, and materials within 3 business days of the termination of this agreement. All MNU equipment will be returned to MNU by the employee for inspection, repair, replacement, or repossession within 3 business days of written notice.

IT REQUIREMENTS AND SUPPORT

For remote employees to maximize efficiency and ensure proper connection to campus meetings and work, technology specifications are important. IT leadership in problem solving technology issues is important and relies on the remote workers office set up for effectiveness in interventions.

If a supervisor deems it appropriate, IT will provide and set up an MNU laptop for remote workers, providing the appropriate cabling as well. While IT can provide set up guidance by phone for new remote workers, no onsite support is provided.

To request a laptop, the supervisor must submit a computer request form through IT's office. IT will place Microsoft Office 365, Sophos, RD Web, Microsoft Teams, Panopto and Zoom on the laptop and bind the user to Active Directory. The following technology specifications must be in place at the remote worker's home office:

- High Speed Internet (Not for use with dial-up, mobile or satellite connections)
-broadband wired or wireless (3G or 4G/LTE)
- Video Calls using Zoom, Screen Connect, Webinars, training:
 - Standard: .5Mbps
 - HD: .3Mbps
 - Bandwidth usage: Typically, ConnectWise Control session requires 500 1000kbps. More intensive usage, such as video playback will require more bandwidth. The experience with your ISP may require the user to have higher values.

From time to time, computer issues will arise. IT will assist user if they are having computer issues. Should issues require onsite repairs, IT will coordinate through Pioneer Store a shipping label to be sent to the remote worker. With high-speed internet being a common home amenity, the university will not reimburse employees for this service.

STAYING CONNECTED WITH CAMPUS, COLLEAGUES, AND STUDENTS

Virtual attendance at meetings will be essential for remote workers. Zoom is used to connect remote employees to campus meetings. It is important to familiarize oneself with Zoom functionalities prior to using Zoom for the first time. The institution provides tutorials to guide this introduction: <https://courses.mnu.edu/mod/book/view.php?id=459606§ion=3> When using Zoom, employees must abide by etiquette guidelines. There may be times when it is necessary for a remote worker to be on campus for certain meetings. These can be coordinated with the remote worker's supervisor.

ETIQUETTE

Remote meetings are only effective if all involved parties are engaged, abiding by common remote meeting etiquette guidelines. The institution has adopted remote meeting attendance etiquette guidelines provided by Zoom, our virtual meeting provider. Paying attention to details like professional appearance and background can be the difference maker in a meeting.

Remote Worker Appendix H outlines how those facilitating remote (or virtual) meetings need to take care in planning for those who are attending virtually as there is a tendency to “forget” their presence as they are “out of sight”. This approach is a courtesy to those employees approved for remote attendance and ensures the institution maximized the benefits of said employee's contributions and expertise.

Meal and Rest Breaks

The university strives to comply with all applicable laws and regulations governing meal and rest break periods for employees. Generally, the university provides two paid rest

break periods of 15 minutes each during an 8-hour workday for non-exempt employees. On days when less than a full 8 hours of work are scheduled, these break periods may be adjusted accordingly. The university also generally provides employees with an unpaid meal period each 8-hour workday of 30 to 60 minutes. Check with your supervisor for a meal and break schedule.

Meal Breaks

- Employees are allowed an unpaid meal break near the middle of each eight (8) hour workday. The break will normally be from thirty (30) minutes and up to sixty (60) minutes; however, the schedule may vary.
- Employees who work fewer than four (4) hours in a single workday are not normally entitled to a meal break.
- Employees required to work more than ten (10) hours in a single workday will be allowed a second unpaid meal break no later than six (6) hours after the end of their first meal break.
- Meal breaks consist of unpaid time unless an employee is required to work on the meal break. Non-exempt employees must clock-out or sign-out and back in for all meal break periods.

Rest Breaks

- Non-exempt employees receive a rest break of fifteen (15) minutes at approximately the middle of every four (4) hours of work non broken up by a meal period.
- The time for employee rest breaks will be scheduled by each supervisor with consideration given to the workload. Time spent on rest breaks will be compensated as working time, and employees are not required to clock-out or sign-out and back in.
- Employees who choose or are required to work during rest breaks are not entitled to leave work before the normal quitting time and will not receive extra pay for the time worked.

Please consult your supervisor regarding departmental workload requirements.

Guidelines for “On-Call” Time

Non-exempt employees are “on-call” when they are restricted in where they can go so that they can be reached and will be available to return to work immediately, if called. The following guidelines apply to “on-call” time:

- If an employee is required to remain on the university’s premises, or so close to the premises that he/she cannot use their time effectively for their own purposes, this is compensable work time.
- An employee who is not required to remain on or near the university’s premises but is merely required to leave work where he/she may be reached via cell phone or other means, is not working and thus does not need to be compensated for this time. However, any time during which an employee performs work in responding

to a call is considered work time and must be compensated.

Flextime Work Schedules

Flextime schedules are intended to provide employees flexibility in their work schedules based on their own unique circumstances. A flextime schedule can take many forms, including a shortened workweek, variations in arrival or departure time, other changes to the employee's typical work schedule, or unpaid leave. However, the nature of some positions and departments may not allow for flextime scheduling. A flextime schedule is allowable when the following conditions have been met:

- The employee consults with his or her supervisor to determine if the proposed flextime schedule is appropriate considering departmental needs.
- The employee completes the Flextime Schedule Request Form, obtains the approval of his/her supervisor by way of signature, and turns the Form in to the Human Resources Department.
- Human Resources Department approved the flextime schedule.

The Human Resources Department will only approve a flextime schedule if the arrangement aligns with the university's business needs. The Human Resources Department may grant or deny a request for a flextime schedule in its sole discretion.

The following guidelines also apply to a flextime schedule:

- Being approved for a flextime schedule does not mean that an employee is entitled to the arrangement indefinitely. An employee can be required to return to a typical work schedule at the supervisor's discretion based on departmental needs or as otherwise required by the university. An employee's flextime schedule may also be suspended by a supervisor due to heavy work volume, special projects, or seasonal needs (such a registration). When a flextime schedule is to be suspended for a period or ended entirely, the supervisor will provide a reasonable amount of advance notice under circumstances.
- Being approved for a flextime schedule does not diminish performance expectations. Performance issues that result from a flextime schedule, in whole or in part, may result in termination of the flextime schedule and/or other appropriate remedial measures.
- Non-exempt employees with a flextime schedule are still required to track and record their hours worked.

Unless a flextime schedule involving remote work has been approved, a non-exempt employee may not perform any remote work (including work at home) without prior written authorization from the employee's supervisor. Such work time is considered hours worked and should be tracked and recorded by employees.

While adjustments to an approved flextime schedule may be appropriate in some circumstances, the university will not typically allow frequent or significant changes to an already approved and implemented flextime schedule.

BENEFITS

The benefits described in this chapter are provided as an important part of the total compensation package for employees. The university reserves the right, in compliance with the law, to modify coverage, change carriers, or terminate benefits as deemed appropriate in the best interest of the university.

Plan documents for the benefit programs are available in the Human Resources office and provide additional information.

Holiday Leave

The purpose of this policy is to outline the days the university is closed to observe Holidays. Eligible employees (staff and administrators) receive pay when observing the holidays designated by the university. Holiday hours represent compensated absences in addition to the PTO plan. Holiday hours do not count as work hours for calculating overtime.

Eligibility: Full time staff and administrative employees are eligible for Holiday immediately upon hire. Regular part time employees are not eligible for Holiday but may use PTO hours when the university is closed to observe a Holiday.

Requirements: MNU observes the following Holidays. When a Holiday falls on a Saturday the Friday before will be observed as the Holiday. When an actual Holiday falls on a Sunday the following Monday will be observed as the Holiday.

