LIFE University

Rise from within

Employee HANDBOOK

Office of Human Resources

2026

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Section 1 - Guiding Principles

Welcome and Letter from the President

Dear Life U Employees,

It is an honor to work alongside you in serving our students and fulfilling the mission of this unique and world-changing institution. As we work together, this handbook will provide us not only with the fundamentals of the workplace, regulatory, and other compliance rules, but also with the ground rules and guidance we need to serve our students – and one another – well.

This handbook, which applies to both staff and faculty, comes at a challenging time for higher education and for Life U. Together, we are meeting and surmounting those challenges with the Launchpad initiatives that are underway to accelerate our arrival into the future we envisioned as part of the 2040 Strategic Plan. I'm grateful each day for your contributions and dedication to our current and future students, thousands of alumni, and our shared vision of a world centered on vitalistic thinking and action.

While the rules and regulations that are necessarily set forth in an employee handbook, which apply to both staff and faculty, may seem tedious and legalistic, they are meant to keep us on the path blazed by our founding president, Dr. Sid Williams, guided by our foundational value set known as Lasting Purpose. These rules and regulations are the "cellular structures" that also serve to remind us of the importance of fulfilling the responsibilities and meeting the expectations of our roles within the living, dynamic organism that is Life University.

In closing, I cannot thank you enough for the parts you play daily in to keep us on our path and meet the challenges on the way to the future we envision. We simply could not do it without you.

With gratitude and appreciation,

Brian J. McAulay, D.C., Ph.D.
President

Employee Handbook

Effective April 1, 2026

Notice to Employees

From time to time, it becomes necessary to review, revise, and communicate updates and relevant information contained in the Employee Handbook. This Employee Handbook (Handbook) replaces and supersedes any previous Handbook published and issued by the University. To ensure appropriate communication occurs, every employee is responsible for reading and acknowledging the content and receipt of this Handbook. The Handbook is available online and in the HRIS system.

Purpose of the Handbook

Life University is proud of its philosophy, reputation, and culture and strives to freely share expectations that underscore and support lasting purpose. This Handbook was prepared as an introduction to our culture, employee benefits, rights and responsibilities, and to assist you in finding answers to questions you may have to explain your employment. Please take the necessary time for a thorough review. This Handbook may contain general information and broad guidelines. Should you have questions about your individual eligibility for a particular benefit or about how a particular policy or practice relates to you, you should direct these to the Office of Human Resources.

This handbook does not confer any contractual rights, either expressed or implied, to remain in the University's employment and does not alter the at-will nature of employment. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the University, or you may resign for any reason at any time with prior written notice. This handbook states only general University guidelines. Although the University intends that the benefits, policies, and regulations outlined in this handbook will generally remain in effect, the University reserves the right to amend, curtail or to otherwise revise the benefits, policies, or regulations outlined. Some subjects described in this handbook are covered in further detail in official and governing policy documents.

About Life University

Life University is home to a diverse community of learners, teachers, hard workers and innovators looking to make a positive difference in our communities, nation and world. We believe that all people are interconnected and that we serve a community larger than ourselves. In fact, it's the principle that our institution was founded upon, Lasting Purpose, that gives us this sense of responsibility and charges us To Give, To Do, To Love, To Serve — Out of a Sense of Abundance.

Additionally, Life University is known not just for serving, but for what it is we serve. We are a health sciences institution built on a philosophy that realizes that the body is more than bones, tissue, organs and blood; it contains a specific, guiding intelligence that aids its responses to outside interferences. This intelligence is called Vitalism, the understanding and principle that all organic systems in the universe are conscious, self-developing, self-maintaining, and self-healing. We believe this philosophy is worth spreading to the world, and although we are a relatively small University, we do just that through big initiatives.

And of course, we can only achieve our big goals if our academic foundation is thriving and producing the best vitalistic healthcare professionals in the world. That's why we are not satisfied with maintaining the status quo, as we are constantly evaluating and making improvements to our pedagogy, technology, and facilities to provide our students with all they need for success. By producing skilled graduates ready for the workforce and to serve their fellow man, Life University will help ensure that as many individuals as possible are functioning at their optimal potential.

The Mission of Life University

The mission of Life University is to empower each student with the education, skills, and values to maximize the perfection within, based upon a vitalistic philosophy.

Life University is committed to a global vision and excellence in teaching, learning, and research, providing an exceptional student experience leading to a life of Integrity and Lasting Purpose.

Vision

A world centered on vitalistic thinking and action.

Eight 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:

Integrity and Citizenship. Integrity provides the underpinning for the responsible exercise of our rights and responsibilities as human beings. Integrity leads to empowerment and excellence, while a lack of integrity results in mediocrity. Life University teaches students how to manage personal integrity and function as valued citizens within the academic, healthcare and larger communities.

Leadership and Entrepreneurship. Extensive research outlines the hallmarks of effective leadership. Life University draws on this body of knowledge and teaches students in all our degree programs how to apply it in an entrepreneurial setting to build a successful business or organization.

Learning Theory/Critical Thinking. Life University engages students in critical thinking by teaching them how to gather meaningful data, synthesize new information with existing knowledge, think independently and search for practical application of their knowledge in professional practice and daily life. We exhort our students to not only learn skills, but to also become innovators who contribute positively to their communities.

Contemporary Scientific Paradigms. For thousands of years, and especially since the work of Sir Isaac Newton, humankind's scientific understanding of the functioning of the universe has been based largely on a mechanistic model. Contemporary quantum physics opens the door to a much more vitalistic understanding of human dynamics. Life University exposes our students to the implications of these models, especially as they apply to research in health care.

Philosophy of Human Existence & Healthcare Policy. Healthcare systems evolve from healthcare philosophies. Although our most institutionalized systems today revolve around a mechanistic view of health, Life University sees the value in a vitalistic view of human function. With a growing body of evidence to support vitalistic concepts in the healthcare milieu, Life University is spearheading change that will revolutionize our nation's approach to health care and healthcare education. Our faculty clearly identify these key issues for students and teach them how to evaluate new information and direct professional dialogue that will lead to new healthcare policy.

Communication & Relationship Theory/Skills. An ability to communicate effectively and the capacity for building relationships with others are critical factors in personal, business and life success. These skills can be developed. Life University challenges its students to develop and utilize the skills of effective listening, empathy, interpersonal skills and public speaking to create clear communications and foster meaningful professional relationships with members of the public, patients, colleagues and key opinion leaders.

Belief Systems & Performance. Life University exposes its students to a range of contemporary intellectual approaches and technologies that will help them reach higher levels of performance and professional success. Students will learn criteria by which to judge the usefulness of certain technologies and their applicability to their learning styles.

