

LIFE UNIVERSITY



STAFF HANDBOOK

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I. LIFE UNIVERSITY

LETTER FROM THE PRESIDENT



Dear Staff Member:

Where there's Life, there's VISION, PERFORMANCE and SUCCESS!" This is the motto of Life's Enrollment and Admissions departments. It is also the motto under which you work to provide quality service and support to the students and alumni of Life University, and to each other. I want to thank you for being an integral part of Life's ongoing renaissance. It is because of your dedication and commitment to quality education and high-level job performance that Life continues to succeed.

As we move forward, we will continue to call on you. We will ask for your assistance in developing and implementing the strategic plan that will guide Life University as we work to establish ourselves as the greatest healthcare university in the world. As we move toward this goal, and in recognition of your continuing efforts, let me assure you that the administration is working to ensure that your benefits equitably reflect the contributions you make to the University.

There are exciting times ahead for Life University. I encourage you to continue bringing vision to bear in your work, to perform at ever-higher levels and to celebrate the successes we will experience. I am privileged to lead this institution into the future, and to serve the values and goals to which it is committed. Together we will make the difference.

Sincerely,

A handwritten signature in cursive script that reads "Guy F. Riekeman DC".

Guy F. Riekeman DC
President

The Mission of Life University **Revised: January 23, 2009**

The mission of Life University is to empower each student with the education, skills and values needed for career success and life fulfillment based on a vitalistic philosophy. The University's undergraduate, graduate and professional programs – each one committed to excellence in teaching, learning, research and the overall student experience – offer a vision and the promise for a meaningful life, the proficiencies necessary to achieve optimum personal performance and the wisdom to become transformational leaders in an increasingly diverse, global and dynamic world.

Vision

Our purpose is to provide students with the vision to fulfill their innate potential, the inspiration to engage in a quest for self-discovery, and the ability to apply a principled approach to their future roles as leaders in humanitarian service and as citizens in their community.

8 Core Proficiencies

The University believes its staff, faculty and students can succeed by mastering a set of values and skills we call the Eight Core Life Proficiencies, or more importantly, Eight Ways to Great

1. Citizenship & Integrity (Take responsibility, change the world.)
2. Learning Theory: Critical Thinking (Think deeply, understand fully, act wisely.)
3. Belief Systems & Performance (Create your reality from unlimited possibility.)
4. Communication & Relationship Theory/Skills (Ask, Listen, Relate, Connect.)
5. Contemporary Scientific Paradigms (The more we learn, the better we see.)
6. Leadership & Entrepreneurship (Go to the rainbow, find the gold.)
7. Philosophy of Human Existence & Health Care Policy (Rethink health, refocus health care.)
9. Integrative Change (The caterpillar becomes the butterfly.)

Drug-Free Schools, Community and Workplace Policy

Pursuant to the Drug-Free Schools and Communities Act of 1986, and the Drug-Free Workplace Act of 1988, The University has adopted and implemented a program to prevent the use of illicit drugs and alcohol. The policy will be reviewed and amended as necessary. Employees will be apprised of changes.

The University is committed to the health and well being of the members of its staff and other people who receive University services. The University has a vested interest in the welfare of its employees, who administer and operate The University's programs of education, research and service, but also serves as well as interest in serving and promoting the advancement of the general health of our society.

Substance and alcohol abuse are dangerous to your health. The use of alcohol and non-prescription drugs in the work place may affect an employee's ability to perform satisfactorily, the performance and well-being of other employees and students, and the University's ultimate function and reputation. For these reasons and others, the University requires the participation of all employees and students in maintaining a drug-free school and work environment.

The **unlawful** manufacture, distribution, dispensation, possession or use of a controlled substance (prescription or non-prescription) and alcohol are prohibited, including all University properties, functions, business, and vehicles

Alcoholic beverages will be permitted at University events only with the permission of the President and notification of Public Safety. Advertising of the event will not include specific references to the fact that alcoholic beverages will be provided. Student events require identification confirming the individual is of legal drinking age. At any event where alcohol

is served, non-alcoholic beverages must be continuously available in equal or greater quantity and food must be available as well. The serving of alcoholic beverages must stop at least 45 minutes before the scheduled end of the activity and alternative transportation should be provided for any individual in attendance that has overindulged in alcohol.

Any employee or student worker who is convicted of a criminal violation involving illegal drugs or alcohol in the workplace is required to notify the Department of Human Resources within (5) days of the conviction.

Life University is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any University employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, the University has established the following policy:

Violations

Employees and student workers who are suspected of violating this policy on alcohol and drugs may be suspended without pay immediately pending an investigation. If the investigation results in a determination that a violation of this policy on alcohol and drugs has occurred, the violator shall be subject to disciplinary action up to and including termination and referral to legal authorities for prosecution.

Employee Recovery Assistance

The University recognizes alcohol and drug addiction as a treatable illness. Employees who are so diagnosed shall receive the same consideration and opportunity for treatment that is extended to those with other types of illnesses.

The University offers an Employee Assistance Program (EAP) benefit for employees and their dependents. The EAP provides confidential assessment, referral and short-term counseling for employees who need or request it. If an EAP referral to a treatment provider outside the EAP is necessary, costs may be covered by the employee's medical insurance, but the cost of such outside services is the employee's responsibility. Confidentiality is assured. NO information regarding the nature of the personal problem will be made available to the employee's supervisors nor will it be included in the permanent personnel file.

Participation in the EAP will not affect an employee's career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. The EAP is a process used in conjunction with discipline; it is not a substitute for discipline. The EAP can be accessed by an employee through self-referral or through referral by a supervisor.

The University also offers resource information on various other means of employee assistance in our community, including but not limited to drug and alcohol rehabilitation programs. Employees are encouraged to use this resource file, which is located in the Human Resources office.

Substance Screening

While not required by federal law or regulations, the University has established the following policy:

For purposes of assuring compliance with the above, all employees may be subject to substance screening if, by reason of their actions or conduct, probable cause exists to suspect drug or alcohol use. "Substance screening" means testing blood, urine, breath, saliva, or otherwise as reasonably deemed necessary to determine possession or impairment, and the completion of a substance questionnaire.

All applicants being considered for employment are required to submit to substance screening as a condition of employment.

A detailed copy of this policy will be provided by the Human Resources Department at orientation.

Tobacco-Free Workplace

The University is committed to taking all practical measures to create a safe and healthy work environment. To further this goal, the University has established a tobacco-free policy to promote the well-being and health awareness of employees by reducing the risk of tobacco-related illness in compliance with applicable laws and local codes.

Smoking and the use of smokeless tobacco are prohibited in any space or building on campus and in University vehicles. Everyone is responsible for ensuring adherence to the “Tobacco-Free” policy.

II. BENEFITS

The University provides a comprehensive benefits package for its full-time employees. An outline of these benefits is presented below. The University reserves the right to terminate, suspend, amend, withdraw, or modify coverage for any group of employees and their dependents or a class of dependents, at any time. However, advance notice will be provided in the event of any change.

If you are a regular full-time employee scheduled to work at least 30 hours per week, you are eligible on the first day of the month after 30 days of continuous regular employment for medical, dental, life, accidental death, long-term and short-term disability.

For detailed information on benefits, review the Life University “Benefits at a Glance” or contact the Human Resources Department.

Accidental Death and Dismemberment Insurance

If you are a regular full-time employee scheduled to work at least 30 hours per week, you are covered by supplemental accidental death and dismemberment insurance.