Holidays 2023-24	Day(s) of Observance
Labor Day	September 4, 2023
Thanksgiving	3 days- Wednesday through Friday of Thanksgiving week.
Christmas	Begins on 23 rd of December and ends on New Year's Eve.
New Year's Day	January 1, 2024
Martin Luther King Jr. Day	January 15, 2024
Good Friday/Easter Monday	March 29 & April 1, 2024

Memorial Day	May 27, 2024
Independence Day	July 4, 2024

Paid Time Off (PTO)

The purpose of this policy is to outline the policies and procedures which provide employees (staff and administrators) the ability to participate in a comprehensive Paid Time Off benefit leave plan. The PTO plan includes leave time for reasons of vacation, personal leave, and sick leave for employees and family members. PTO hours do not count as work hours for calculating overtime. Holiday hours represent compensated absences in addition to the PTO plan and are addressed in a separate policy.

Eligibility: Full and part time employees (including 11 and 12-month faculty) are eligible for PTO.

Part Time Employees: Part time employees earn days of PTO based on their regular weekly work schedule. For example: a weekly work schedule of 25 hours equals average daily hours of 5 (25 hours weekly divided by a 5-day work week).

PTO Accrual, use, rate of pay and unused Hours: Employees begin accruing PTO hours upon date of hire, or when changed from a position that is ineligible for PTO to a PTO-eligible status. Employees are eligible to use PTO hours immediately upon hire or eligibility. Pay for PTO hours is computed at the current base compensation rate excluding shift differential, if any. There is no carryover provision of PTO as the unused balance expires annually at the close of the fiscal year on June 30 and is no longer available.

Unused PTO: Employees are not compensated for accrued unused PTO when they separate from employment and there is no carry-over provision of unused hours from one fiscal year to the next. The university reserves the right to revoke unused PTO upon resignation. ***PTO may not be taken after resignation has been given to the university from the staff member.***

Requirements: All scheduling should be submitted and approved by your manager prior to taking PTO. Scheduling of the majority of PTO should be completed as far in advance as possible. Managers have the discretion to designate certain time periods during which PTO will not be approved.

Your anniversary date of employment with MNU determines the year of service for eligibility under this policy.

PTO hours are earned and allocated by pay period as per the PTO accrual table below. Managers are permitted the discretion to allow PTO to be used by an employee before their annual total is fully allocated and earned, but the allowed hours taken should never exceed the annual allotment per the Table.

PTO Accrual Table:

Employee Group and Years of Service:	Days Earned	Annual Hours Earned	Pay Period Accrual (hours)
Staff: Full Time			
0 through 5 years	19	152	6.33
6 through 10 years	22	176	7.33
11+ years	26	208	8.67
Staff: Full Time Hourly 9 Month Employees			
0 through 5 years	14	112	4.66
6 through 10 years	16	128	5.33
11 + year	19	152	6.33
Staff: Full Time Hourly 10 Month Employees			
0 through 5 years	16	128	5.33
6 through 10 years	18	144	6.00
11 + year	22		7.33
Staff and Administrative: Regular Part Time			
0 through 5 years	19	Average daily hours	Varies
6 through 10 years	22	Average daily hours	Varies
11+ years	26	Average daily hours	Varies
Administrators: Full Time			
0 through 5 years	23	184	7.67
6+ years	26	208	8.67

Community Service Leave

Purpose: The purpose of this policy is to allow employees to participate voluntarily in services for our community during their work week. This supports our MNU mission of transformation through intellectual, spiritual, and personal development for a list of service to God, the church, the nation, and the world.

Eligibility: To be eligible for Community Service Leave (CSL), employees will have

completed 3 months of employment and work in a full-time position or regular part-time position. Adjunct and part-time temporary employees are not eligible. Qualified employees will receive 2 days of paid CSL annually to be used during normal work hours. Annual accrual begins July 1.

Requirements: Employees requesting paid leave under this policy shall submit a written request to their supervisor/manager. Prior approval for leave is required.

Managers/supervisors will consider the department schedule when granting CSL.

Employees receiving CSL will indicate this leave on their time sheet. Accruals will be tracked in the same fashion as other leave time (PTO, etc.). An extension for unused CSL will not be allowed and unused accrued CSL time will not be paid out when employment ends. Employees will accrue 2 days based on their regular schedule.

For example, an employee working 20 hours a week accrues 4 hours for each day of CSL.

Community Service Options: The following is an example of types of community service. Employees should check with their manager(s) to ensure that the type of community service is approved for payment.

- Volunteer work for a local school that has been approved by a teacher, school administrator, or program administrator
- Volunteer service for local churches
- Volunteer service for a community service organization
- Tutoring or mentoring services
- Disaster service volunteer
- Donating blood
- Maintenance or repair type services for those not able to do so for themselves. For example, providing and/or delivering meals for shut-ins, lawn care or general in-home repair services for the disabled.
- Volunteer services on behalf of MNU as approved.

Family Medical Leave

MNU will grant Family Medical Leave to eligible employees in accordance with the Federal law. The Family Medical Leave Act (FMLA) policy, which is attached to this handbook as Appendix C, describes all the details regarding this process.

Parental Leave

The university permits employees who have care-giving responsibilities to have paid time off, up to two weeks, immediately surrounding the birth of a child or the adoption of a child up to the age of 18.

Eligibility: The following employees are eligible for Parental Leave:

- Full time employees (faculty, staff, and administrators) with 2 years of uninterrupted service with the university.
- Regular part time employees (faculty with a part time contract and staff working a regular weekly schedule) with 2 years of uninterrupted service with the university.
- If the parents are both MNU employees, only one employee is eligible for the leave.
- Employees must be actively employed or on approved paid or unpaid leave at the time of the birth or when the adoption is finalized.
- Employees are not eligible for Parental Leave if adopting the child of an employee's spouse.

Approval/Application:

- Application for parental leave is to be completed and submitted to the employee's supervisor a minimum of 90 days prior to the proposed commencement of the leave.
- Upon approval of the approved work schedule during the employee's absence, the supervisor signs and submits the application to Human Resources for verification of length of service.

Parameters:

- Parental leave shall run concurrent with FMLA (Family Medical Leave Act).
- PTO shall not be reduced during the leave period.
- Employee benefits continue while an employee is taking parental leave as if he or she were actively working during that period and the employee is responsible for payment of his/her portion of any benefits and/or premiums.

Military Leave

It is the university's policy to prohibit (1) any discrimination against a prospective or current employee based on their military service or application for such service, and/or (2) any retaliation against him/her for exercising the rights or protections afforded him/her under federal or state law.

MNU will grant military leave, as necessary, in compliance with applicable law. The university asks that employees provide, to the extent possible, reasonable advance written or verbal notice of such service directed to their supervisors. It is the university's policy to abide by applicable laws providing for reinstatement/reemployment, restoration of benefits, and restoration of seniority upon returning from military service and any other rights afforded to individuals in military service. Employees should consult with the Director of Human Resources for further details, including continuation of employer-based health plan coverage while in military service.

An employee taking leave for military service may choose, but is not required, to use accumulated vacation and/or PTO leave before going on military leave. To do so, employees must provide reasonable notice, to the extent possible, as set forth above and contact Human Resources and/or their supervisor to request a leave of absence.

Jury Duty

The university acknowledges the need to support employees who are called to serve jury duty. Any regular full-time or regular part-time employee will receive full pay for regularly scheduled work hours while serving on jury duty. If an employee is called to serve on a jury, the supervisor should be notified immediately. The employee should ask the court about the anticipated length of service so that the supervisor can be advised accordingly.

To receive regular pay during jury duty, a copy of the employee's jury summons and proof of appearance should be forwarded to the Director of Human Resources. Time paid for hours not worked under this policy will not be considered hours worked for purposes of overtime pay.

Bereavement Leave

When a death occurs in an employee's or spouse's immediate family, the employee is given a bereavement leave with pay up to a maximum of five successive working days. Immediate family is defined as father, mother, child, grandparent, spouse, brother, sister, or parent-in-law. Immediate family also includes stepparents, stepchildren, and stepsiblings.

Time paid for hours not worked under this policy will not be considered hours worked for purposes of overtime pay.