Integrative Change. Because change is one of the few constants in today's professional environments, an educated person must learn how to evaluate, plan for and effectively use the element of change to impact controlled differences in the world. Life University exposes students to test theories and concepts to help them evaluate their usefulness. Students also learn how people integrate and accept new philosophies and skills for communicating new concepts of health care.

Our Employment Philosophy

We are committed to attracting and retaining great employees and want to make our workplace as productive and rewarding as possible. Life University employees are integral to the creation and maintenance of a thriving University community, engendering collective and individual prosperity. We expect all employees to show our students and each other the highest level of civility and to be dedicated to the highest behavioral standards.

Life University promotes civility and diversity and prohibits hostility, harassment, and discrimination in any form. Life University takes care to specifically identify and prohibit unethical and unprofessional conduct and to provide clear expectations supported through guidelines, procedures, and policies.; however, the University realizes the list is not exhaustive and generally expects an exceptional level of professional decorum and ethical behavior.

Equal Employment Opportunity Policy

Life University is committed to maintaining a workplace that is free of inappropriate or unlawful conduct based on race, color, religion, sex (including sexual orientation and gender identity), national origin, age, disability, genetic information, or other protected group status as provided by law. In keeping with this commitment, we prohibit the unlawful treatment (including harassment, discrimination, and retaliation) of employees, applicants, contractors, interns (paid or unpaid), and volunteers by anyone, including any supervisor, coworker, contractor, subcontractor, vendor, client, visitor, customer, or agent, or other third party. It is our policy to comply with all applicable federal, state, and local laws.

A copy of the full EEO Policy is located online **https://catalog.life.edu/content.php?catoid=39&navoid=5259**

Prohibited Conduct

This Policy applies to all aspects of employment, including, but not limited to, recruitment, hiring, promotion, demotion, transfer, lay-off, recall, discipline, termination, compensation, and benefits. Improper conduct also consists of misconduct that includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status or activity (such as opposition to prohibited discrimination or participation in the statutory complaint process) as provided for by law. This includes conduct by someone of the same gender. We prohibit unlawful conduct that affects tangible job benefits that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. No one, including any supervisor, has authority to engage in such conduct.

If you feel you have been subject to the type of conduct prohibited by this Policy, you must report this conduct in accordance with the University's Employee Complaint Procedure, which is contained in this Handbook. You should report any improper conduct before it becomes severe or pervasive, and you should not wait until it rises to the level of unlawful action.

Sexual Harassment

Unlawful harassment based on an individual's sex is prohibited. Unlawful harassment can take many forms. For instance, unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct can constitute sex-based harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Inappropriate conduct may include explicit sexual propositions; sexual innuendo; suggestive comments; jokes about gender specific traits; gender-specific foul or obscene language or gestures; displays of foul, obscene, or sexual material; sexually related emails and text messages; and physical contact, such as patting, pinching, or brushing against another's body. An individual who feels he or she has witnessed or been subject to harassment must follow the University's Employee Complaint Procedure, which is contained in this Handbook.

Prohibition of Other Types of Discriminatory Harassment

It also is against University policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, age, national origin, disability, genetic information, or other protected status (or status of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment: (2) has the purpose or effect of unreasonably interfering with an individual's work performance: or (3) otherwise adversely affects an individual's employment opportunities. An individual who feels he or she has witnessed or been subject to harassment must follow the University's Employee Complaint Procedure, which is contained in this Handbook.

Americans with Disabilities Act and Pregnant Workers Fairness Act

It is our policy to provide equal employment opportunity to applicants and employees with covered disabilities under the Americans with Disabilities Act of 1990, as amended, ("ADA") or other applicable law. This Policy applies to all aspects of employment and application for employment. As required by the ADA or other applicable law, we will provide reasonable accommodation to qualified individuals with a disability in the workplace unless such accommodation presents an undue hardship or if the individual is a direct threat to the health or safety of the individual or others.

Additionally, the University complies with the Pregnant Workers Fairness Act. In this regard, pursuant to any applicable requirements of the Pregnant Workers Fairness Act, the University will provide reasonable accommodations to employees and applicants with known limitations related to pregnancy, childbirth or related medical conditions that can perform the essential functions of the job with such accommodations unless such accommodations present an undue hardship.

Examples of reasonable accommodations under the Pregnant Workers Fairness Act may include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of your job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

The University further notes that it will not require individuals covered under this Act to take paid or unpaid leave if there is another reasonable accommodation that is available that still allows the individual to perform the essential functions of the job with such accommodation.

An individual with a disability or a known limitation related to pregnancy, childbirth or related medical conditions may request reasonable accommodations at any time during the application process or during employment. Reasonable accommodations changes are made to the work environment or to the manner or circumstances in which the job customarily is performed that allow an individual with a disability to perform all essential job functions. We are not required, however, to provide an accommodation if doing so would cause an undue hardship to the University or if the individual is a direct threat to the health or safety of the individual or others in the workplace.

All requests for accommodations will be addressed in connection with an interactive dialogue with the affected individual. The responsibility for seeking reasonable accommodations begins with the employee or applicant. To request an accommodation, an individual should submit a request in writing to the Office of Human Resources. Alternatively, an individual may speak to a member of the Human Resources team informally about a request for accommodation but may be asked to complete an Accommodation Request Form. Upon receiving a request for accommodation, we will seek an interactive process with the individual to clarify his or her needs and identify the appropriate reasonable accommodation. Failure to provide required information or to otherwise participate in a meaningful way in the interactive dialogue process regarding an accommodation request may result in denial of an accommodation. Any individual believing that a reasonable accommodation has not been provided or who otherwise feels he or she has been discriminated against on account of a disability or a known limitation related to pregnancy, childbirth or related medical conditions must follow the University's Employee Complaint Procedure, which is contained in this Handbook.

Religious Accommodations

The University respects the sincerely held religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the University's business. An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with the University's policy or practice on dress and appearance or with other aspects of employment and who seeks a religious accommodation must submit a written request for an accommodation to the Office of Human Resources. Alternatively, an individual may speak to a member of the Human Resources team informally about a request for accommodation but may be asked to complete an Accommodation Request Form. Upon receiving a request for accommodation, we will seek an interactive process with the individual to clarify his or her needs and identify the appropriate reasonable accommodation. Failure to provide required information or to otherwise participate in a meaningful way in the interactive dialogue process regarding an accommodation request may result in denial of an accommodation. Any individual believing that a reasonable accommodation has not been provided or who otherwise feels he or she has been discriminated against on account of a religious belief or practice must follow the University's Employee Complaint Procedure, which is contained in this Handbook.

Compliance with the Genetic Information Nondiscrimination Act (GINA)

It is a violation of University policy to discriminate, harass, or retaliate against an employee or an applicant based on genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment. The University does not use genetic information to make employment decisions. It is a violation of this policy to ask for or obtain genetic information about an applicant or an employee, unless specifically authorized by law. In those circumstances where genetic information is maintained, it will be retained in a confidential manner and in a separate medical file to prevent unlawful disclosure.