Chiropractic Care

All full-time employees of the University and their spouses and children 18 or younger are provided free chiropractic care through the outpatient clinic.

Credit Union

Staff members are eligible for membership in the Credit Union of Georgia. A wide variety of banking services are offered. www.CUofGA.org

Dell Computers

Dell offers a discount to Life University employees on the purchase of computers. Follow the link on the Life website to the Dell website for more information.

Dental Coverage Care

If you are a regular full-time employee scheduled to work at least 30 hours per week, you are eligible to participate in the Dental Plan.

Disability Insurance

Long Term Disability (LTD): The University provides LTD at no cost to eligible employees. LTD benefits begin after 90 calendar days of total disability. The monthly benefit is equal to 60% of regular salary, not to exceed \$5,000 per month.

Employee Assistance Program (EAP)

The University offers a confidential employee assistance program which is available to all employees and immediate family members. www.eapadvantage.com

Foreign Labor Sponsorship

Life University may sponsor employees for US Permanent Residence or HIB status if an employee is employed in any faculty or director-level full-time position considered to be permanent, following an eighteen month period of employment for those eligible employees upon the recommendation of the President, Provost or Vice President of Operations and Finance. Procedures for the employee's US Permanent Residence or HIB filing and application process will be directed by Life University Human Resources through an attorney selected by the University, specializing in immigration law. Life University will pay (50%) of incurred fees for US Permanent Residence or HIB application during the application process. The employee is responsible for reimbursing Life University his or her share immediately upon invoice from the attorney. The 50% sponsorship will be a taxable benefit to the employee.

The University reserves the right to cancel sponsorship at any point during the process.

Life University will reimburse the employee 50% of incurred fees for US Permanent Residence or HIB application. The employee share will be reimbursed by Life after a period of five years employment with Life, commencing with the start of the application process.

Health Care Coverage

If you are a regular full-time employee scheduled to work at least 30 hours per week, you are eligible to participate in the medical plan.

Health Insurance Portability and Accountability Act (HIPAA)

The Federal Health Insurance Portability and Accountability Act (HIPAA) protects the privacy of health care information. In order to meet HIPAA requirements, the University may require a signed *Authorization of Release* from employees who request help on health care benefit issues that may involve protected health information.

Health Savings Account (HSA)

The HSA is a bank account owned by you and pre-tax dollars can be contributed into the bank account to be used to cover deductible costs and other medical fees. The University is also contributing to your HSA account annually but contributions are subject to change at the discretion of the University.

Life Insurance

If you are a regular full-time employee, the University provides basic group term life insurance at no cost to the employee. Additional life insurance may be purchased at the employees' expense.

Life University, Inc. 401(K) Savings Plan

All full-time employees except student workers who meet the eligibility criteria may participate in the 401(k) Savings Plan on the first day of the month following the month of hire. At this time an employee may enroll in the plan in order to elect to have pre-tax deferrals from their earnings directed into the plan. The deferral amounts are always 100% vested.

A contribution may be made by the University into the plan on behalf of qualifying employees at the discretion of the Board of Trustees.

403-(b) Tax Deferred Annuities (TDAs)

The University offers all regular and part-time employees the opportunity to participate in 403(b) Tax Deferred Annuities (TDAs). This annuity program is coordinated between the University, various annuity companies and the IRS.

Long Term Care

If you are a full-time regular employee scheduled to work at least 30 hours per week, you are eligible to participate in the voluntary long term care plan. Long term care insurance provides care at home or in a facility in the event of a disability. The need for assistance may result from an illness, accident or advancing age. In addition this benefit is available to your spouse, and other relatives. The University contributes towards this benefit for employees.

Relocation and Real Estate Advantage Program

The University offers relocation assistance during the recruitment period as well as once an offer has been extended. The services include but are not limited to relocation counseling services, temporary housing assistance, home marketing assistance, home purchase assistance, and shipment of goods. In addition, through the real estate advantage program current employees can receive assistance with buying, selling or moving.

Salary Reduction Flexible Benefits (Cafeteria) Plan

Staff members are also eligible to participate in the University's Salary Reduction (Cafeteria) Plan that allows you to pay certain expenses with pre-tax dollars, thereby saving money. Under the Section 125 plans available, one may defer income tax on a portion of one's salary. The only costs for these plans are the premiums or amounts that one selects. Staff members should consult

their own tax advisors. The following is representative of the different types of plans and policies available to each staff member:

1. Group medical and dental insurance for dependents, along with medical and dental insurance for the staff member to supplement that provided by the University (cancer, dental, intensive care, accident or health including accident with disability and hospital indemnity, etc.).
2. Group term life insurance for dependent coverage.
3. Dependent-care expense reimbursement not to exceed a maximum of \$5,000 per year. The plan year runs from December 1 through November 30 of each year. Staff members are offered the opportunity to participate in this plan upon employment and during open enrollment.
4. Medical expense reimbursement not to exceed a maximum of \$2,500 per year. The plan year runs from December 1 through November 30 of each year. Employees are offered the opportunity to participate in this plan upon employment and during open enrollment.
5. A limited flex-spending account is available for employees selecting the HSA account. The limited flex spending can be used for dental and vision expenses only. Employees are offered the opportunity to participate in this plan upon employment and during open enrollment.

Sears Reward Program

Sears reward program is a free commercial account for employees. This account allows employees the opportunity to purchase products and services from Sears Commercial at preferred pricing. Gift cards can be purchased at a discount as well. Contact Human Resources or view the HR website for additional details.

Short-Term Disability

If you are a full-time regular employee scheduled to work at least 30 hours per week, you are eligible to participate in the voluntary short-term disability plan. Short-term disability would pay after just 2 weeks of disability and pay 60% of your salary until you are no longer disabled or the Long Term Disability plan start to pay.

Wellness Center

It is the goal of the University Wellness Center to involve all the University staff in some form of recreation or fitness/wellness activities. The Wellness Center offers drop-in activities, including aerobics, weight room, workout instruction, racquetball courts, fitness assessment, and a variety of personalized classes. The Wellness Center is available for use by all employees during the

hours of operation, other than normally scheduled work times. Family members are required to obtain a guest pass in order to use the facilities. Use of this facility, including classes, is provided at no cost to employees and their immediate family members. It is located inside the Sport Health Science building. Please call the Wellness Center for hours of operation and additional details.

In cooperation with the City of Marietta, The University has a 5-mile jogging and fitness trail, which winds- through The University's 95-acre campus and two city parks immediately adjacent to the campus.

III. COMPENSATION

As a new employee, it is important that you understand your total compensation package, the salary you receive, and the benefits you elect.

The hiring department establishes starting salaries in conjunction with Human Resources and Finance/Budgeting. Salaries are determined by taking a number of factors into consideration: the pay range for the job, the related education and work experience the candidate has, the pay rates of other employees in similar jobs, and salaries paid by comparable employers primarily in the Atlanta area.

At the University, the minimum expected duties and responsibilities of a job are defined in a job description. You can get a copy of your job description from your supervisor or Human Resources.

New employees should receive a performance evaluation three months after being hired. Employees will be evaluated annually thereafter.

Classification of Employees

It is the intent of the University to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility.

Non-Exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs which meet the standards and criteria established under the FLSA by the US Department of Labor.

We have established the following categories for both non-exempt and exempt employees:

Regular, full-time – Employees who are not in a temporary status and who are regularly scheduled to work a full-time schedule of 30 or more hours per week. Generally, they are eligible for the full benefit package, subject to the terms, conditions and limitations of each benefit program.