Unpaid Leaves of Absence

Personal unpaid leaves of absence may be granted to regular full-time employees at the discretion of the university. The length of the leave may not exceed 90 calendar days. Employees seeking unpaid personal leave should file a written request with their immediate supervisor.

The university will comply with any other requirements of applicable law, including but not limited to the Americans with Disabilities Act and/or the FMLA, to the extent they may differ from or provide greater benefits than the provisions of this policy.

Health, Dental, and Vision Insurance

All full time, 12-, 11-, 10- and 9-month employees and their dependents are eligible to

participate in the group health insurance, dental insurance, and vision insurance plans carried by the university. Part-time employees are not eligible to participate in either plan with exception for part-time faculty in a specific classification. The university pays the premium for individual dental and vision insurance. The university and the employee share the cost of the monthly premium for individual health coverage and for family members participating in both plans. Eligible employees may enroll as a new hire or during an open enrollment period. The university requires that the employee contribution be made by way of payroll deduction. Information on the group health, dental, and vision insurance carried by the university is available in Human Resources.

Continuation Coverage for Health Insurance (COBRA)

COBRA continuation coverage provides a temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end. Employees of the university covered by its group health plan have the right to choose this continuation coverage if group coverage loss is due to a reduction in work hours of employment or termination of employment (for reasons other than gross misconduct on the part of the employee). Notice of eligibility for COBRA coverage is provided to qualified individuals, per COBRA guidelines. The COBRA notice is intended to inform employees in a summary fashion of their rights and obligations under the continuation coverage provision of the law. Individuals utilizing COBRA continuation coverage are required to pay the entire premium.

Retirement Plan

Full-time employees may make election deferrals, on a pre-tax or after-tax (Roth) basis to either K-Trade (Charles Schwab) or Fidelity (through Pension and Benefits, Nazarene Global Ministry Center).

Full-time employees 18 and older are eligible for entry into the plan immediately. The university matches \$1 for \$1 up to 2% of employee contributions for eligible participants. Part time employees should review eligibility rules in the Mid America Nazarene University Retirement Plan Summary Plan of Provisions.

Life Insurance

The university provides Life and Accidental Death and Dismemberment (AD&D) insurance for all full-time employees in an amount equal to their basic annual earnings up to a maximum of \$50,000, provided they are otherwise eligible and qualified under the terms of the plan. The cost for this benefit is paid by the university. The life insurance may be converted to an individual policy at termination of employment. Full time employees may choose to purchase additional life insurance and AD&D insurance via payroll deduction.

Disability

Short-Term Disability: The university sponsors its own short term disability plan for eligible full-time employees utilizing the services of its long-term disability insurance provider for review of claims. This benefit is for qualified medical conditions arising from non-business-related illness or injury and requires one (1) year of full-employment before an employee is eligible for coverage.

To apply for disability pay, covered employees should work with Human Resources to complete a claim form which will require a physician's statement and signature. The claim form will be reviewed by a claim analyst at the university's disability insurance carrier.

If the claim is approved, there is a fifteen (15) calendar-day elimination (or waiting) period before compensation benefits are available to be paid for a covered injury or illness. The length of disability is based on medical evidence documentation.

The paid benefit is equal to sixty percent (60%) of an employee's regular salary up to \$1500 a week. Employees are required to use all available PTO prior to receiving compensation benefits under this short-term disability plan.

All Short-Term Disability coverage is limited to a maximum of eleven weeks (including the 15-day elimination period), at which time the employee may consider applying for benefits under the university's long-term disability plan.

Long-Term Disability: The university provides long-term disability (LTD) insurance for all full-time employees. Disability insurance provides financial protection by paying a portion of the employee's income while disabled. LTD insurance is equal to 60% of pre-disability regular earnings after 90 days of continuous and total disability.

Tuition Assistance

Tuition Assistance is a benefit provided by the university for eligible employees, their spouse and their dependents and is provided with the expectation of continuing employment by the employee after the benefits have been provided. The Tuition Assistance Policy, which is attached to this handbook as Exhibit D, describes all the details regarding how the benefit is provided and the associated application process. Please note that tuition assistance is based on enrollment in a program at MNU and not offered on a class-by-class basis.

Flexible Spending Account (FSA)

The university provides a Flexible Benefits Program (Section 125 Flexible Spending Account) for full-time employees. Eligible employees may designate a portion of their earnings to be placed in the FSA on a pre-tax basis. The money may then be used to reimburse the employee for out-of-pocket medical, dental, vision, or childcare expenses. Information about the FSA program is available in Human Resources.

Social Security

All non-student employees are covered by social security. Student employees taking part-time course loads are also covered. Benefits include retirement, disability, survivor's insurance, and Medicare as provided by the federal program. The cost of social security is shared between the employee and the institution.

Worker's Compensation

All employees are covered by Worker's Compensation provided in accordance with the Kansas Worker's Compensation Act. The premium for this coverage is paid by the university. Any employee injured at work should report the injury within twenty-four hours to Human Resources so that proper claim forms may be filed. Failure to report accidents can create delays in processing insurance claims.

Employee Assistance Program (EAP)

The university has contracted with a third party to provide tools and resources designed to help employees overcome life challenges that can affect their health, family life or job performance. All full time and regular part time staff and faculty and their family members are eligible to receive up to 6 cost-free counseling services covering a variety of issues. For more information contact Human Resources.

Emergency Closing

At times, emergencies (such as severe weather, fires, or power failures) can disrupt university operations. MNU will make every effort to maintain normal work hours during these emergencies or inclement weather. In extreme cases, the circumstances may require the closing of the university for an entire day or on days when weather conditions worsen as the day progresses or an emergency arises, the university may decide to close early. In these cases, if the university offices are closed, each administrative unit will be notified as soon as the decision is made, and they will notify individuals in their area.

When the university offices are officially closed due to one of the above-listed emergencies or severe weather conditions, the time off from scheduled work will be paid. Time absent from work due to emergency conditions shall not be counted as hours worked when computing weekly overtime.

In cases where an emergency closing is not authorized, employees who choose to leave early, arrive late, or choose not to report to their normal work hours will not be paid for the time off. Employees may request available paid leave time such as unused PTO benefits to cover these hours. An employee must notify his/her supervisor if they choose to leave early, arrive late, or not report due to the emergency (severe weather, fire, or power failure).

Some positions within the university have job responsibilities that are essential to the safety and well-being of students and employees. In addition, critical services employees maintain the overall functioning and maintenance of campus facilities and grounds. Critical services and emergency personnel include certain employees working in Facility Services, Campus Policy, and may include others on a case-by-case basis. For more information concerning whether a position is classified as an emergency or critical services position, employees should speak with their manager or contact the Human Resources office.

Employees in critical services positions must report during their scheduled shifts unless notified by their manager. If a critical services employee cannot report to work due to inclement weather, the employee must speak directly to his/her supervisor prior to the start of the shift to be eligible to use a paid day off. The time off will be unpaid if PTO leave is not available.

CODE OF CONDUCT

Standard of Conduct

As an institution sponsored by the Church of the Nazarene, MidAmerica Nazarene University adopts fully the doctrinal and ethical standards of the Church. Each employee is asked to comply with the basic standards of conduct adopted by the Church of the Nazarene. Employees should abstain from the use of alcoholic beverages, tobacco, illegal drugs, profane language, and gambling. Failure to adhere to these standards may result in appropriate disciplinary action up to and including termination of employment.

New employees are asked to sign a copy of the “Standard of Conduct” as part of their new hire paperwork. The document is kept as part of their personnel file.

Drug & Alcohol-Free Workplace

The Federal Drug-Free Schools and Communities Act Amendments of 1989 require that the university annually distribute a copy of this policy to all employees.

MidAmerica Nazarene university prohibits the possession, use, manufacture, or distribution of alcohol or illegal drugs by employees on campus or as part of any university activity. The university prohibits anyone being under the influence of drugs or alcohol while on the premises of or working for the university. This policy applies to both part-time and full-time employees. Any employee violating this policy is subject to disciplinary action, up to and including termination.