Employee Complaint Procedure

All employees should help to ensure that we avoid any form of unlawful or inappropriate conduct. If you feel that you have experienced or witnessed (1) harassment, (2) discrimination, (3) improper denial of a request for accommodation, (4) denial of requested leave under the FMLA, ADA, or otherwise, (5) retaliation, (6) violation of any policy of the University or policy in this Handbook, (7) failure to pay overtime or other violation of the FLSA or wage payment laws, or (8) other unlawful or inappropriate conduct by anyone, including an employee, supervisor, manager, coworker, contractor, subcontractor, vendor, client, visitor, customer, agent, or other third party, you are to notify immediately (preferably in writing within 24 hours) the Office of Human Resources. The address for the Office of Human Resources is 1075 Barclay Circle, Marietta, GA 30066. If you are not contacted promptly about your complaint or are not satisfied with the response, you are to re-file it with the Chief Human Resources Officer and also send notification of your complaint in writing by certified mail to our President, whose address is 1269 Barclay Circle, Marietta, GA 30066. If you are not comfortable discussing the matter with the Office of Human Resources or otherwise do not wish to discuss the matter with the Office of Human Resources, you are to file your complaint directly with the President. We prohibit unlawful retaliation against anyone who has made a complaint or provides information related to a complaint.

We will undertake an objective and appropriate review of any complaint and expect all employees to fully cooperate with internal investigations that may be initiated by the University to examine any perceived violation of University policy or procedure or any other matter. To the extent practicable and appropriate, we will keep any complaint and the terms of its resolution confidential. We will take corrective action as we determine is appropriate, including such discipline up to and including immediate termination of employment. We will undertake corrective action to stop inappropriate conduct before it rises to the level of an unlawful action. You will be notified as to the outcome of your complaint. If you have any questions about the status of your complaint, you should contact the Office of Human Resources.

Intentionally False Claims

We recognize that intentional or malicious false accusations of misconduct can have a serious effect on innocent individuals. Employees making such false accusations of misconduct will be disciplined in accordance with the nature and extent of his or her false accusation. We encourage any employee to raise questions he or she may have regarding misconduct or this Policy with the Office of Human Resources.

Immigration Law Compliance

The University employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with all applicable federal and state laws.

Further, this University utilizes E-Verify to certify the work eligibility of its employees. E-Verify is an Internet-based system operated by Department of Homeland Security in partnership with Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify works by electronically comparing the information on an employee's Form I-9 with SSA and DHS records to verify the identity and employment eligibility of each newly hired employee.

As mandated by E-Verify, the University displays both the English and Spanish Notices of E-Verify Participation and the Right to Work Posters in breakrooms and bulletin boards across campus. Following is a copy of the E-Verify Participation and Right to Work Posters. If you have any questions, please contact the University's Office of Human Resources.

Notices of E-Verify Participation

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify

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English / Spanish Poster

IF YOU HAVE THE RIGHT TO WORK,
Don't let anyone take it away.

If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.
- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:
Phone: 1-800-255-7688 or
(202) 616-5594
For the hearing impaired:
TTY 1-800-237-2515 or
(202) 616-5525

E-mail: osccrt@usdoj.gov

Or write to:
U.S. Department of Justice – CRT
Office of Special Counsel – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

U.S. Department of Justice
Civil Rights Division

Office of Special Counsel for Immigration-Related Unfair Employment Practices

www.justice.gov/crt/about/osc

Life University Employee
Honor Code and Standards of Conduct

Honor Code

All members of the Life University community are entrusted with the responsibility of upholding ethical standards and values. Essential to the fundamental purpose of Life University is a personal commitment to the principles of Integrity and Citizenship.

As individuals and members of the Life University community, we commit ourselves to act with civility, honesty, and responsibility, and above all, with integrity and honor. We are accountable for all that we say, write and do. We commit ourselves to behave in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We are respectful of Life University property and the property of others. We will not tolerate a lack of civility for these values by anyone.

Life University recognizes five essential components to integrity and expects all employees to embrace these concepts and to live them daily, on and off campus:

Responsibility. Along with the rights of being a member of the Life University community comes the expectation of responsibility. Every member of the Life University community is charged with accountability for upholding the institution's core values and expectations. Every member of the Life University community is expected to exemplify the University's standards and
practices.

Civility. At the core of the Life University community lies a deep regard for other human beings. Community members should hold each other in high regard and treat one another with civility. Employees show civility by valuing one another's goals and ideas, and by treating every member of the Life University community as a valued individual.

Honesty. Intellectual and personal honesty is the hallmark of Life University's endeavors to advance truth, and to gain deeper understanding of human health and behavior. Life University recognizes the centrality of both honesty and candor in all that we do.

Trust. Trust is integral to the successful functioning of the Life University community. Community members should enjoy a belief in the reliability of their coworkers, as professional relationships require trust.

Fairness. Life University provides fair evaluation and employment processes for all members of the Life University community. It is an important value at Life University to have processes spelled out clearly and administered equitably across the organization.

Ethical Obligation to Report Employee Honor Code Violations

In those instances where a member of our community is not exemplifying behavior or conduct in accordance with the Honor Code, an obligation to report the observance exists. Employees should direct reports of any potential violations to their direct supervisor or to the Office of Human Resources. If you believe that an abuse of power, incivility, irresponsibility, lack of honesty or other potential violations of the Honor Code have occurred, you are encouraged to speak with your supervisor or the Office of Human Resources.

Standards of Conduct

Employees have responsibilities and duties associated with their jobs. All employees are expected to perform their duties consistently at an acceptable level, and if they fail to do so, corrective disciplinary measures will be taken. Disciplinary action may include a verbal warning, written warning, suspension without pay, and discharge (exempt employees are subject to unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules, among other lawful deductions). Please note that the University reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance and does not subscribe to an application of progressive discipline. The University will deal with each situation individually, and nothing in this Handbook should be construed as a promise of specific treatment in a given situation and should not be relied upon as a contractual agreement to impose a particular type of discipline.

Below are examples of the actions for which you could be disciplined and/or terminated. This list is not intended to be all-inclusive, and there are many other actions that can result in disciplinary action, up to and including termination.