Regular, part-time – Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are not eligible for benefits.

Temporary, full-time – Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project and who are temporarily scheduled to work a full-time schedule for a limited duration. Employment beyond

any initially stated period does not in any way imply a change in employment status. Temporary, full-time employees are not eligible for benefits.

Temporary, part-time -- Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project and who are temporarily scheduled to work less than the full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, part-time employees are not eligible for benefits.

Given that some Faculty employee to Staff employee position changes may or may not be temporary, some considerations will be given to those Faculty employees who move to a Staff employee position and to those that return to a Faculty employee position.

Overtime

The payment of overtime to certain employees is governed by the Fair Labor Standards Act based on whether jobs are classified as exempt or non-exempt under the Act.

Employees must accurately record any time for which they are to be paid in Web Advisor. All non-exempt employees must be compensated at time and a half for any hours worked over 40 in a workweek. Overtime work requires pre-authorization from the non-exempt employee's supervisor. Non-exempt employees can not waive their right to receive overtime pay nor can they take compensatory time off instead of receiving the required overtime pay. The University's designated workweek begins Monday and ends Sunday.

Exempt employees are not required to be paid for any hours worked over 40 in a week.

Pay Dates

All employees will be paid on a biweekly basis, every other Friday. The University suggests you have your paycheck direct-deposited into an account at your financial institution. Wages for a particular pay period are paid on the Friday following the last Friday of a pay period.

Pay Adjustments

The Board of Trustees each year may designate a percentage of the annual budget to be used for promotional increases and merit pay. The Board of Trustees reserves the right either to approve or to disapprove such increases or to delay them in any given year based on the financial condition of the University.

Timekeeping System (Web Advisor)

All non-exempt staff employees are required to record time worked electronically on Web Advisor. All employees are also required to enter vacation, personal leave, bereavement leave, jury duty, and holidays in Web Advisor. For training on the automated timekeeping system, see your supervisor or contact the payroll department in Finance.

Work Schedules

It is the responsibility of your supervisor to establish and inform you of specific work schedules, including start, meal, break, and ending times. Supervisors have the authority to rearrange work schedules to meet departmental needs, which may require changing work schedules, reducing work hours, or requiring overtime. When schedules must be altered, your supervisor should provide you as much advance notice as possible.

IV. EMPLOYEE DEVELOPMENT

Growth Through Life Staff Development Program

The University offers two tuition grant programs. The undergraduate tuition grant is a benefit available to eligible full-time employees for undergraduate classes at Life University, Inc., after successful completion of 90-days of employment. Employees must apply and be admitted to the undergraduate program. Please call the College of Arts and Sciences for admission requirements. Transcripts must be attached to each tuition grant application submitted to HR for approval. View full details of the program on the web site.

The management tuition grant is a benefit available to eligible employees in the position of Director or above, pursuing a graduate or doctoral degree. The benefit is available to full-time employees after completion of one year of employment. Employees must apply and be admitted to a graduate or doctoral program. Transcripts must be attached to each tuition grant application submitted to HR for approval. View full details of the program on the web site.

Job Posting

A current listing of position vacancies can be obtained from the University web site at <http://www.life.edu> and also in the Human Resources Office. Employees are encouraged to use the web site as a resource for potential promotion or transfer opportunities.

Job opportunities are posted internally first, so that current staff members have the first opportunity to apply.

University Internet Homepage

The University maintains a web site at <http://www.life.edu> that contains current information on university activities, employment opportunities, policies and procedures, including a copy of this handbook. Revisions to any policies in the handbook will be made to the web page.

V. FACILITIES AND SERVICES

Bookstore

The college bookstore is located in Center for Undergraduate Studies. All employees have access to this facility. All employees receive a 10% discount on all items except text books, software and sale items. For additional information contact the bookstore.

Computer Center

The Learning Resource Center at the University provides resources, training, and services to the staff. Courses are offered in computer literacy and computerized office equipment. When available, employees may use the facility with the employee identification badge.

Dining Facilities

The Campus Café is located in Mod 6, between the Administration Building and the Learning Resource Center. It is open from 6:30 a.m. to 3:30 p.m., M-F during the normal school schedule.

ID Cards

The ID badge is used for identification purposes and for access to many facilities on the campus. It is a card used for photo identification, library materials check out, and building access after normal business hours. Within 7 days of their first day of employment employees are required to obtain an ID badge from the Student Life Department located in the Center for Athletics and Sports Health Sciences building.

Library

The Library is located in the Learning Resource Center (formerly known as Annex A). The employee identification badge is required to use the facility. Contact the Library for hours of operation.

Parking

The Public Safety Department located in the 1085 building, issues vehicle decals. The decal must be displayed on your vehicle as directed by Public Safety. Parking is on a first-come basis except for reserved spaces. The university assumes no responsibility for damage to or loss from vehicles.

VI. LEAVE

LEAVE (HOLIDAYS, PERSONAL DAYS, VACATION)

Holidays

Full-time employees are provided the following paid holidays:

- New Year's Day
- Martin Luther King, Jr. Birthday (3rd Monday in January)
- Spring Recess (determined annually by the president)
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day (1st Monday in September)
- Thanksgiving Day and the day after (4th Thursday and Friday in November)
- Winter recess (determined annually by the President)

The calendar of holidays will be published annually. Holidays that fall on Saturdays are observed on Friday. Holidays falling on Sunday are observed on Monday. Full-time employees are eligible for holiday pay immediately after starting employment.

An employee must return to work or be on an approved vacation status after the winter recess in order to receive payment for the winter recess.

Personal Days

If you are a full-time staff employee, you are eligible to receive a maximum of 10 days of personal leave each fiscal year after 30 days of employment. Personal leave can be used to handle unforeseen and personal matters, illness, doctor and dentist appointments, legal issues, etc. Personal leave can be used in half-day and full-day increments only.

Personal days must be approved as far in advance as possible, unless calling in sick. In that event, you must contact your department prior to the start of your scheduled work-day, giving the expected date of return. If absent due to illness for three or more days, a statement from your health care provider indicating suitability to return to work must be provided.

Full-time employees are eligible for personal days on a bi-weekly accrual basis at a rate of 0.0385 per hour. *Leave is available for use after being earned.* Personal leave less than or equal to 10 days as of September 30th will remain active and available for use in the next leave year. Any personal leave in excess of 10 days may be converted to the short-term disability bank or be converted on a 2 to 1 basis for additional pay at the pay rate as of September 30th in January of the following year.

Vacation Days

Vacation days must be approved as far in advance as possible and will not be advanced. Vacation is effective immediately upon hire. Vacation leave can be used in half-day and full-day increments. Full-time staff members will receive a minimum of 5 vacation days per year, accruing bi-weekly. Vacation will be earned as follows:

Exempt Staff Accrual

1.54 hours for newhires at 40 hours of vacation
3.08 hours for 80 hours vacation
4.62 hours for 120 hours vacation
6.16 hours for 160 hours vacation

Non-exempt Staff Accrual

0.0193 per hour of compensated time for new hires at 40 hours of vacation
0.0385 per hour of compensated time for 80 hours vacation
0.0578 per hour of compensated time for 120 hours vacation
0.0769 per hour of compensated time for 160 hours vacation

Vacation less than or equal to 7 days as of September 30th will remain active and available for use in the next leave year. Any vacation hours in excess of 7 days will be converted to the short-term disability bank.