Any employee convicted of criminal conduct related to drugs must notify the Director of Human Resources within five days of any such conviction. If local, state, or federal laws have been broken on campus or during university activities, the university may also notify appropriate law enforcement agencies.

In addition to university consequences, Kansas and Federal law provide for fines and/or imprisonment for unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of fines and length of imprisonment vary according to the type and amount of the substance involved, the offender’s past record, and other factors. Personal property may also be confiscated.

The use of certain illegal drugs and alcohol are known to be detrimental to physical and psychological well-being. The use of drugs is associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, damage to the lungs, heart problems, and even death.

Confidentiality

Employees are responsible for respecting the confidential nature of university information. Of particular concern would be information relating to students, employees, personnel records, salaries, bids on projects, and similar data. Confidential information that becomes available through work should be kept from social conversation and should not be released to anyone without proper approval.

Family Educational Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the Buckley Amendment) is a federal privacy law affording students certain rights with respect to their education records. MidAmerica Nazarene University complies fully with this law. The university Registrar serves as the institutional FERPA Compliance Officer. For the full *Educational Rights and Privacy Policy*, please refer to:

<http://www.mnu.edu/FERPA>.

Workplace Violence and Threat Prevention

MNU does not tolerate acts or threats of workplace violence. The university strictly prohibits employees from making threats or engaging in violent acts. Violations of this policy may be grounds for discipline, up to and including termination of employment.

All employees have a duty to report any behavior they deem to be threatening, violent, or that has the potential to become threatening or violent without proper intervention.

Employees who experience, witness, or become aware of such conduct should promptly notify their supervisor, the Human Resources office, or the Department of Campus Safety (913-971-3299). In emergency situations, contact local law enforcement by dialing 911.

Title IX and Sexual Misconduct Policy

It is the policy of MidAmerica Nazarene University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the university's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. MidAmerica Nazarene University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. MNU's *Sexual Misconduct Policy & Complaint Resolution Procedures* can be found here:

<http://www.mnu.edu/title-ix>.

Employee-Student Relationships

MidAmerica Nazarene University requires employees to maintain a standard of professionalism, while providing the students with appropriate guidance and direction for academic success. Employees are prohibited from entering into a dating and/or romantic relationship with an enrolled student of MidAmerica Nazarene University, other than his/her spouse.

Business Conduct

Legal Compliance:

The university conducts its business in a heavily regulated environment, and compliance with laws is important as a matter of legal responsibility and ethics. Employees must comply with federal, state, and local laws, and regulations relevant to the performance of their university responsibilities. Employees should recognize that noncompliance can have severe adverse financial and other consequences, potentially affecting the reputation and operations of the entire university.

Compliance with Contract and Other University Obligations

During its operations, the university frequently undertakes contractual and other formal obligations with outside entities, including, but not limited to, sponsored project agreements, commercial contracts for the purchase of goods and services, software licenses, gift agreements, and memorandum of understandings (MOU) with other organizations. Employees are expected to adhere to and act in good faith with regard to all obligations assumed by the university. All contracts must be reviewed in advance and approved and/or signed by the Vice President for Finance/CFO.

Stewardship of University

Employees are expected to use university resources prudently and effectively. Resources should only be used when authorized and only for their intended purposes. Employees should avoid waste and improper use, including not using university funds, property, or facilities for personal benefit or, without proper approval, the benefit of the non-university organization.

Accuracy of Records

Employees are responsible for the integrity and accuracy of records they complete or maintain during their duties regarding the business and/or financial operations of the university.

Electronic Resources and Privacy

The university values privacy and recognizes its importance in the educational environment. However, given that its information systems are provided to conduct university business, the university maintains the right to access these systems. It does not routinely monitor the content of communications or transmissions using the university infrastructure, but legitimate reasons exist for persons other than the account holders to access these systems.

Duty to Report Noncompliance

Employees are expected to support compliance with applicable university policies and the law. If an employee has reason to believe noncompliance has occurred, he/she is obligated to make a report to the appropriate university authority. The report should include all relevant information. In most situations, the report should be made to the employee's immediate supervisor. However, if the supervisor is a subject of the report, or the employee is otherwise uncomfortable making a report to the supervisor, the report can be made to the Director of Human Resources.

GENERAL INFORMATION

Post Office

The university provides an on-site Post Office, located in the Pioneer Store. The Post Office offers commercial based pricing on priority and packaged services, with postage rates lower than you will receive at the local Post Office. Padded envelopes are available at lower prices and free packaging materials are available for your shipping needs.

Pioneer Dining Services

Employees enjoy a discounted rate for meals in our Cunningham Center. This includes breakfast, lunch, dinner, steak night or special night, and Sunday Brunch. Pete's place is located in our Cunningham Center. Pete's Place offers a variety of sandwiches, salads, yogurt parfaits, fruits cup, and coffee.

The Pioneer Store

The Pioneer Store is the primary source for MNU t-shirts, sweatshirts, polos, drinkware, gifts, textbook assistance, and much more. The Pioneer Store offers MNU employees (staff and faculty) 20% off all regular priced merchandise in the store. The discount is extended to employees and their immediate family members.

Chapel

Our community is committed to gathering for a weekly chapel service. These services are held in College Church of the Nazarene on Tuesdays during the traditional undergraduate Fall and Spring semesters from 9:15 to 10:45am. This is a time where students and all employees can worship together. Therefore, MNU offices and facilities are closed for Community Chapel Service. Key offices or areas may remain open as approved.

APPENDIX A: Background Checks and Criminal History Policy

MidAmerica Nazarene University ensures that candidates for employment do not have a history of activity that would make them unsuitable for employment. This is to ensure the highest level of safety is maintained for MNU employees and students.

A third-party provider performs criminal background checks for a final candidate prior to or at the time an offer of employment is extended. The university will use information obtained through a background check only for the purpose of evaluating the prospective employee's ability to perform the functions of the job and for the safety or well-being of the university's students, other employees, and visitors. Negative information on a background check shall in no way be used to discriminate on the basis of race, color, national origin, religion, sex, disability, or age, and it will not automatically result in adverse action. In such situations, an individualized assessment of all relevant factors, including the job responsibilities of the position, will be undertaken by the university to determine whether the negative information precludes the individual from employment. Negative information on a background check that is relevant and job-related is grounds for not hiring the candidate.

Background checks will be performed for regular part time and full-time faculty, adjunct faculty, staff, and administrator positions. Background checks will also be performed on student employees whose employment involves direct interaction with other students (e.g., resident assistants, tutors). This process is administered through the Human Resources office with the results held in confidence.

As a part of the background check process, the university also performs social media checks, sex offender registry checks, driving record checks on those who will be driving university vehicles, and credit checks on those with significant financial responsibilities (discussed more below).

Application:

- Each applicant completes an *Authorization to Release Information* form and a disclosure form. An applicant that declines to complete the release form will no longer be considered for employment.
- Human Resources explains the process to candidates during the interview or via email.

Initiating a Background Check

- Human Resources processes the background check through the third-party software program, using the information provided on the Background Check Release Form.

- A criminal background check will determine convictions and guilty pleas at the county and federal levels in every jurisdiction where the candidate currently resides, has resided, or has been employed and will cover the last 5 years. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations.
- A driving record check will determine conviction and guilty pleas related to operating a vehicle. These checks will only be utilized when a final candidate will be driving a vehicle on behalf of the university on a regular basis. With driving records, convictions and guilty pleas include all felonies and misdemeanors including minor traffic violations. The university reserves the right to periodically check the driving record of individuals who are driving vehicles on official university business.
- A credit check will be performed if the final candidate's principal employment duties (i.e., 50% or greater) are fiduciary; or if he or she will have a significant management responsibility over the university as a whole; or if he or she will manage a discrete segment that represents 10% or more of the activities, assets, income, or expenses of the university's expenditure or budget. Fiduciary responsibilities include, but are not limited to, the following duties: handle, receive, or have custody of money, checks or securities; authority (or make appropriations for) expenditure; approve, certify, or sign checks; maintain or audit accounts of money, check, or securities; or take physical inventories of money, checks, or securities.
- Sex offender registry checks are a part of the background check process. The university reserves the right to periodically perform sex offender registry checks as it deems appropriate.
- Criminal and social media checks are a part of the background check process. The university reserves the right to periodically perform social media checks as it deems appropriate.
- Confidential results of a background check performed by a third-party vendor are typically available within a week. Social media checks can take 24-48 hours to become available.