1. Actual or suspected theft or dishonesty.
2. Deliberately destroying, misusing, or abusing University property at any time or other employee's property during working time on University premises.
3. Disclosing, misusing, or removing without authorization any University confidential or classified information of any kind or falsifying such information.
4. Insubordination or other refusal to obey or disregard management's instructions.
5. Fighting on University premises.
6. Possessing firearms, illegal knives, or other dangerous weapons during work time or on the University premises or equipment (unless permitted by applicable state or local law).
7. Deliberately altering employee's own time record, clocking in for another employee, or allowing someone else to clock in for the employee.
8. Falsifying information on an application for employment or other University record.
9. Leaving premises, assigned job duties, or assigned equipment during work hours without permission of the person in charge.
10. Using or loaning out University-owned or controlled material, time, keys, or equipment for an unauthorized purpose or for personal use; unauthorized operation, repair, or attempt to repair machines, tools or equipment; or duplicating University keys without proper authorization.
11. Threatening, intimidating, coercing, interfering with, or displaying indecent actions toward fellow employees, management, or guests.
12. Possessing, distributing, consuming, or being under the influence of alcoholic beverages or dangerous or illegal drugs at any time on University premises or while performing work for the University.
13. Using another person's badge or identification number for the purpose of gaining admission to University premises or permitting another person to use a badge or identification number for such purposes without appropriate approval.
14. Being involved in accidents with University or customer equipment causing significant property damage or bodily injury resulting from driver negligence.
15. Disregarding safety rules, fire regulations, or common safety practices.
16. Violating the University EEO Policy or inducing another employee to violate the EEO policy.
17. Restricting production, deliberate slowdown or obstruction of operations, or encouraging others to do so.
18. Failing to comply with all dress, appearance, and personal hygiene standards.
19. Failing to adequately inspect all assigned equipment or failing to report immediately to the person in charge of any mechanical defect in equipment or personal illness or condition hazardous to the safe operation of any equipment.
20. Being involved in any preventable accident with University or customer equipment.
21. Posting, defacing, or removing notices or signs or writing on bulletin boards or University property, unless

authorized by Management.
22. Sleeping during working hours.
23. Failing to clock in when reporting for work or otherwise failing to maintain accurate time records.
24. Failing to exercise appropriate discretion and judgment in complying with any cash-handling procedures.
25. Failing to report absences; excessive absences or tardiness; or other attendance and punctuality problems
26. Failing to report an accident or report for first aid.
27. Horseplay, running, pushing, or throwing things on University premises or creating discord or lack of harmony in the business environment.
28. Violating University parking and traffic regulations or unauthorized entry to or exit from University premises at points other than those established as normal areas of entry and exit.
29. Gossiping or discussing/disclosing confidential business or personnel matters.
30. Misrepresenting information to the University as a part of your hiring process, including misrepresentations on your resume about your educational or employment experience.
31. Unsatisfactory job performance.
32. Failure to work with a positive attitude or to help and support other employees or guests.
33. Violation of any University policy or procedure, whether included in the Employee Handbook.
34. Other misconduct as determined by the University.

These examples are not all-inclusive. Because this list does not cover every action for which you may be disciplined, you also are expected to use common sense and conduct yourself in a reasonable and professional manner. We emphasize that discipline and discharge decisions may be based on an assessment of all relevant factors, including the severity of the infraction and the employee's work record, as determined by the University.

Conflicts of Interest

This Conflict-of-Interest Policy ensures that all decisions and actions undertaken at Life University by its faculty, staff, and administrators are free from personal interests that could compromise the institution's integrity, mission, and commitment to education. This policy establishes a framework for identifying, disclosing, and addressing actual, potential, or perceived conflicts of interest.

Examples include:

- **Financial Interests:** Ownership or investment in businesses or entities that contract with the university.
- **Personal Relationships:** Family, romantic, or close personal relationships with employees, students, vendors, or contractors where decisions may appear biased.
- **External Activities:** Participation in external employment, consulting, or other business ventures that interfere with university responsibilities.
- **Gifts and Benefits:** Accepting substantial gifts, payments, or other benefits from individuals or entities associated with university decisions.
- **Academic Conflicts:** Situations that compromise academic integrity or fairness, such as favoritism in grading, hiring, or research collaborations.

Section 2 – Employment Policies and Practices

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 the following to prevent the use of illicit drugs and alcohol.

The University is committed to the health and well-being of its employees and those who receive University services and has an 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 workplace may affect an employee's ability to perform satisfactorily, the performance and wellbeing 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 on all University properties, at University functions, during University business, and in vehicles.

Alcoholic beverages will be permitted at University events only with the permission of the President and notification of Campus Safety. Advertising of the event will not include specific references to the fact that alcoholic beverages will be provided. Student events where alcohol is consumed require verification of participants' 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. Alcoholic beverage service must stop at least 45 minutes before the event ends and alternate transportation options should be provided.

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.

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 did occur, 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 have drug or alcohol-dependency problems, or who feel they may have such problems, are encouraged to seek assistance.

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 physically located in the Office of Human Resources.

Drug and Alcohol Testing. The University may conduct pre-employment screening examinations designed to prevent the hiring of individuals who use illegal drugs. The University also may conduct drug and alcohol testing if and when there is reasonable cause to suspect an employee is under the influence of drugs and/or alcohol while on University property. Additionally, the University reserves the right to conduct unannounced substance abuse tests to ensure compliance with this Policy, and your continued employment reflects your consent to such tests. Furthermore, the University reserves the right to conduct drug and alcohol testing of an employee who is involved in or whose conduct could have contributed to a work-related accident. The purpose of post-accident testing is to promote workplace safety and health, including to evaluate the cause of a workplace incident that harmed or could have harmed employees. Post-accident testing will not be conducted to penalize an employee for reporting a work-related injury or illness, and the University encourages such reporting. An employee's refusal to submit to the test at the time requested may result in disciplinary action up to and including termination. If, due to injuries, the employee cannot submit to testing within the prescribed time, the employee will provide the University with necessary authorization required to obtain hospital reports and other documents that would indicate the presence or non-presence of any drugs and/or alcohol in the employee's system at the time of the accident.

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 Office of Human Resources at orientation.

Tobacco and Smoke Free Campus and Workplace. Life University is committed to taking all practical measures to create a safe and healthy environment. The University has established this 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. All students, staff, faculty and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic smoking devices (e.g. e-cigarettes or vapes) in all facilities and on all University property, including in University-owned vehicles.

Accessible Parking

The University offers spaces for individuals with state-issued or University-issued Accessibility Parking Permits. Accessibility Parking Permits are always required to park in handicap spaces. In accordance with state law, only the person to whom the state-issued Disability License Plate or Disability Placard is registered to must be an occupant of the vehicle to occupy a Handicap Parking space.

The University complies with the ADA by providing designated parking spaces for people with ADA Accessibility requirements.

Temporary Accessible Parking Permits may be issued by the University upon receipt of a letter from the requestor's medical provider requesting a disability parking permit. Letters must be submitted to the Office of Human Resources who will notify Campus Safety to issue the pass.

Employment Categories, Classifications, and Assessments

The University utilizes a categorical system to indicate position types and job classes. It is the intent of the University to reduce ambiguity and clarify with definitions the employment classifications so that employees fully understand their employment status and benefits eligibility class. Employment classifications are as follows:

FLSA Categories:

Non-Exempt - are entitled to overtime pay as required by applicable federal and state law.