Exempt and non-exempt employees are required to enter vacation and personal leave in Web Advisor weekly. Hours not entered in Web Advisor will result in inaccurate balances.

Note Regarding Leave:

Taking time off that has not been properly authorized is inappropriate behavior which could be considered job abandonment and may result in pay reduction, ineligibility for pay adjustment for the coming year, and disciplinary action.

In the event a staff member decides not to take the requested absence after it has been approved, the staff member must notify the appropriate supervisor in writing that the day was not used or the day will be charged. The department supervisor is responsible for ensuring the change is made in Web Advisor or notifying Payroll of the change if Web Advisor is closed for the pay period.

The short term disability bank has a maximum of 528 hours. Once an employee reaches the maximum banked hours he or she can convert excess hours to vacation or compensation on a 2 for 1

conversion. In the event of a favorable separation or retirement the staff member can be paid for the total amount of hours banked at a 2 for 1 ratio at their pay rate at the time of resignation.

LEAVE (OTHER)

Bereavement Leave

In the event of death in the immediate family (wife, husband, children, mother, father, brother or sister, grandmother, grandfather or legal guardian of a staff member), a staff member may be granted a leave of absence with pay for a reasonable time, but not to exceed five (5) days. You must notify your supervisor as soon as possible of any absence due to the death of an immediate family member, and complete a University Absence Report–Staff form to allow your supervisor to arrange staffing levels and continuation of services. Documentation of legal guardianship may be requested.

Educational Leave

The University supports the educational development of employees to expand their personal and professional growth. An educational leave of absence may be granted, with the approval of the employee's supervisor. The University will consider reasonable release time for attendance at conventions, seminars, training, and workshops, provided it does not duly interfere with the staff member's duties and assignments. However, it is the responsibility of the staff member to ensure that duties and assignments be covered during his/her absence.

Family and Medical Leave Act (FMLA)

The University provides family/medical leave to eligible employees in accordance with the federal and state law. Staff members are eligible for up to twelve (12) weeks of unpaid leave if they have been employed with the University a total of at least 12 months and have worked at least 1,250 hours in the last 12 month period. Leave may be extended beyond the 12 weeks for the care of a service member.

Eligible employees may request family leave for the birth of a child, or to care for a newly-born child; placement of a child with the employee for adoption or foster care; to care for an immediate family member/service member (employee's spouse, child, or parent) with a serious health condition*, or because of the employee's own serious health condition which makes the employee unable to perform the functions of the employee's job.

*NOTE: Definition of child is 18 years or younger, or child incapable of self-care because of a disability.

Staff members must use available personal and vacation days before entering into a non-paid status. Personal and vacation days run concurrently with family medical leave. *The staff*

member will not accrue any benefits, i.e., vacation, personal days, tuition benefits, etc., during family medical leave, except as required by law.

If you are on an approved leave, participation in health care coverage continues during this period.

Job Restoration:

Upon returning to work from FMLA leave, you will be returned to your original or a comparable position where applicable. Staff members who do not return to work by the end of their family/medical leave are considered to have voluntarily resigned their employment with the University, unless some other form of leave is obtained.

Notice and Medical Certification:

When seeking FMLA leave, staff members are required to provide (30) thirty days advance notice of the need to take FMLA leave, or as soon as practicable if advanced notice cannot be provided.

Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of the department's request to provide the certification. Periodic re-certifications may also be required, as well as notifying your supervisor in advance of your intent to return to work.

Staff members returning to work after family/medical leave due to their own serious health condition must provide a release from the attending physician before returning to work.

Inclement Weather

The University is committed to maintaining business and operations during inclement weather periods. However, in the event of life-threatening weather conditions, the President may deem it necessary to close the University officially or to delay normal reporting times.

Closing and Delayed Opening: This information is available by calling 770-426-2815 and pressing 3.

If you are a regular full-time employee scheduled to work (not on vacation leave, personal leave, or leave of absence), you will be provided paid leave in the event of a delayed opening or business closing. If you are a nonexempt employee and are required to work during the closing period, you will be compensated at time and a half for all hours worked. If you do not report to work or arrive late when the University has not been officially closed or opening delayed, you must use vacation or personal leave. If these balances have been exhausted, you will not be paid for those hours.

Jury Duty Leave

If you are a regular employee scheduled to work at least 30 hours per week, and you are summoned during regular work hours to serve on a jury or are subpoenaed to serve as a witness during regular work hours, you are provided with paid jury leave. You must notify your supervisor of jury duty by submitting an Absence Report-Staff form with a copy of the summons or subpoena attached. You will receive your regular rate of pay for jury duty hours away from work. When released from jury duty, provide Human Resources a copy of the form showing the number of days served. If you are a plaintiff or defendant and/or voluntarily appear in court as a witness, you are not entitled to jury duty leave pay and the absence from work must be pre-approved.

Leave of Absence

A staff member may apply for a leave of absence (without compensation) if exceptional circumstances arise and if such a leave will not be prejudicial to the interests of the University. In considering a request for a leave of absence, all approving officials shall take into account the effect that the granting of that leave could have on the University and the division or department of which the applicant is a member. *The staff member will not accrue any benefits, i.e., vacation, personal days, tuition benefits, etc., except as required by law.*

Application for a leave of absence must be submitted for approval through the chain of command to the appropriate department. Final approval is granted by the President.

If a leave of absence is approved the department manager will immediately provide written notice to the staff member requesting leave, the Human Resources Office, and the Vice President of Operations and Finance. Employees must use available personal and vacation days before entering into a non-paid status. Personal and vacation days will run concurrently with any leave of absence granted.

Health and life insurance benefits will continue during a leave of absence for a period not greater than ninety (90) days from the day the leave of absence begins. The employee is responsible for paying his/her portion of the premiums each month. Premiums are due on the first of each month. If premium payments are not made by the employee, coverage may be cancelled. Conversion information for health and life insurance for the employee's dependent(s) will be sent to the employee.

The staff member will not accrue any benefits, i.e., vacation, personal days, tuition benefits, etc., during a leave of absence, except as required by law. Upon return, assignment to the same position or a comparable position may be made depending upon the needs of the institution.

Leave Donation

Employees in full-time regular positions may be authorized to receive additional paid leave after all accrued leave has been exhausted for personal emergency situations through the leave donation program. The additional paid leave would be at the discretion of donations of other full-time regular employees from their available personal leave bank. Contact Human Resources for additional information.

Military Leave

The University respects and supports an employee's decision to serve and protect our country. Military leave is granted in accordance with the Uniformed Services Employment and Reemployment Act of 1994. Staff members who take leave for military service must comply with the requirements of the Act, including provision of advance written or verbal notice of such service to the staff member's immediate supervisor and appropriate department. An Absence Report - Staff form with a copy of the military order is required. Military leave is unpaid. However, upon the staff member's request, the staff member may use accrued leave time still available prior to the commencement of military leave.

Religious Observances

The University will make a reasonable attempt to accommodate its employees who wish time off to observe religious holidays. Written requests for such time off should be submitted two weeks in advance and will be granted where possible, based on schedules and staffing needs of the affected departments. Requests should be forwarded through the Department Head to the Administrative Head to Human Resources for approval. Such religious days, when taken, will be charged against vacation, personal day, or not be compensated.