Background Check Results

- Human Resources will review background checks to determine if the candidate is eligible for employment. If any negative information is found in a report, Human Resources will review the report with the hiring unit or department and, jointly, they will evaluate the information and decide as to whether the offer of employment will be confirmed or withdrawn. Human Resources and the hiring unit or department may, but are not required to, ask the candidate for additional information prior to making their decision. Human Resources and the hiring unit or

department may also gather and review other information that may be relevant and readily available, and they may consult with other university officials or legal counsel, as necessary. Negative information in the report does not automatically disqualify the individual from employment. Human Resources and the hiring unit or department will consider relevant factors including, but not limited to, the seriousness of the negative information, the passage of time since the incident occurred, how the negative information affects the prospective employee's ability to do his or her job, and safety concerns.

- If information identified in a background check report is going to be used to disqualify a candidate, Human Resources will send the individual a Pre-Adverse Action Notice and a copy of *A Summary of Your Rights Under the Fair Credit Reporting Act* as required by the Act. A final employment decision shall not be made until seven (7) days after the Pre-Adverse Action Notice has been sent out, giving the prospective employee enough time to protest the results of the background check or claim they are in error. Once the final employment decision is made, Human Resources will send the prospective employee an Adverse Action Notice as required by the Act.
- If the prospective employee challenges the information in the background check with the screening agency, the university is not required to hold open the position.
- If the candidate is determined to be eligible for employment the candidate and the hiring manager are notified, and employment is approved. The background check will be kept in Human Resources.
- If the candidate is determined to be ineligible for employment the candidate and hiring manager are informed. The hiring manager will then discuss with Human Resources the next steps to fill the position. The results of the background check shall be maintained by Human Resources for three years from the decision not to hire.

Falsification

- Falsification of application materials, including failure to disclose criminal convictions or guilty pleas, is grounds for termination of employment or non-selection of an applicant.

Notification of Subsequent Offenses

- Applicants for employment who plead guilty to or are convicted of a criminal violation after they have applied should contact the Human Resources office within five (5) days of the conviction or guilty plea. Applicants who are awarded employment with MNU without giving notice of their plea of guilty or conviction of a criminal violation prior to their date of hire may be immediately terminated.

- Individuals who are currently employed with the university must notify their supervisor and the Director of Human Resources within five (5) days of a conviction or guilty plea to a criminal violation. Failure to report a conviction or guilty plea is grounds for discipline up to and including termination of employment. Supervisors shall contact the Director of Human Resources upon being informed of any such conviction or guilty plea.
- In addition, employees who drive a vehicle on official university business must notify their supervisor and the Director of Human Resources if their driving privileges are suspended or revoked. Notice must be given to the university on or before the business day following the suspension or revocation of driving privileges. At no time shall employees drive on official university business if their license has been suspended or revoked.

APPENDIX B: Family Medical Leave Act (FMLA) Policy

All FMLA granted is subject to the Director of HR approval and shall be submitted with written notice in advance when possible.

MNU will grant an eligible employee up to a total of twelve (12) work weeks of leave during any continuous twelve-month period for the following circumstances:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of the employee's job.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active-duty status.
- To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member.

Such leave will be unpaid, except as indicated below. To be “eligible” for FMLA leave, an employee must meet the following requirements: (1) worked for the university for at least twelve months; (2) worked at least 1,250 hours for the university in the twelve months immediately preceding the start of the leave; and (3) worked at a worksite with at least fifty (50) employees within a 75-mile radius of the worksite.

Military Leave to Care for a Covered Servicemember: An eligible employee may take leave for up to a total of 26 work weeks in a single 12-month period to care for a covered service member with a serious injury or illness. For purposes of this policy, a covered service member is a veteran or current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status, or is on the temporary disability retired list; or a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness, provided the veteran was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the employee takes leave to care for the covered veteran.

Notice: Employees are asked to provide the Director of Human Resources thirty (30) days’ notice if the need for leave is foreseeable. If the need for leave is not foreseeable, employees should provide the Director of Human Resources notice as soon as practicable, typically within one to two business days from the time the employee becomes aware of the need for leave.

If an employee anticipates an extended medical or family leave, it is critical that he/she

advise the Director of Human Resources to discuss in confidence the situation and, where appropriate, advise his/her supervisor to develop a plan to cover work demands and for the return to work.

Substitution Requirements: An employee on FMLA leave for any reason must use any accrued, unused PTO. If the employee has not accrued, unused PTO available, his/her leave will be unpaid, unless he/she is eligible for another form of paid leave benefits.

Intermittent Leave or Leave on Reduced Schedule: Under some circumstances, leave may be taken intermittently or on a reduced leave schedule. Intermittent leave or leave on reduced leave schedule may be taken only if a health care provider certifies that such leave is medically necessary due to the employee's own serious health condition or due to the serious health condition of the employee's immediate family member.

An employee needing intermittent leave or leave on a reduced leave schedule, and who is otherwise eligible for such leave, must attempt to schedule the leave so as not to disrupt the university's operations. In addition, the university may temporarily assign the employee to an alternate position with equivalent pay and benefits that better accommodates the employee's intermittent leave or leave on a reduced leave schedule.

An employee on intermittent leave or a reduced leave schedule due to his/her own serious health condition or the serious health condition of an immediate family member must first use his/her accrued, unused vacation and PTO, if any. If an employee does not have any accrued, unused vacation or PTO, the leave will be unpaid.

Continuation of Benefits: : MNU will maintain coverage under the group health plan for up to twelve (12) weeks for employees on FMLA leave, at the level and under the conditions coverage which would have been provided if the employee had continued in employment continuously. The university reserves the right to recover the premium paid for maintaining coverage for the employee under the group health plan if the employee fails to return from leave, in accordance with the FMLA. As with all other leaves of absence, an employee on FMLA leave will not accrue vacation time, PTO, or other benefits, unless otherwise required by federal, state, or local law.

Certification: All employees may be asked to provide a health care provider's statement certifying their inability to work any time a medical condition causes an absence of three days or more. If so, an employee will be given a maximum of fifteen calendar days to return the requested medical certification. In addition, employees will be asked to provide a health care provider's statement certifying the serious health condition of the employee's immediate family member necessitating the employee's need for leave for three days or more. An employee's failure to provide the required medical certification may delay his/her leave, if the need for leave is foreseeable, or may render the leave unapproved, if

the need for leave is not foreseeable. For extended illnesses, recertification of the condition and/or the immediate family member's condition (depending on the nature of the leave), may be required in accordance with applicable law.

Any medical information submitted to the university will be kept confidential to the extent possible, unless otherwise required by applicable law. All required certifications must be submitted to the Director of Human Resources.

Reinstatement: An employee who returns from FMLA qualifying leave within the allotted twelve-week period will be reinstated to his/her previous job or an equivalent position with equivalent benefits.

Non-Discrimination: Eligible employees who exercise their rights under this policy will not be discriminated against or retaliated against in any way. Any employee who feels his/her FMLA rights have been interfered with, or who believes he/she has been discriminated against or retaliated against for exercising his/her FMLA rights, should contact the Director of Human Resources immediately.

Scheduling Leave: Leave must be scheduled so that it does not unduly disrupt the university's operations.

Reporting While on Leave: The university requires you to report periodically to the Director of Human Resources on your status and intent to return to work.

Returning to Work: You will need to provide the Director of Human Resources with a return- to-work release that includes a Fitness for Duty Report before returning to work if you have taken medical leave of more than five consecutive days because of your own serious health condition. A health care provider must sign this. You are expected to return to work when released by the health care provider. Failure to provide the requested return to work certification may delay the employee's return to work and/or render the leave unprotected.