Exempt - are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Employment Classifications:

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 classification or 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 classification or status. Temporary, part-time employees are not eligible for benefits.

It is important for all employees to understand that: (1) no employee is guaranteed any certain number of hours per week or a particular schedule; (2) employees may be shifted from part-time to full-time or vice versa; and (3) the University specifically reserves the right to make changes to employees' hours and schedule without any advance notice or consent by the employee.

Faculty:

Full-time faculty are academic staff covering teaching, research and service obligations with a certain number of Credit Hours required.

FT CGUS	45 Credit Hours
FT COC	60 Credit Hours
FT CGUS GRAD	36 Credit Hours

Adjunct faculty are part-time, non-tenured instructors hired to teach on a quarterly basis; they are hired to supplement full-time faculty.

Essential Employees:

The University designates certain positions as essential to ensure continuity of operations during emergencies, severe weather events, public health crises, and other institutional disruptions. Essential personnel may be required to:

- Report on working on-site during campus closures associated with inclement weather, emergencies, and during breaks/holidays **or**
- Work remotely if physical presence is not required but duties remain mission critical.

Essential status is based on position function, not individual preference, and may be temporary or permanent depending on operational needs. Examples include, but are not limited to:

- Campus Police and Security
- Facilities, Utilities, and Maintenance Staff
- Environmental Health & Safety
- Information Technology Infrastructure Staff
- Residence Life & Housing Staff
- Mail Services
- Dining Services (limited operations)
- Counseling Crisis Staff
- Payroll and Critical Finance Personnel
- Emergency Communications Staff

The University's full policy on essential workers can be found online:
https://catalog.life.edu/content.php?catoid=39&navoid=5454

Assessments – Remote / Telecommuting Designation

Life University also recognizes three distinct employment situations in regard to physical location: "remote," "hybrid" and "onsite." Whether a position is remote, hybrid or onsite is determined by the specific job responsibilities. Most positions require face-to-face interaction and are not suited for a remote work arrangement, including positions that require employees to use certain equipment that can't be replicated at home, access to documents available only in the workplace, or interact daily to provide administrative and/or operational support to an individual person, department, or program area. The Worksite Designation is indicated on the Job Description and questions relating to the assessment process should be directed to the Office of Human Resources.

Employee Transfers

Life University is committed to ensuring a consistent and equitable process for internal transfers. To achieve such goals, the University requires hiring managers to consult with the Office of Human Resources prior to interviewing internal candidates. The University further requires that internal transfers support institutional effectiveness, performance expectations, and workforce stability. The University's comprehensive "Employee Transfer Policy" detailing the procedure for employee transfers can be found on the Policy Portal at this link: **https://catalog.life.edu/content.php?catoid=39&navoid=5455**

If an individual has any questions pertaining to the internal transfer procedure, please contact the Office of Human Resources.

Job Postings and Recruitment

Life University is committed to fairness, internal mobility, and transparency in all recruitment efforts. It is the policy of the University that all job vacancies will be properly posted and that a search committee will be used when hiring for leadership-level roles. The University's comprehensive "Job Posting and Recruitment Policy" can be found on the Policy Portal at this link: **https://catalog.life.edu/content.php?catoid=39&navoid=5458**. If an applicant or employee has any questions about the recruitment process, please contact the Office of Human Resources.

Employment of Relatives

An otherwise qualified candidate is excluded from consideration for a vacancy or transfer if a potential conflict of interest involving a relative is created. For purposes of this Policy, a relative includes an individual who is related by blood, marriage or adoption. Examples of relatives include a spouse, parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, or corresponding in-law or stepfamily relation.

Candidates are ineligible for employment, promotion, or transfer to a job where an employee who is a relative would recommend or approve hiring, termination, performance appraisals, pay changes, disciplinary actions, or promotions for the candidate. No employee may directly or indirectly supervise a relative. Failure to disclose the name of a relative who is a University employee or applying for employment is grounds for discipline, including termination.

Outside vendors and subcontractors whose primary control is governed by a relative must be vetted and approved prior to any agreements, contracts or payments can be executed.

Request for Employment and Student Information

Maintaining the privacy of our employees and students is our top priority. 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 Office of Human Resources and requests for information on current and past students should be forwarded to the Office of the Registrar.

Student information is safeguarded by FERPA (Family Educational Right and Privacy Act). All employees should adhere to the guidelines in the Family Educational Rights and Privacy Act (FERPA) Policy for Employee Compliance. This policy outlines the expectations to complete training and the process to address non-compliant actions. A copy of the policy can be found online at this link: **https://catalog.life.edu/content.php?catoid=39&navoid=5199**.

Intellectual Property

Life University supports an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the University and its learning communities' reasonable access to, and use of, the intellectual property created with the support and involvement of the University. The University supports the development, production, and dissemination of intellectual property by its faculty members, staff and students.

Ownership Of Intellectual Property

Employees agree they shall disclose fully, promptly, and in writing to the University any and all inventions, discoveries, improvements, modifications, and other intellectual property rights (collectively, the "Intellectual Property Rights"), whether or not patentable and/or copyrightable, as the case may be, which they have conceived, made, or developed, solely or

jointly with others, while employed by the University and which (i) relate to the business, work, or activities of any member of the University; or (ii) result from or are suggested by the performance of the employee's duties or from or by any information that the employee may, directly or indirectly, receive while employed by the University. Employees agree that all copyrightable works created by them or under the University's direction in connection with the University's business are "works made for hire" and shall be the sole and complete property of the University and that any and all copyrights of such works shall belong solely to the University. To the extent such copyrightable works are not deemed to be "works made for hire" and with respect to any and all other Intellectual Property Rights, employees agree that they will assign, transfer, and convey to the University all of my right, title, and interest in copyrights and to any and all other Intellectual Property Rights, including, but not limited to, patents, and employees agree to take all such actions as may be requested by the University at any time and from time to time to confirm or evidence the assignment, transfer and conveyance of such.

Furthermore, at any time and from time to time, upon the request of the University, employees will execute and deliver to the University any and all instruments, documents, and papers, provide evidence, and do any and all other acts that, in the opinion of the University, are or may be necessary or desirable to document such assignment, transfer, and conveyance or to enable the University to file and prosecute applications for and to acquire, maintain, and enforce any and all patents, trademark registrations, or copyrights under United States or foreign law with respect to any Intellectual Property Rights or to obtain any extension, validation, reissue, continuance, or renewal of any such patent, trademark, or copyright. The University will be responsible for the preparation of any such instruments, documents, and papers and for the prosecution of any such proceedings and shall reimburse an employee for all reasonable expenses incurred by the employee in compliance with the provisions of this Policy.