VII. POLICIES AND PROCEDURES

Attendance

Reliable and consistent attendance is required of all employees. Employees must call their supervisor(s) when late or absent. Most departments have a specific time by which employees are required to notify the supervisor of absence and/or tardiness prior to reporting to work. It is your responsibility to know and understand your department's call-in procedure. Supervisors are responsible for implementing these procedures and approving time off. Failure to comply with established departmental attendance guidelines may result in disciplinary action.

Change of Address/Telephone Number

If you have a change of address, name, or telephone number, you must notify your department supervisor and Human Resources. Your current address/telephone number is needed in case of an emergency and to provide you with university communications, including annual tax information. You are responsible for submitting these changes in person or by mail to Human Resources as soon as a change occurs. The University address change form is used for this purpose and can be found online or in the Human Resources Department. Please include your Social Security number.

NOTE: If you have a name change, you must also complete a new I-9 (immigration paperwork) and present Human Resources with your new Social Security card with your new name. A copy of your marriage license may be required if a name change is due to marriage.

Computer Use Policy

The University uses various forms of electronic communication including, but not limited to, computers, e-mail, telephones, cell phones, facsimile, and Internet. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the University and are provided to employees for business use. We recognize that employees may use the University's electronic communication for limited personal communication. However, such personal use is a privilege that will be revoked if it interferes with the employee's job duties or is otherwise in violation of this policy.

Communication tools, including electronic communication, may not be used in any manner that would be discriminatory, harassing, obscene, or for any other purpose that is illegal, contrary to University policy, or not in the best interest of the University.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install any software on any University computer system without prior consent from Information Technology.

All electronic information created by any employee using any means of electronic communication is and remains the property of the University, unless the University expressly waives its ownership right, in writing. Personal passwords may be used for purposes of security from intrusion by other employees or other persons with access to the University. The University reserves the right to override personal passwords if necessary and reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications if necessary to protect its interests or the interests of an employee or student. No employee is permitted to access the electronic communications created by another employee without the employee's prior consent, unless directed by the President, Vice President of Operations or Provost, to do so to protect the university's interest or the interests of an employee, student, or third party.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized.

Access to the Internet, web-sites, and other types of University-paid computer access are to be used for University-related business.

Questions about access to electronic communications or issues relating to security should be addressed to the Director of Information Technology. A detailed version of this policy is provided to employees at orientation.

Confidentiality

It is the policy of the University that all organizational, employee, student or patient information obtained while working for the University (verbal, written, or computer file) is considered confidential unless otherwise stated in writing. The confidentiality of University information and documents must be respected by all agents representing the University. Confidentiality must be maintained in a manner that ensures its privacy and safety. The University's organizational information, employee, student or patient information should not be discussed in open areas (i.e., elevators, hallways, cafeteria, etc.). The University respects the security and confidentiality of employee records, patient records and student records. This policy also applies to the disclosure of information regarded as confidential within a department. Any unauthorized access or disclosure of confidential information is subject to immediate disciplinary action, up to and including dismissal.

Conflict of Interest

The University requires employees to avoid any business or financial relationship, transaction, or event, which may be viewed as a conflict of interest between the employee and an outside party. Specific circumstances that may constitute a conflict of interest

include, but are not limited to, the following: holding, directly or indirectly, in the purchase or sale of property or property rights, interests, and services; disclosing or using non-public information obtained through the University for personal gain or profit or for a family member's personal gain or profit; accepting gratuities or special favors from an outside concern that does, or seeks to do, business with the University that may be interpreted as an attempt to influence the employee in the performance of his/her duties; and retaining, directly or indirectly, consultants who have a financial interest or employment that conflicts with services provided by the University.

Dress and Personal Appearance

It is important for all employees to project a professional image. Employees are expected to be neat, clean, orderly, and dress for work according to generally accepted business standards or in uniform, if a uniform is required for the position.

Equal Opportunity Policy Statement

Employment

The University assures Equal Opportunity in all its' employment practices. These practices are administered without regard to race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran's status. The University is committed to diversity, and encourages the development of multicultural perspectives.

Harassment

It is the policy of the University that all employees should be able to enjoy and work in an educational environment free from discriminatory harassment. Harassment of any person or group of persons on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status is a form of discrimination specifically prohibited in the University community. Any employee who violates this policy will be subject to disciplinary action up to and including termination. Discriminatory harassment includes conduct (oral, written, graphic, or physical) directed against any person or group of persons because of race, color, national origin, religion, sex, age, disability, or veteran's status, and any other conduct that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

In addition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

[1] submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program, or activity.

[2] submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or student.

[3] such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's academic performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

The President, Provost, VP of Operations and Finance, Deans, Division Chairs and Department Heads and all University supervisory personnel should take appropriate steps to disseminate this policy statement and inform employees of procedures for lodging complaints. All members of the staff are expected to assist in implementing this policy.

Any employee with a complaint of discriminatory harassment should contact Human Resources or his/her immediate supervisor to make a complaint or obtain information about the procedure for handling such complaints. Any questions regarding either this policy statement or specific fact situations should be addressed to the Human Resources Department.

The University complies with the Equal Pay Act of 1963 (as amended), Titles VI and VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967 (as amended), Public Health Service Act (as amended), Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, Vietnam Era Veteran's Readjustment Assistance Act of 1974, Age Discrimination Act in Employment of 1975, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991 and Executive Order 11246 (as amended) and applicable regulations thereunder. Any inquiries should be directed to the University's Office of Human Resources, 1269 Barclay Circle, Marietta, GA 30060.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) was signed into law July 26, 1990, and is applicable to the University. All University staff members are required to comply with the ADA. The ADA's purpose is to bring people with disabilities who have frequently been kept from full employment because of stereotyping, outright prejudice (sometimes disguised as paternalism), and custom, into the mainstream as wage earners and taxpayers.

The ADA provides that "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment".

The University makes reasonable accommodations for qualified individuals with disabilities as required by law. Such requests for accommodation shall be in writing.

Fraternization and Employment of Relatives

The University is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with the University's ability to provide equal employment opportunities for its employees and, in some instances, may constitute sexual harassment or other unlawful discrimination. To minimize conflicts of interest which often occur as a result of intimate relationships, the University strongly discourages its employees from entering into intimate relationships with other employees or students for whom they have professional supervisory responsibility. *Intimate relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.* This applies regardless of the sexual orientations of the parties involved.

While relatives of employees or the Board of Trustees may be employed by the University, a familial relationship among employees can also create an actual, or at least, a potential conflict of interest in the employment setting. To avoid this problem, the University may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

If two employees or an employee and student marry, become related, or enter into an intimate relationship, they may not remain in a professional supervisory relationship or in positions where one individual may affect the educational environment or the terms or conditions of employment of another student or employee.

In other cases where a conflict or the potential for conflict arises between an employee and another employee or student, even if there is no professional supervisory responsibility involved, the parties may be separated by reassignment or terminated from employment at the discretion of the University.

For purposes of this policy, a "relative" is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Also, an individual has "professional supervisory responsibility" for another individual if he or she performs functions including, but not limited to, supervising, evaluating, hiring, coaching, counseling, recommending, advising, grading, teaching, or making decisions that confer benefits such as compensation, promotions, academic progress, financial aid awards or other remuneration that may impact upon other academic or employment opportunities.

Grievance Procedures

Each member of the staff is free to seek answers to any question and to seek adjudication of any grievance arising out of alleged discrimination on the basis of race, color, religion, sex, national origin, age, disability, or veteran/Reserve National Guard status without being restrained or subjected to interference, coercion or retaliation because of, or as a result of, having filed a grievance or having made an inquiry or allegation of discrimination.