Nursing Mothers: Rooms will be designated for employees who are breastfeeding and need to express milk while at work. The expressed milk may be stored in a refrigerator specifically designated for this purpose located in each of these rooms. Any time spent expressing milk is considered unpaid time and must be documented as such on the payroll time report.

Additional Information

Worker's Compensation: A work-related injury on the job is covered under workers' compensation, and not under the university's medical leave of absence program. However,

if you are eligible for family and medical leave, then you will automatically use FMLA entitlement while receiving workers' compensation benefits. The Director of Human Resources will advise you if your leave will be designated as FMLA leave time.

Performance Evaluation: If your performance evaluation date passes while on FMLA leave, you will receive the evaluation effective on the date of the return.

The university also complied with any applicable state law provisions on leaves of absence that may provide employees benefits different or greater than those provided for FMLA leave.

For more information regarding FMLA, please reach out to Human Resources.

APPENDIX C: Tuition Assistance Policy

This policy provides guidance to eligible employees who wish to apply for Tuition Assistance for a Traditional Undergraduate (“TRAD”) or Professional & Graduate Studies (“SPGS”) programs offered by the university and is based upon the expectation of continued employment after such benefits have been granted. The policy also guides the university in procedures related to consortium agreements involving tuition exchange benefits such as those in Council of Independent Colleges (“CIC”) and Council for Christian Colleges and Universities (“CCCU”).

Please be sure to read and understand the eligibility requirements and level of available benefits under this policy as relates to the employee’s status within the university, level of the academic program sought, and type of dependent receiving the benefit. The University reserves the right to decline approval of tuition assistance based on the eligibility requirements and conditions outlined below.

1. CONSORTIUM AGREEMENTS

The President’s cabinet provides oversight of all consortium agreements involving tuition exchange provisions.

A) CIC

- a. MNU will limit the number of CIC students receiving tuition remission to three per academic year. Once tuition remission is granted, it will remain with the designee through degree completion, not to exceed five years. The student must maintain good academic standing as outlined in his/her respective degree program.

B) CCCU

- a. MNU will limit the number of CCCU students receiving tuition remission to one per academic year. Once tuition remission is granted, it will remain with the designee through degree completion, not to exceed five years. The student must maintain good academic standing as outlined in his/her degree program.

C) Nazarene IHE Network

- a. MNU will not limit the number of students receiving tuition remission from eligible parents or guardians employed by a sister Nazarene institution. Once tuition remission is granted, it will remain with the designee through degree completion, not to exceed five years. The student must maintain a good academic standing as outlined in his/her respective degree program.

Applications for Consortium Agreements must be directed to the President’s Office at (913)971-3393

2. ELIGIBLE EMPLOYEES AND DEPENDENTS

Subject to the requirements specified in this policy, tuition assistance is available to all, regular employees (full and part-time), and certain of their dependents, after 90 days of employment and based upon the expectation of continuing employment by the employee

after the benefits have been granted.

Tuition Assistance is not available to independent contractors and adjunct faculty.

A) ELIGIBLE DEPENDENTS

- Spouse
- Dependent children, age 23 or younger (for one baccalaureate degree). Benefits will be provided for one year after the marriage of an otherwise eligible dependent child. Eligibility expires at the end of the semester in which the dependent child reaches age 24.
- i. **Definition of Dependent Child**—the employee’s legal child by birth or adoption that is eligible and will be claimed as a U.S. income tax exemption for the year(s) in which tuition benefits are being requested. In the case of a stepchild of an employee, the stepchild must be a dependent of the employee and/or the employee’s spouse and must reside primarily with the employee and his/her spouse.

B) ELIGIBILITY AND YEARS OF SERVICE

- **WORK PERFORMANCE REQUIRMENT**
 - i. An employee’s job performance is considered before being permitted to enroll in a program. Eligibility for Tuition Assistance is subject to supervisor approval based upon the requirements of the employee’s current job and performance status.
 - ii. Any class time during the employee’s regular working hours requires approval of the employee’s supervisor prior to enrollment. Hourly employees will not be compensated for such class-time and any consideration of make-up time must be approved by the supervisor to ensure it is budget-neutral.
 - iii. In the event of separation from employment, Tuition Assistance benefits for an employee and spouse/dependent will continue for the remainder of the term in which the separation occurs.
 - iv. In the event of an eligible employee’s death, Tuition Assistance for spouse/dependents currently enrolled in a program of study will continue on the same basis, until the program is completed, as if the deceased were currently employed.
 - v. An employee’s performance will be reviewed to determine if job performance is satisfactory.
- **SATISFACTORY ACADEMIC PROGRESS**

Recipients of Tuition Assistance benefits must maintain “satisfactory academic progress” as delineated in the institution’s academic policies to remain eligible for such benefits.

C) **TUITION ASSISTANCE, SCHOLARSHIPS AND STUDENT REFUNDS**

The use of Tuition Assistance may not result in the refund of cash to an eligible recipient. Tuition Assistance for those who qualify under this policy shall be limited to the actual cost of tuition.

Institutional academic scholarships as well as other tuition-related scholarships (e.g., Kansas Comprehensive Grant or Pell Grant) will be applied to tuition costs first with the Tuition Assistance benefit providing the difference between the value of these awards and the cost of tuition. Like institutional scholarships, Tuition Assistance cannot create a cash refund for the student. Any excess amount above the direct cost of education charged by the university will be used to reduce institutional scholarships first and the Tuition Assistance benefit second. Cash refunds may only be created through outside funded scholarships, grants, loan programs or direct payments by the student.

D) **ELIGIBLE PROGRAMS**

Tuition Assistance is available for the program for which the employee or dependents are applying, provided:

- They have not previously earned the degree
- They have met all the expectations and requirements for admission
- They are not repeating any courses previously taken.

a. **TUITION-ONLY COVERAGE**

Tuition Assistance applies to tuition charges only. If the program, involved comprehensive tuition, which covers a university-incurred out-of-pocket expense for the cost of such things as book, technology devices or subscriptions, testing fees, etc., such fees and charges will be separately itemized on the students' billing and Tuition Assistance is not available for separately charged fees; course materials; other non-tuition expenses; or for study-abroad and similar programs or for course taken at other institutions.

b. **BENEFIT LIMITATIONS BY PROGRAM**

Tuition assistance is provided for the following:

- Employees and Spouses One (1) baccalaureate and one (1) master's degree
- Children One (1) baccalaureate degree

c. **COURSE LIMITATIONS FOR EMPLOYEES PER SEMESTER**

Employees (not their spouse or dependents) are limited to taking a maximum of two (2) courses at a time per term and are further limited to one (1) course during the regular workday. Those selected for the Master of Counseling program will be required to complete their practicum and internship hours with the Student Counseling Center at MidAmerica Nazarene University. Upon acceptance, Human Resources will provide your information to the Director of Student Counseling.

d. **LIMITATIONS WITH SPGS PROGRAMS**

Tuition Assistance for SPGS programs is provided on a space-available basis as authorized by the Office of Academic Affairs. The university reserves the right to the purpose of meeting strategic financial objectives and/or minimum enrollment requirements from full tuition-paying students.

E) **LEVEL OF TUITION ASSISTANCE AVAILABLE**

Tuition Assistance available for Spouse and Dependents:

- a. Tuition Assistance for dependent children is limited to the undergraduate or professional programs only and is available at the same level and amounts as the employee.
- b. Tuition Assistance for spouses is available at the same level and amount as the employee, except for **Graduate programs which are limited to 50% of the otherwise eligible employee benefit.**

Tuition Assistance available for an eligible Employee:

- c. **Regular, Full-time Employees**
 - i. 100% (spouses limited for Graduate programs)
- d. Full-time employees with less than 5 years of service at MNU will need to sign a Tuition Assistance Repayment Agreement. Employees who accept tuition assistance, but leave before completing 5 years of employment, will be required to repay a percentage of tuition received. **Regular, Part-time Employees** working 20 to 29 scheduled hours per week (w/ 1,000 hours worked per calendar year):

Years of Continuous Employment <u>Prior to Start of the Program</u>	Tuition Assistance (Spouse limited for Graduate)
1 Year	12.5%
2 Years	25%
3 Years	37.5%
4 Years	50%

F) **APPLICATION PROCESS**

Application forms may be obtained in digital format from the documents section of the Human Resources (HR) portion of the university’s web portal. Employees seeking Tuition Assistance for their own course of study must first obtain the approval of their supervisor by virtue his/her signature on the application form. Approval can be in the form of an email, attached to the application form.