Section 3 – Employee Benefits

The University recognizes that employee benefits are a large component of the overall compensation package and as such encourages employees to give ample consideration and attention to selecting benefits.

Additionally, protecting privacy and refraining from the dissemination of any protected health information is our top priority and the cornerstone of the University's approach to security protocols regarding personally identifiable information.

Health Insurance Portability and Accountability Act (HIPPA)

The Federal Health Insurance Portability and Accountability Act (HIPAA) protect the privacy of health care information. 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. Additionally, all information related to services obtained under the employer group medical plan is provided to the University in an aggregate, de-identified format in accordance with privacy practices.

Insurance Programs

The University makes every effort to provide a comprehensive benefits package for its eligible, full-time employees. Occasionally, the University explores the insurance market and requests quotes from various carriers to determine if alternate carriers or product offerings are available at more competitive prices. To serve this purpose, the University reserves the right to terminate, suspend, amend, withdraw, or modify coverage at any time; however, advance notice will be provided in the event changes and/or modifications occur.

Regular, full-time employees scheduled to work at least 30 hours per week are classified as 'Benefit Eligible'. Newly hired eligible employees must enroll within 30 days of their date of hire and elected coverages which is effective on the first day of the month following 30 full days of consecutive employment. Employees transferring from part-time to full-time status must enroll within 30 days of the effective date of the status change and elected coverages are effective on the first day of the month following 30 full days in the 'Benefit Eligible' status. Employees scheduled to work less than 30 hours per week are not eligible for non-mandatory benefits. However, all employees are afforded benefits including workers compensation, and unemployment insurance.

Eligible full-time employees will enjoy a benefits package including, but not limited to medical, dental, vision, FSA, life and accidental death, long-term and short- term disability, and many other supplemental worksite coverages. For detailed information on eligibility and benefit offering, review the Benefits portion of the Office of Human Resources webpage or contact the Benefits staff directly.

Some life occurrences are considered qualifying events, such as the birth or adoption of a child, marriage, loss/gain of coverage, spouse open enrollment, divorce decrees, and other legal and court orders. Employees experiencing a qualifying event may have an opportunity to enroll, cancel, or change insurance elections by notifying Benefits staff no later than 30 days of the date on which the qualifying event occurred.

Section 125 (Pre-tax) Plans

Employees are eligible to participate in the University's Salary Reduction Plans that allow payment of certain expenses with pre-tax dollars. The Salary Reduction Flexible Benefits Plans include:

Group medical, dental, and vision insurance for dependents, along with medical and dental insurance for the employee to supplement that provided by the University (cancer, dental, accident, critical illness, cancer indemnity, etc. and group term life insurance for dependent coverage. Summary plan description documents are available for your reference on the Benefits webpage or can be requested directly from the Office of Human Resources.

Dependent Care FSA

Dependent-care expense reimbursement not to exceed the applicable IRS maximum per year. The plan year runs from January 1 through December 31st of each year. Employees are offered the opportunity to participate in this plan upon employment and during open enrollment.

Full FSA (Medical, Dental, & Vision)

A flexible spending account is available to facilitate medical expense reimbursement not to exceed the applicable IRS maximum per year. The plan year runs from January 1 through December 31st of each year. Employees are offered the opportunity to participate in this plan upon employment and during open enrollment.

Limited FSA (Dental & Vision)

A limited flex-spending account is available for employees selecting the HSA account. The limited flex spending account 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.

Life Insurance

Basic Employee

Accidental Death and Dismemberment Insurance. Regular full-time employees scheduled to work at least 30 hours per week are covered by basic accidental death and dismemberment insurance, which is provided at no-cost by the University.

Voluntary Supplemental Employee & Family

Supplemental Insurance. Additional supplemental insurance coverages, including spouse and dependent policies, are available at group rates paid through payroll deduction by the employee.

Income Replacement Insurance

Short Term Disability Insurance. The University covers the cost for Short Term Disability for all full-time employees. The benefits allow for 60% of salary continuation after a two-week waiting period.

Long Term Disability Insurance. The University covers the cost of Long-Term Disability benefits.

Health Savings Account

Health Savings Account (HSA). When you enroll in one of the University's high-deductible medical insurance plans, you will have an HSA account set-up on your behalf with the University established banking institute. Based upon the coverage level selected (employee only, family, etc.), the University will contribute the prescribed amount for the applicable plan year and duration of the plan year remaining. Employees may elect to contribute additional funds via payroll deduction up to the IRS maximum limits. An HSA is a federally insured and interest-accruing savings account into which you may contribute pre-tax dollars to cover deductibles and other medical fees. The University contributes annually to the HSA accounts and contributions are subject to change at the discretion of the University.

Retirement Savings 401(k)

Life University, Inc. 401(K) Savings Plan. Full-time, exempt (salaried) employees will be automatically enrolled in the 401(k) Savings Plan 30 days after their hire date. If the employee does not elect an alternate deferral amount, Life University will automatically withhold a pre-determined percentage from the employees' bi-weekly pay and will deposit that amount into the employee's 401(k) plan as a salary deferral. Employee deferral amounts are always 100% vested, while University contributions are subject to a vesting schedule. The University evaluates the plan annually to determine matching percentages, and if applicable, contribution strategies. The University reserves the right to withhold a match in certain prescribed circumstances.

Additional Benefits

Credit Union. Employees are eligible for membership with LGE Credit union. A wide variety of banking services are offered and may be reviewed on the bank website: www.CUofGA.org.

Chiropractic Care. All full-time employees of the University and their spouses, or domestic partners, and children 18 or younger are provided complementary routine chiropractic care through the University outpatient clinic. Costs may be associated with some related services.

Employee Referral Program

Staff employees may refer external candidates to open positions within the University. If the candidate is hired and successfully completes a 90-day probationary period, the employee who made the referral will be paid a referral fee. The amount of the referral fee is determined annually and will be processed as taxable wages.

Previous Life University employees, contract or temporary agency employees, and current and former students, are not eligible for referrals in the program. Hiring managers are not eligible to receive the referral fee for positions in their departments which are open. In addition, employees who are Director level and above are not eligible to participate in the program.

Relocation and Real Estate Advantage Program. Under certain circumstances, the University may offer relocation assistance to a new employee. Provisions and amounts are covered under the University's Relocation and Reimbursement Policy found at this link: **https://catalog.life.edu/content.php?catoid=39&navoid=5265**

Life University Fitness Center

Memberships to the Life University Fitness Center are available free of charge to all Life University regular, full-time status faculty and staff and their spouses or domestic partners. Each member is required to obtain a Life University-issued ID and establish an account using the LIFE U Fitness Center member management platform. Each Patron will be required to complete the online waiver for participation in Campus Recreation and Wellness activities, programs, and services on a yearly basis.