Supervisors are expected to see that allegations of discrimination receive prompt, impartial and sympathetic treatment and that the person or persons making the allegation(s) are not restrained or subjected to interference, coercion or retaliation because of, or as a result of, having made allegation(s) of discrimination.

To file a grievance or for more detailed information on the grievance procedure process, please contact your supervisor or the Human Resources Department.

No Solicitation

To avoid disruption of University operation and/or disturbance of patients, the following rules apply to solicitation and distribution of literature on University property.

Persons employed by the University may not solicit or distribute literature on University property at any time for any purpose. Employees of the University may not solicit during working time for any purpose. Employees of the University may not solicit at any time, for any purpose, in immediate customer areas and/or patient care areas.

Employees may not distribute literature at any time for any purpose in the working areas. Working areas are all areas in the University where employees are performing work, except cafeterias, employee lounges, lobbies, and parking areas.

Working time does not include break periods and meal times or other periods during the workday when employees are not properly engaged in performing their work tasks. Working time includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting and distributing are directed.

Use of campus mail, e-mail, and mailing lists for anything other than official University business is prohibited.

Solicitation of University employees from any vendors or contractors is prohibited.

Outside Employment

The primary responsibility of each staff member is to fulfill his/her obligations to the University. Outside employment must not interfere with the proper discharge of the staff member's University responsibilities, or in any way create either an ethical or legal conflict of interest. In matters pertaining to scheduling conflicts, the needs of the University must take precedence over other employers. Leadership must recognize that their role at the University is of prime importance and other responsibilities may need to be reprioritized from time to time to accommodate the needs of the institution. Income derived from outside employment is considered a private matter.

A staff member may not offer, teach, make presentations at, recruit for, solicit for, or otherwise provide support of any sort at seminars, lectures, classes, or tutoring on or off campus that may in any way be a conflict of interest with the University.

Performance Evaluations

Supervisors are to give employees a 90-day review from their date-of-hire as well as annually. The University's performance management process is an opportunity for you and your supervisor to mutually identify, discuss, and document accomplishments and job performance. In addition, the review process helps you establish goals for future performance and understand the expectations set by your supervisor.

Personal Property

Your personal belongings should be secured at all times. You should contact your department manager for assistance in securing your belongings. The University is not responsible, nor will the university reimburse you, for lost, damaged or stolen personal property.

Personnel Files

Your file may include, but is not limited to, new employee information, transfers, promotions, performance evaluations, salary changes, commendations, disciplinary actions, and correspondence addressed to you. Nothing will be placed in a file or removed from a file without the knowledge and approval of the Human Resources office. Files may be viewed in the Human Resources office in the presence of a Human Resources representative. An appointment is required. Requests for copies should be made in writing and at least one week in advance of the required date of receipt. These files are the property of the University.

Political Activities

Staff members, as citizens, are free to engage in political activities other than normal working hours. A person's political choices and activities will not adversely affect his/her position with the University, including salary adjustments, evaluations and promotions. Staff members will not hold themselves out as representatives of the University but as individual citizens.

Promotions and Transfers

The University is committed to the development of its employees and makes every effort to fill vacant positions with qualified employees. You are encouraged to explore vacant positions and career opportunities both within and outside of your current department. Interest in or application for a position vacancy will not affect your current position or status. Promotions are based upon your knowledge, training, skills, and demonstrated ability.

Upon successful completion of 90-days of consecutive service, you are eligible for promotion and transfer. The employee is responsible for notifying his/her current supervisor of the intent to transfer. A transfer request should be forwarded to Human Resources along with a current resume or application.

Employees who have been subject to recent (within the last 12 months) corrective action by the University may not apply for jobs or request a transfer without the approval of their supervisor and Human Resources.

Contact Human Resources for more details on the transfer policy.

Request for Employment and Student Information

It is the policy of the University to protect the confidentiality of information on current and past employees and students. Requests for information on current and past employees should be forwarded to the Human Resources office. Requests for information on current and past students should be forwarded to the Office of the Provost, or the Office of the Registrar.

Rest Periods/Breaks

State law does not require for the provision of breaks, however, in the interest of employee health and work efficiency, rest periods may be provided for purposes of rest, relaxation, refreshment, and attention to personal needs. With supervisory approval, you may take a 10-minute break during each half day work period, provided that adequate staffing and services are maintained. Rest periods are considered to be working time, and you will be paid for each rest period.

To ensure that rest periods accomplish the intended purposes, they may not:

- Be accumulated from day to day or added together to create a prolonged break.
- Be foregone to make up for lost time during an absence or tardiness.
- Be used at the beginning or end of the work schedule or added to the scheduled meal period.

Telephone Usage

Telephone calls should be handled in a prompt and courteous manner, and University telephone lines must be kept clear for business calls. The use of all University telephone services should be limited to official University business.

Travel Reimbursement

The University will reimburse employees for reasonable and necessary expenditures incurred while on University business. Mileage will be reimbursed at the current rate as published by the IRS. All expenditures must reflect the most efficient use of resources. Prior approval and appropriate documentation must be obtained in order for the travel expense to be reimbursed.

The completion of a Reimbursement Expense Report including all expense receipts must be submitted with five (5) days upon return from traveling. The travel reimbursement policy is available online for your convenience.

Travel Time

If you are a nonexempt employee, you may be required to travel on University-related business, which may be considered work time for which you are compensated. If you are an exempt employee, you do not receive additional compensation for travel time.

For purposes of this policy, the following situations are considered work time for which nonexempt employees will be compensated:

- Meetings and training programs you are required to attend;
- Participation in business-related activities or social activities at a conference you are required to attend;
- Travel during normal work hours on a workday;
- Travel on a non-workday for business-related reasons (i.e., travel that occurs on a Saturday, Sunday, or holiday);
- Travel from job site to job site during the workday;
- Waiting for a flight that has been delayed to/from business destination, or layovers that do not include sleeping accommodations;
- Transporting or delivering materials or equipment to a job site prior to the start of the workday;

- Returning materials or equipment after the end of the workday;
- Transporting employees to work sites, the office, or to their homes, either before or after the paid workday, at management's request or directive.

Time that is not considered work time includes:

- Participating in social activities that you are not required to attend;
- Non-business related meal breaks;
- Traveling from home to a local airport, bus depot, train station or vice versa;
- Traveling from home to a regular designated work site or vice versa.

University Drivers

If you operate University-owned or leased vehicles, you must have a valid driver's license, a good driving record and liability insurance coverage with policy limits equal to or greater than the minimum amount required under Georgia law.

Violence in the Workplace

The University is committed to maintaining a safe working environment for all members of the community. Paramount to achieving the University's strategic vision is a climate that utilizes constructive methods of conflict resolution and in which violence is strictly prohibited.

The University does not tolerate violence toward or by any of its employees, students or others conducting business or otherwise associated with the organization. Violence on the property, during University sponsored activities, programs and events, including those that take place at off-campus locations, is prohibited. This policy applies to all employees, students or other individuals associated with or conducting business with the University.

Violence includes, but is not limited to, any act, behavior, conduct or statement that:

- Carries an expressed or implied threat or intent to endanger the safety of an individual and/or cause harm to a person or property;
- is physically assaultive;
- is obsessively directed, e.g. intensely focused on a grudge, grievance or romantic interest in another person and reasonably likely to result in harm or threats of harm to persons or property;
- involves carrying or displaying weapons, destroying property or throwing objects in a threatening manner.