Recipients of Tuition Assistance must meet standard admissions requirements and be accepted into the academic program through the normal application process which should be completed in a timely manner. Final approval of the application is made by the Vice President of Finance who will return a copy of the completed and approved application form to the employee.

Applications for Tuition Remission should be directed to the Human Resources Office at (913)971-3294.)

TAXABILITY OF TUITION ASSISTANCE

Tuition Assistance, also known as Tuition Remission, is subject to taxation according to the Internal Revenue Service (IRS) regulations in effect at the time the benefit is utilized. If required, the benefit will be taxed. When the benefit is taxable, the value of the benefit will be added to the employee’s W-2 form, and tax will be deducted from payroll checks.

In general, IRS regulations consider anything of value provided to an employee by an employer to be a form of compensation. All compensation must be reported as taxable wages and is subject to income tax withholding, unless specifically excluded by the Internal Revenue Code (IRC). The IRC requires that educational assistance in excess of \$5,250 (as of the date of the latest revision to this policy) must be added to an employee’s taxable wages and employment taxes must be withheld. However, tuition remission received for programs related to the employee’s current job is not considered taxable income and will not be shown on the W-2. For programs not related to the current job, then tuition remission is taxable per the IRS’s guidelines.

Notes:
1. Any income tax liability attaches to the employee, not to the student
2. Taxable amounts are withheld according to the current W-4 on file
3. Total funds received for job-related programs for employees are tax free

Personal Federal Income Tax Treatment of MNU Tuition Assistance			
Program Type	Employee	Spouse	Dependent Child
Traditional Undergraduate	Tax Free	Tax Free	Tax Free
Professional Undergraduate Programs	Tax Free	Tax Free	Tax Free
Graduate Programs	Tax Free up to \$5,250 with exception of job- related program (see note 3)	100% taxable	Not eligible

What happens to the taxes that are withheld?

The additional taxable income and taxes withheld are reported on your annual W-2 form. The university is required to issue W02 forms to employees by January 31st and to the federal government by February 28th. Educational assistance in excess of the excludable amount is subject to federal, social security, and Medicare taxes. The example and table below shows how the taxable tuition benefit taxes are reported on the W-2 form.

Example: An employee enrolls in graduate-level coursework and receives a tuition remission benefit worth \$10,000. The \$10,000 tuition remission received less than \$5,250 exclusion leaves \$4,750 of additional taxable income reported in boxes 1, 3, and 5 of the employee's W-2 at the end of the year.

Type of Tax	W-2 Taxable Wages	W-2 Taxes Withheld	Description
Federal Income Tax	Box 1 \$4,750.00	Box 2(a) \$713.00	Based on Employee's W-4 info.
Social Security	Box 3 \$4,750.00	Box 4 \$295.00	6.2%
Medicare	Box 5 \$4,750.00	Box 6 \$59.00	1.45%
Total Taxes		\$1,067.00	

Federal income tax withheld for the year (Box 2 of W-2) would be based upon the employee's W-4 election (the amount shown above is merely for illustration purposes). Social Security tax withheld for the tax (reported in Box 4) would be \$295 (\$4,750 additional taxable wages *6.2% tax rate) more than the amount withheld against wages alone, and Medicare tax withheld for the year (reported in Box 6) would be \$59 (\$4,750 additional taxable wages *1.45% tax rate) more than the amount withheld wages alone. These additional taxes must be withheld from the employee's paycheck.

How are Taxes Determined?

Each quarter, Payroll receives a report indicating the total dollar amount of tuition benefits received by employees or their dependents for graduate level education during the current calendar year. This report total tuition for all terms, as applicable. If the amount received by an employee exceeds the annual excludable amount (\$5,250), the excess must be added to the employee's taxable wages when the employee received the benefit. The increase in taxable wages also increases the taxes withheld and reduces net pay.

When are the taxes withheld from employee's pay?

Month Taxability Determined	Paychecks Affected
January	January, February, and March
April	April, May, and June
July	July, August, and September
October	October, November, and December
December	November and December

APPENDIX D: Whistle Blowing Policy

Section 301 (m)(4) of Sarbanes-Oxley Act of 2002 (“SOX”) requires MidAmerica Nazarene University to have a policy regarding concerns of questionable accounting or auditing. MNU is committed to high ethical standard in all activities associated with the university to maintain the confidence of employees, students and families, donors, vendors, Church of the Nazarene constituents, and the public in the quality accounting and public reporting. Under the Sarbanes-Oxley Act of 2002, the Financial Affairs Committee of the Board of Trustees is responsible for the receipt, retention, and treatment of complaints received by MNU regarding accounting, internal accounting controls, or auditing matters. The Financial Academic Committee is also responsible for the confidential, anonymous submission of concerns by MNU employees.

Scope: this policy related to employee complaints or concerns regarding any questionable financial affairs (accounting/auditing), including, but not necessarily limited to, the following:

- Fraud of deliberate error in the preparation, evaluation, review, or audit of any financial statements of the university
- Fraud or deliberate error in the accounting and maintaining of financial records of the university
- Deficiencies in or noncompliance with the university’s internal accounting controls
- Misrepresentation or false statements to or by a senior administrator regarding a matter contained in the financial records, financial reports, or audit reports of the university
- Deviation from full and fair reporting of the university’s financial condition
- Improper financial transactions, including kickbacks or financial conflicts of interests
- Violations of generally accepted financial aid practices as sanctioned by the Department of Education
- Employee theft or misuse of university property or assets

Reporting: MidAmerica Nazarene University’s policy will be published on MNU’s website and handbook. Any employee may submit an accounting/auditing complaint or concern by the following the procedures listed:

- a) Accounting/Auditing complaints may be made by any of the following methods:
 - a. By email to Dan Rexroth, Financial Affairs Committee chair, at drexroth@jkv.org.
 - b. By letter addressed to Accounting Complaint, Financial Affairs Committee, c/o MidAmerica Nazarene University, 2030 E College Way, Olathe KS 66062.
- b) Any person submitting an accounting/auditing complaint is encouraged to provide as much information as possible regarding the subject matter of the complaint.

Resolution of the problem will depend on the integrity of the information provided. The more details are provided, the further the complaint can be investigated and addressed.

- c) Employees submitting accounting/auditing complaints do not need to identify themselves. An anonymous complaint will not result in any attempt to identify the employee making the allegation. Due to the nature of allegations, anonymous complaints will not be taken lightly; anonymous complaints submitted by employees will be treated confidentially. If the employee does identify himself/herself, their identity will not be disclosed without their permission unless the law requires it. No employee will be subject to retaliation because of an accounting/auditing complaint made in good faith. If an employee knowingly makes false allegations, that conduct will result in disciplinary action.
- d) The Financial Affairs Committee Chair will report on all accounting complaints received since the prior committee meeting. If the chairperson determines a complaint is severe and requires an evaluation by the committee prior to the next scheduled meeting, the chairperson shall contact the other members of the Financial Affairs Committee to determine how to proceed.

Investigation: Either the Financial Affairs Committee Chair or committee members (depending on the severity and potential impact of complaint) will take appropriate steps considered necessary to investigate any accounting/auditing complaint. Upon the outcome of the investigation, the chairperson or committee members will propose a solution to resolve any deficiency or error to the Vice President of Finance or Board of Trustees (whichever is appropriate). The Financial Affairs Committee Chair or committee members may retain advisors to assist in carrying out any investigation and proposing any solution.