Life University Fitness Center – Spouse/Domestic Partner Policy

A spouse or domestic partner is eligible to apply for a Life University ID card. Qualifying individuals must be present with their spouse to obtain the ID. In addition to the required documentation, the spouse or domestic partner must also present a valid, government-issued photo ID to obtain the Life University ID at the Life University Card Services Office.

A **spouse** is defined as a person who is legally married to a Life University full-time status faculty or staff member. For spouses, the Life University Employee and Spouse will need to provide a document proving the marital relationship such as:

- Government-issued marriage certificate or license, *or*
- Naturalization papers indicating marital status.

A **domestic partner** is defined as an individual who shares a committed, long-term relationship with an employee and meets all eligibility criteria outlined in the Life University Domestic Partner Policy.

For domestic partners, the Life University Employee must submit proof of the relationship by following the procedures outlined in the Domestic Partner Policy. Link to the Life University Domestic Partner policy: **https://catalog.life.edu/content.php?catoid=39&navoid=5451**

Please understand that any false or misleading statements made in order to receive benefits for which one is not qualified may result in disciplinary action. Other members may have their privileges revoked. For additional details and assistance, please visit **www.myrec.life.edu** or call the LIFE U Fitness Center Front Desk at 770-426-2870.

Growth Through Life Tuition Grant Program

The Growth-Through-Life (GTL) Tuition Grant Program is offered to employees who meet the eligible criteria outlined in the GTL policy available on the Life University Office of Human Resources webpage under Policies and Disclosures.

Life University Employee Degree Attainment Recognition

Life University is committed to recognizing employees for their academic achievements made in support of the department/division goals and objectives, high-quality service to our students, and their dedication to education. It is the University's approach that on-going recognition of employees' degree attainment contributes to a supportive work environment, increased morale, and retention of committed and engaged employees.

The awards below are for the achievement of various degrees pursued and obtained to support the employees' department or larger University division. The attained degree level must exceed the required educational minimum of the employee's primary position, and the degree conferred date must be after the employee's date of hire with the University. The recognition award will not be effective until the employee has completed 12 months of consecutive employment. The degree must be received from an accredited college or University and participants in the Growth Through Life program are not eligible for the attainment award.,
The one-time award is paid one-year after completion of a degree that is relevant to their current employment or a University initiative; receipt of evidence of completion is required. The award amounts are as follows:

Master's Degree: $500 Doctorate Degree: $1,000 Faculty degree attainment is set in the Faculty Handbook.

Life U Shop. The University bookstore is in the Center for Graduate/Undergraduate Studies (CGUS). All employees have access to the bookstore and receive a 10% discount on all items except textbooks, software, and sale items. For additional information please contact the Life U Shop.

The Center for Excellence in Teaching & Learning (CETL). The CETL offers resources, training, and services to support a student-centered learning environment and the scholarship of teaching and learning. Professional development workshops and consultations on a variety of teaching and learning topics are provided.

ID Badge. The University ID badge is a card used for photo identification purposes, access to campus library and facilities, use of technology and equipment, and building access after normal business hours. Employees are required to obtain an ID badge within 7 days of completing new hire orientation.

Drs. Sid E. and Nell K. Williams Library. Located in the Learning Resource Center, The Williams Library provides academic library services, including print monographs, periodicals, e-books, e-journals, on-line resources and databases, print reference resources, audiovisual resources, anatomical models, x-rays, training classes, and a student computer lab serving students, faculty, staff and alumni. The library has established inter-library loan relationships with other colleges and universities, and library professionals may be able to facilitate access to materials housed externally to the University.

An employee identification badge is required to use the library facility. The library is open at nights and weekends and is accessible to the public. Please visit the library website or contact the Williams Library for hours of operation: **https://www.life.edu/campus-life-pages/sid-and-nell-williams-library.**

Hours of operation may vary in consideration of health or safety concerns. Please note, children may not be left unattended and University safety policies require employees to contact authorities if a child is left without supervision.

Section 4 – Employee Compensation

University Practices

Life University offers competitive compensation packages to its employees. The hiring department establishes starting salaries in conjunction with the Office of Human Resources and Finance/Budgeting. Salaries are determined by taking multiple factors into consideration including knowledge and experience, complexity and creativity, impact on institutional mission, level and nature of contacts, leadership responsibility, equity within the institution, and geographical market. Additionally, some professional positions may necessitate certain levels of education and experience as a minimum requirement, as determined by the University. Minimum qualifications, salary grades, and FLSA classifications, as well as expected duties and responsibilities, are depicted within the University's job descriptions.

While this Handbook governs all Life University employees, some additional practices and benefits are exclusive to faculty. Faculty should review "Administrative Document 4: Faculty Benefits" in the Faculty Handbook which may be accessed online at **https://www.life.edu/wp-content/uploads/2020/10/Faculty-Handbook_Final-200723-Board-Adopted.pdf**

New employees should receive a 90-day probationary performance evaluation three months after being hired.

Overtime

The University complies with the requirements of the Fair Labor Standards Act and any applicable local law with respect to wages and hours. Please understand that there may be times when you will need to work overtime. However, all overtime must be approved in advance by your supervisor.

Non-exempt hourly employees will be paid overtime at a rate of one and one-half times their regular hourly rate for all hours worked over 40 in a week. Non-exempt employees who are paid on a salary basis may have their overtime calculated based on the fluctuating work week method. Such employees will receive their fixed salary as straight time pay for whatever hours they are called upon to work in a work week and will receive additional compensation for overtime hours worked at a rate of one-half their regular rate of pay. In that case, an employee's regular rate may vary from week to week and will be determined by dividing the number of hours worked in the week into the amount of the employee's fixed salary. For all employees, only actual hours worked count toward computing weekly overtime.

Exempt salaried employees receive a salary and do not receive overtime pay. Please understand that an employee's salary is paid to compensate for all work of every amount and kind that the employee performs in performing the job and that the salary does not represent compensation only for the expected, regular, scheduled, average, normal or typical amount or kind of work done for the University. Exempt salaried employees are subject to deductions from their salaries only for lawful reasons.

If an employee feels he or she has been subject to an improper salary deduction, has been improperly classified as exempt or non-exempt, or has not been paid overtime for any hours worked over 40 in a workweek, the employee must utilize the University 's Employee Complaint Procedure, which is contained in this Handbook. In the event it is determined that an improper deduction was made or that an employee was not paid any overtime due, the University will reimburse the employee. Please also see our related policies on **Time Reporting**, which are contained in this Handbook.

Compensation Dates

All employees will be paid on a biweekly basis, every other Friday. The University suggests you have your paycheck directly deposited into an account at your financial institution. Wages for a pay period are paid on the Friday following the last Friday of the pay period (or Sunday, in the event work is performed over the weekend). Employees may make changes to their direct deposit by logging into Paycom.

Compensation Adjustments

Life University compensation increases are subject to annual approval by the Board of Trustees and are contingent upon institutional financial capacity.