Violence directed at or exhibited by a University community member via telephone, fax, electronic or conventional mail, or any other communication medium as a result of association with the University is in violation of this policy. Additionally, any unlawful violent actions committed by University community members or third parties while on the premises or in the course of their employment or business endeavors will be referred, when appropriate, to legal authorities.

Violent behavior is considered serious misconduct and subject to disciplinary action up to and including termination or dismissal.

All acts of violent behavior or conduct should be reported immediately to Public Safety and Human Resources.

Visitors in the Workplace

The University strives for a family-friendly work place in which employees of the University community can work together to further teaching, research, patient care, and community service. It is the policy of the University to provide a workplace for all employees that is professional and free from distraction.

When authorized by the department manager, children, family members, associates or friends are welcome for occasional brief visits to the work site. These visits should not interfere with a staff member's ability to perform his or her work functions or the productivity of the department. Some hazardous work areas are off limits to anyone but employees with authorized access.

VIII. PUBLIC SAFETY POLICIES AND EMERGENCY PROCEDURES

The University's Public Safety Department is a law enforcement agency, and can therefore enforce all laws of the State of Georgia. While the Public Safety Department is a law enforcement agency, our goal is to protect and assist our staff, students and all visitors to the University. The department's actions are directed at crime prevention, traffic safety and the maintenance of peace and order. This is only possible when all users of the campus cooperate by obeying all laws and policies reporting all violations of the same.

This department monitors activities on campus 24-hours a day. Employees with concern over criminal actions on campus can contact the Public Safety Department at 770-426-2911 for emergencies and at 770-426-2681 for non-emergencies. A Department representative will initiate an Incident Report for all criminal, suspicious and any other incident deemed appropriate.

Reports can be made to any Public Safety Department official. We openly solicit the observations and concerns of our students, employees, and all visitors when suspicious or criminal activity is observed on campus. We believe that with greater awareness, we can help each person be better prepared to protect themselves from crime. The University works closely with local law enforcement agencies to obtain and monitor criminal reports made to those agencies. The University also monitors reports of violations of law that are based on racial, religious, sexual, and ethnic prejudice. It is the policy of the Public Safety Department to actively investigate all complaints and violations of state laws committed on our campus and to cooperate with all law enforcement agencies and courts. This may require the department to notify the Department of Student Services or the Director of Human Resources of violations of law that also violate university policy or codes of conduct.

In the case of imminent danger to the public safety of the campus community, the President, Vice President of Operations and Finance or their designee will be contacted for a course of action.

Accident Prevention

The University is committed to the protection of the health and safety of its students, employees, patients, and visitors, as well as protection of the environment of the surrounding community. The university has adopted an ethical and common sense policy that is intended to comply with the requirements of federal, state and local laws and regulations by establishing and maintaining a place of employment and education that is free of recognized hazards that could harm persons or property. This policy reaffirms our commitment to provide safe working, patient, and visitor areas; safe job tasks, procedures, and equipment; and to reinforce employee education, managerial supervision, and administrative support.

Accident prevention is the responsibility of the staff, administration and faculty. Potentially hazardous conditions should either be remedied by the staff member who is made aware of

them or referred to the Public Safety Department. The Public Safety Department will contact the Facilities Department and coordinate with them to determine the best course of action to remedy the problem.

All injuries should be reported as soon as possible, within 24 hours to either the Public Safety or Human Resources Departments. A drug screening may be required when any injury occurs. A list of doctors authorized to provide health care for a workplace injury is located in each building on campus and in the Human Resources Department. Failure to follow these procedures can jeopardize payment of any related bills.

Bomb Threats

If, while a staff member is working, a caller threatens the detonation of a bomb, the employee should make every attempt to keep the caller on the line as long as possible. The employee should listen for background noise or any other characteristic that can be used to identify the caller. The staff member should remain calm while speaking with the caller and should ask where the bomb is located, what time it will explode, and why the caller placed the device. Once the caller hangs up, contact the Public Safety Department immediately at 2911 from a campus phone or dial (770) 426-2911. A Public Safety Department official will take the report information and notification will be made to the President or his designee. The subsequent course of action will be determined based on all available information, in coordination with the Public Safety Department and other local law enforcement authorities if warranted. If a decision to evacuate the area is made, each division/department will be contacted by the Public Safety Department and will be given additional instructions.

Emergency Response

For incidents involving an injury, illness or imminent danger, the employee should call 2911 on any campus phone (excluding pay phone). If using an independent line, the caller would call (770) 426-2911. The Public Safety Department will respond to all incidents involving injury or illness and will determine the appropriate actions to be taken.

Any University employee or student has the right to call the police “911” emergency line for any concern he or she believes warrants such a response. However, if an employee or student believes the situation is such that time is critical, the employee should call both “2911” first then “911” so that the University’s Public Safety Department can make an initial response and also direct the response of assisting emergency personnel.

Fires or Explosions

University buildings are equipped with fire signal horns and sprinkler systems. In the event the fire signal horn is activated; all staff members should move in an orderly manner to the nearest exit. A fire drill plan has been posted in conspicuous places in all buildings. All employees and students should become acquainted with the nearest escape exits. Any person noticing a fire can also trigger the fire signal at alarm boxes.

In the event of a fire or explosion, the Public Safety Department should be contacted immediately. Officers will respond to the scene and initiate evacuation of the affected areas. Assistance from outside agencies will be summoned as deemed necessary at the time. Assistance from the University Facilities Department will be requested to handle utility concerns as well. When a fire or explosion has been contained, an on-site inspection of the affected areas will be made to assess damage and to determine the continued use of the facility only upon completion of any police or fire investigation.

Keys to Campus Facilities

Keys are issued by and returned to the University Locksmith. Each person receiving keys must sign for keys upon receipt. New employees should contact their supervisor for issue of keys. The keys issued to an employee are to be authorized by the Division Chair/Department Head for the area being used. Under no circumstances should a supervisor take keys and issue them to another employee. If an employee leaves the University, his or her keys should be returned to the supervisor who will return them to the Locksmith to complete the maintenance record keeping requirements.

Specific keying of a University workspace or addition of locks for high security needs must be approved by the Public Safety Department to maintain fire code requirements and to facilitate Public Safety needs.

Parking (Handicapped)

The University honors handicap placards and plates from all states. Such users of handicap parking must register at the Public Safety office to obtain a distinctive decal that validates their use of handicap parking on campus. It is the University's policy to ticket and impound vehicles occupying handicap parking spaces without displaying the proper placard or plate, or that are in violation of this policy. The University adheres to the requirements for handicap parking set forth in Section 40-6-222 of the Official Code of Georgia. Upon registering, a special decal must be affixed to the vehicle.

Security and Access to Campus Facilities

Access to campus facilities is also monitored by the Public Safety Department through various activities designed to keep the employees in contact with its Officers. The buildings are patrolled by department personnel and are unlocked and locked at the appropriate times in the mornings and evenings.

Another source of contact between students, employees and security officers is accomplished by offering various services to our campus community. Public Safety Department personnel can jump-start batteries (upon proper release of liability) and provide a list of economical locksmiths when keys are locked inside your car. They will also assist in obtaining necessary

wrecker or mechanical help when needed. All users of University facilities are encouraged to express any concerns they have while on campus.

Severe Weather

Dobbins AFB, and Cobb Emergency Management give horn or siren type warning sounds to indicate severe weather in the area. The sirens do not necessarily indicate a tornado.