Implementation: The Financial Affairs Committee is responsible for the implementation of this policy and the provisions outlined herein. It may interpret the policy and make judgments about the application of the procedures. It may request reports from any office with accounting and/or auditing functions about the implementation of this policy and take any action necessary to implement the policy. The Financial Affairs Committee may amend this policy at its discretion.

APPENDIX E: Marketing Communications Policy

Communications covering all media forms play an important role in setting first impressions of the university. Brochures, web pages, advertisements, even stationery and campus signage convey an image and create first impressions in the minds of our audiences. This is especially true for those whose main impression of MNU is formed only through these communication channels.

Every effort should be made to integrate all marketing communications representing the university. Such integration maintains the consistency of the MNU image and strengthens the message portrayed by the university. Additionally, any program that is sponsored by the university gains its main source of credibility from the university. Adherence to university marketing communications policy, MNU Brand Strategy and careful, intentional use of these tools will provide increased market-position strength for the university. All schools, departments, and divisions benefit from this unified image.

The President's Cabinet has been charged by the Board of Trustees to approve any publication or form of publicity that goes out in the name of the institution.

Print and Web Communications Policy Statement

Under the Cabinet's direction, the Marketing and Communications office serves as the clearinghouse for all forms of print, broadcast, and Web-based communications produced in the name of the university for external audiences. Print and online communications representing the university's various programs, regardless of funding, should involve the Marketing and Communications office at initial concept phases to develop a plan for production and coordination, especially before any project expenses are incurred.

Examples of these projects included:

- Any communication for external constituents, such as brochures, posters, flyers, postcards, logos, stationery, business cards, etc. (excluding written letters)
- Websites and/or web pages
- Exhibit booths, displays, and other forms of promotion.

Exceptions to this policy includes:

- Articles for journals or publications
- Event planning announcements for internal campus events (posters, flyers, chapel announcements, guest lectures, etc.)

1. Standard MNU templates and specific vendors exist and should be used for stationery items: letterheads, envelopes, business cards, etc.
2. The MNU wordmark, MNU seal, the Secondary marks, and other official

representations of MidAmerica Nazarene University, cannot be adapted, changed, or reassembled without permission. Archives and updated copies of such items are maintained by the Marketing and Communications office and provided as needed.

3. The MNU Wordmark and Secondary Marks, along with the MNU seal, are the primary identification marks for the university. The extensive creation and use of new logos is discouraged as it is counterproductive to the development of a unified visual/brand identity for MidAmerica Nazarene University.

However, under limited and unique circumstances, a new logo can be developed; but in general, the new logo needs to be used in combination with the university word mark or secondary mark. Virtually all new logos are related to the efforts of non-academic entities, which require marketing or direct sales to consumers and the external community.

4. Electronic media, such as the World Wide Web and broadcast material, including those presented in venues owned and operated by the university, must comply with the Marketing Communications Policy.
5. The Marketing and Communications office is responsible for establishing and maintaining the overall design, organization, and content of the university website. MNU “web editors” may access sections of the site for general content updates.

Advertising and Video/Interactive Communications Policy Statement

Marketing and advertising that is created and placed in the name of the university must be completed in coordination with Marketing and Communications.

Individuals or offices seeking to advertise a university program, event, or class outside the campus environment should first consult with the Director of Marketing. The Director of Marketing also oversees the creation of audio, video, CD, DVD, interactive and broadcast projects. Knowledge of such efforts is important to the establishment of a consistent visual/brand identity. Individuals or offices desiring to use such technology should consult the Director of Marketing.

Regardless of funding, all advertising, as well as audio, video, CD, DVD, interactive and broadcast projects, should involve the Director of Marketing at initial concept phases, especially before any project expenses are incurred.

APPENDIX F: Animal on Campus Policy

It is MidAmerica Nazarene University's policy to provide a safe and healthy work environment for all employees and visitors. In accordance with this, animals are prohibited from all university buildings (owned or leased) and events except for authorized service animals and working animals as defined below. In addition, all animals on the grounds of MNU must have a leash or lead suitably attached to the animal and held by the person responsible. No person shall tether an animal to any fence, tree, shrub, post, or other objects located upon the property of MidAmerica Nazarene University.

Definitions

Service Animal - refers to animals (primarily dogs) used to guide or aid persons with disabilities in the activities of independent living. The Americans with Disabilities Act (ADA) defines service animals as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal.

Working Animals - refers to those animals engaged in authorized service to the corporation (e.g., guard dogs, pest control animals, police dogs), and to authorized research animals conducted by a University department or the use of an animal to carry out functional responsibilities of a University department.

Scope and Application

This Policy shall apply to all employees, contractors, and visitors of the university. This policy shall cover all areas and business operations of the university.

This policy provides for the health and safety of employees, visitors, and company facilities by restricting animals as follows:

- Unauthorized animals are not permitted in any building, leased, or owned by MNU.
- Animals brought on campus must always be under the complete control of the owner and present no hazard to people or property. The wearing of a muzzle by a dog shall not be regarded as control by its owner.
- Employees and visitors are reminded that bringing a pet to campus and leaving them in a car is neither appropriate, not safe, and is prohibited in some jurisdictions. It will be the responsibility of Campus Security to report to the appropriate local authorities any animal left in a vehicle or otherwise unattended. If the vehicle can be identified as belonging to a specific employee or student, Campus Security will attempt to reach that person prior to contacting authorities.

- To accommodate individuals with disabilities, service animals are expressly permitted in all areas in the workplace.
- Employees who need a service animal must obtain authorization through the reasonable accommodation process prior to bringing the animal to the campus from the Director of Human Resources
- Instructional program animals (Fidelco dogs) will be permitted on a limited case-by-case basis, and only if approved in advance by the senior leader at the facility.
- In all cases, only clean, trained, well-behaved, non-aggressive animals are allowed, and they are always to be leashed and kept under control.
- It is the animal owner's responsibility to ensure that animals relieve themselves outside and owners should not call upon co-workers or facilities staff.
- Working animals are permitted under the direction of Campus Security.
- Individuals are reminded not to touch, feel, or pet a service/working animal when the animal is working as it distracts the animals from the task at hand.

APPENDIX G: Remote Worker

REMOTE MEETING ATTENDANCE ETIQUETTE GUIDELINES by Zoom

Video and Audio:

- Unless your appearance or background is inappropriate or distracting, **turn ON your video.** [Video is crucial in building trust and engagement](#) in virtual communications, adjusting the camera to capture your entire face.
- **Test your video and audio** before your meeting at zoom.us/test.
- **Look at the camera.** This takes a bit of getting used to since you want to look at the other participants' faces but try to look at the camera when you are talking, alternating between camera and audience members. This tactic will mimic the in-person feeling of eye contact.
- While Zoom works well with built-in computer cameras, if possible, **use a good quality camera and headset.**
- Zoom functions well with a strong wireless connection, but if you can, **hardwire your computer** into the Internet.

Be polite!

Manners matter. There are some general rules of courtesy for virtual (and in person) business meetings.

- If possible, **do not eat** on Zoom calls.
- Avoid **multitasking**, remaining engaged through meetings. When not talking, **mute yourself.**
- **Refrain from private behavior.** It is important to remember the camera will capture all activity.

Your Environment

- Focus on ensuring a professional background in your camera shot. **Clean up and have a simple background** (a plain wall, potted plant, or a bookshelf works perfectly). Zoom also provides [virtual backgrounds](#) if needed.
- **Position yourself so that most of the light is coming from in front of you** (behind the monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, you will be backlit.
- **Use engagement tools!** Make full use of everything Zoom has to offer. Screen share, annotate shared content, send out a quick poll, solicit feedback in chat, split your attendees up into video breakout rooms, send attendees to a website and have them fill out a Google Doc. Do what it takes to keep your audience actively engaged.
- Don't get too close. Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face. This is more natural for the viewer (after all, in an in-person meeting you are usually seeing more of a person than just their

face). This is especially beneficial if you tend to gesture a lot.

- Your best teacher is yourself. **Record yourself and watch the playback** with a critical eye. Use the experience to refine your approach to presenting in Zoom.