When you hear a weather siren, turn your radio or your TV on for further weather updates. In all university buildings, you should seek shelter in the lower floors of the buildings in a central interior hall, away from windows and doors. Keep yourself updated on the conditions via radio. The Public Safety Department will provide additional instructions for personal safety as information is received.

Workers Compensation

Workers Compensation is an accident insurance program that provides medical and income benefits to employees injured on the job. If you are injured on the job, you must notify your supervisor of the injury immediately. In addition, all injuries regardless of severity must be immediately reported to Human Resources between 8 a.m. and 5 p.m. Monday through Friday or to the Public Safety Department at any time. You can obtain the Employee Incident Report form from either Human Resources or the Public Safety Department. If treatment is needed, you will be given a list of healthcare providers from which you may choose a provider. The Worker's Compensation Program is administered by Human Resources under the provisions of the Worker's Compensation Act of the State of Georgia. For more information contact the Human Resources Department.

IX. SEPARATION FROM EMPLOYMENT

Resignation

When you resign from the University, you are expected to provide appropriate written notice to your department at least two weeks in advance. If you have been employed for six months prior to resignation, you will be paid for any unused vested vacation up to the maximum allowed, accrued personal leave and banked leave will be paid on a 2/1 basis in the final paycheck.

Retirement

If you are considering retirement, you should contact the Finance Office to discuss any retirement plan issues. The office will provide you with a retirement packet with information and required forms. You are encouraged to start the retirement process at least three months prior to your expected retirement date to ensure enough time for necessary paperwork. You will be paid for unused vested vacation, accrued personal leave and banked leave will be paid on a 2/1 basis at the time of retirement.

Dismissal

If you are dismissed involuntarily for performance, attendance, or behavior, and have completed six months of employment, you will be paid only for actual unpaid hours worked and any unused vacation, up to the maximum allowed, in the final paycheck.

Reduction in Force

From time to time it becomes necessary to eliminate regular staff positions to meet organizational needs. When this occurs, the University strives to handle these matters in a systematic and consistent manner. Human Resources recommends that department management give employees a minimum of two weeks advance notice, when possible, prior to layoff or elimination of a position. The department may provide comparable pay in lieu of notice. In addition, if you have completed six months of employment, you will be paid for any unused vacation up to the maximum allowed, (but not personal leave) in the final paycheck.

Re-employment

If you separated from employment with the University under satisfactory circumstances, you may be eligible for reemployment. If re-employed within one year of leaving and in a status eligible for benefits, and have prior eligible service time with the University, your prior service may be counted toward your length of service for vacation after you have completed one full year of re-employment.

Death or Disability

Your department or designee should notify Human Resources and Payroll in the event of your death or disability. In the event of your death, your estate will receive your final paycheck, which includes any unused vacation or personal leave that you may be entitled to receive. The University insurance claims will be processed upon notification.

Exit Interviews

If you are separating from the University you or your supervisor must schedule an exit interview with Human Resources. During the exit interview, you will be asked to complete a questionnaire (which does not become part of your permanent file), and you will be given the opportunity to discuss your work experience at the University and the reasons for separation. If you have not turned in all keys, equipment, etc., you will be asked to do so at this time. If work demands are such that you cannot attend a face-to-face interview, a questionnaire will be mailed to you for completion and return to Human Resources.

Final Paychecks and Unemployment Insurance

When you separate from the University, your final paycheck is distributed at the next regularly scheduled payday. State law does not require an employer to have the final paycheck ready at the time of separation.

Unemployment Insurance: You may apply for unemployment insurance benefits at the nearest Georgia Department of Labor Office. The State of Georgia is responsible for the administration of this program and determines eligibility for unemployment benefits. The University complies with state regulations by providing separating employees with a *Notice of Separation*. Employees may apply for Unemployment Insurance benefits as soon as possible after the last working/paid day by presenting the *Notice of Separation*. Benefits, if approved, will be effective the date you first filed for benefits. Specific qualification requirements, benefits, and office locations may be obtained from the Department of Labor at www.dol.state.ga.us.

X. STANDARDS OF CONDUCT

All employees, as members of the University community, are expected to take personal responsibility for their actions, conduct themselves in a positive professional and ethical manner, and maintain satisfactory job performance. This includes maintaining good attendance. Staff members are required to treat other staff members, administrators, students and faculty members with respect, professionalism and dignity, and to act with decorum at all times.

The University reserves the right to exercise customary management functions. These include but are not limited to, the right to hire, promote/demote, suspend, dismiss, layoff, supervise, and discipline employees; revise policies, procedures, and other regulations; determine the size and compensation of the workforce; and assign work schedules and duties.

Appropriate measures, including immediate dismissal, may be taken for violations such as harassment, violence, illegal activity on or off the job, unlawful use of any controlled substance, falsification of documents, theft and failure to perform duties and assignments, etc.

Performance Improvement

The performance improvement process is designed to be informative and constructive. It gives you the information necessary to understand what aspect of work performance and/or conduct is unacceptable or not meeting standards, identifies expected improvements, and provides an opportunity for you to demonstrate improvement. Performance improvement may, but is not required to include verbal discussion, written warning, suspension, administrative leave, demotion, dismissal, adjustment of pay to a lower level for a specified period, and other actions affecting current pay, or current status.

The University reserves the right to begin the performance improvement process at any level. Under appropriate circumstances, suspension or other disciplinary action may be immediate. The form of discipline depends on the circumstances, including performance, attendance, and behavior issues.

Acknowledgement of Receipt of the Life University Staff Handbook

This *Staff Handbook* represents a profile of the University and a brief summary of Human Resources policies, practices, benefits, and services at the time of its publication. Specific benefit plan provisions are described in greater detail in each program's *Summary Plan Description* provided to all eligible employees.

The University reserves the right to adopt, change, modify, amend or terminate any policy at any time.

Information completed on all employment forms must be accurate (forms could include, but are not limited to, skills inventory, medical history, work permit, criminal history, education, and job application). Continuation of employment is subject to, among other things, the availability of funds or sufficient work.

Nothing contained in any written Human Resources policies, manuals, handbooks, publications or other transmittals of the University shall constitute or imply a contract of employment between the University and any employee of the University. Further, nothing stated or said, whether orally or in writing, to an employee of the University shall constitute or imply a contract of employment between the University and the employee. The University reserves the right to terminate the employment of an employee at any time with or without cause and to modify terms and conditions of employment, including (without limitation) schedule, salary, and benefits at any time.

In addition to this Staff Handbook, other Human Resources policies and procedures may be implemented. Each department may also have its own operating procedure manual, containing department-specific information.

Amendments to this Staff Handbook may occur after printing. Please refer to the University website at <http://www.life.edu> for the most updated version.

For the signature sheet, please turn to page 42 of this handbook, sign, date, and detach the sheet returning it to Human Resources, 1269 Barclay Circle, Marietta, GA 30060.

Thank you.

NOTES

ACKNOWLEDGEMENT SIGNATURE FORM

I acknowledge that I have received a copy of the Staff Handbook outlining the responsibilities of an employee and the responsibilities of the organization. If I have any questions, I should contact my supervisor or the Human Resources Office. I understand the handbook provides the organizational employment policies and procedures by which I am governed. It is my responsibility to read and understand the contents of the handbook, including all changes, modifications and amendments to the handbook.

I agree to comply with the guidelines, policies and procedures of the University as set forth in the handbook and any changes, modifications and amendments to the handbook.

Employee Signature

Date

Human Resources Representative

Date