Although increases may be approved by the Board, individual employee increases **may be delayed or denied** if any of the following conditions exist:

- Required compliance training has not been completed by the established deadline.
- The employee receives a **below-standard performance evaluation rating**.
- The employee is on active corrective action related to performance or conduct.

Performance evaluation results will also be considered in determining eligibility for increases above the Board-approved standard amount, when budget permits.

Employees receiving below-standard ratings are not eligible for compensation increases. All increases remain subject to budget availability and final administrative approval.

A full copy of the University's Compensation Increase Eligibility Policy is found here: **https://catalog.life.edu/content.php?catoid=39&navoid=5450**.

Confidentiality of Compensation and Benefits

The University prohibits improper or unauthorized use of the University's records or computer system to access confidential employee compensation and benefits. Improper or unauthorized access to the University's records or computer system may violate federal or state law. This Policy does not prohibit individuals from discussing their own compensation and benefits with other employees, so long as you did not come into possession of such information through access which you have as part of your formal University duties.

Work Schedules

Your Department Head or supervisor will communicate specific and departmentally established work schedules, including start time, meal, break, and ending time. Non-exempt staff employee time records in Paycom should reflect the established schedule. Supervisors have the authority to rearrange work schedules to meet departmental needs, which may require changing work schedules, reducing work hours, requiring overtime, or maintaining 'blackout' periods in which scheduled leave will not be permitted. When schedules must be altered, your supervisor will make every effort to provide as much notice as possible.

Time Reporting

Life University requires all employees covered by this policy to accurately record their time worked, meal periods, and leave in the **Paycom** timekeeping system. Proper time reporting ensures compliance with federal and state wage and hour laws and supports accurate payroll processing. A full copy of the Time Reporting and Approved Human Resources HRIS Use Policy is found at this link: **https://catalog.life.edu/content.php?catoid=39&navoid=5450**.

A. Use of Paycom for Time Reporting

- Employees must clock in and out using Paycom at the beginning and end of each shift, including meal breaks, unless exempt or otherwise instructed by Human Resources.
- Time entries must reflect actual hours worked; falsification of time is grounds for disciplinary action up to and including termination.

- Missed punches must be reported to the supervisor immediately and corrected within Paycom.
- All employees (exempt and non-exempt) must use Paycom to request usage of personal time and vacation time.

B. Overtime Approval

- Overtime **must be approved in advance** by the employee's supervisor or department head.
- Unauthorized overtime may result in disciplinary action; however, the University will compensate employees for all hours worked as required by law.
- Supervisors are responsible for preventing unnecessary overtime and for monitoring time entries for accuracy.

C. Employee Responsibilities. Employees must:

- Record all hours worked daily in Paycom.
- Accurately report meal breaks and any paid or unpaid leave.
- Submit their time for approval by the designated payroll deadline.
- Notify supervisors of any discrepancies immediately.

D. Supervisor Responsibilities. Supervisors must:

- Review and approve employee time in Paycom by established deadlines.
- Ensure all overtime is pre-approved and properly recorded.
- Address timekeeping concerns promptly with Human Resources.
- Provide corrective coaching or disciplinary action when employees fail to comply with timekeeping rules.

Breaks

The University will comply with all state applicable guidelines/regulations regarding meal and rest breaks. The University expects any employee entitled to a rest or meal break to take such a break and no one working at the University has the authority to prevent an employee from taking any break required by law. During any such required break, the employee shall be fully relieved of duties for the entire break. If an employee believes he or she has not been allowed to take any break required by state law, then the employee is directed to promptly use the Employee Complaint Procedure to report this issue.

Nursing Mothers

The University complies with applicable provisions of the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act. Consistent with this statute, the University provides all nursing mothers with reasonable break time to express breast milk for the nursing of a child, as frequently as needed by the nursing mother, for one year following the birth of a child. In addition, the University will provide a private place other than a bathroom where a nursing mother may express breast milk. These breaks will be unpaid for non-exempt employees, unless the break time otherwise would be paid by the University or the employee is not completely relieved of duty for the entire break period. Exempt employees will be paid their full salary during all nursing break times, as required under the FLSA or other applicable wage and hour law. Please direct all requests regarding this Policy to the Office of Human Resources.

If any state, local, or other applicable law provides additional protections for nursing mothers, the University will comply with such law.

If you believe you have been denied any entitlement provided to nursing mothers, been discriminated or retaliated against for exercising any right under this Policy, or otherwise have any complaint regarding this Policy, please utilize the University's Employee Complaint Procedure, which is contained in this Handbook.

Holidays

Life University affords regular, full-time employees ample leave and holiday programs. The calendar of holidays is established by the President and published annually. Holidays falling on Saturdays are observed on the preceding Friday, and holidays falling on Sundays are observed on Monday. Regular full-time employees are eligible for holiday pay after 30 days of continuous employment, unless otherwise specified in the written employment offer. To receive payment for designated University holidays, employees must be in a paid status the day before and the day after the holiday. Employees who are not in a paid status before and after a holiday will not receive pay for the holiday.

The following holidays are observed:

New Year's Day
Martin Luther King, Jr. Birthday
Spring Recess
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Thanksgiving Day and the Day After Thanksgiving Day
*Winter recess

**Set annually by the President. You must be employed at least 30 days prior to winter recess to be eligible for this benefit.*

During breaks and holidays, essential employees are required to report to campus or perform duties. Non-exempt employees who work during breaks and holidays will receive 8 hours of holiday pay and any hours worked on those days. Exempt employees will be able to earn flex days, which must be used in a specific timeframe.

Personal Days

The University recognizes that unforeseen circumstances sometimes occur. Therefore, regular full-time employees are eligible for personal days on a bi-weekly accrual basis at a rate of 0.0385 per hour/3.08 hours per pay period *26 pay periods = 80 hours (10 days). The accrual will begin after 30 days of continuous employment. Personal days can be used to handle unforeseen and personal matters, illness, doctor and dentist appointments, legal matters, etc. Personal leave can be used in one-hour increments.

Personal days must be approved as far in advance as possible, unless you call in with an unforeseen circumstance. In which case, employees must contact their direct supervisor prior to the start of the scheduled workday. Departmental procedures for notifying your supervisor should be followed.

Using Personal days does not prevent an absence from being unexcused.

Personal days are only available for use after being earned, and future accruals cannot be 'borrowed' against.

Vacation Days

Vacation days must be approved by the employee's supervisor as far in advance as possible and requests should be submitted no less than 48 hours prior to the applicable date(s) being requested.

Vacation accrual is effective immediately upon hire. Vacation leave can be used in one-hourincrements. Vacation will be earned based upon years of service. Note: employees must use available personal and vacation days before entering a non-paid status. The vacation accrual table can be accessed in Appendix A of this Handbook.

Life University believes in the restorative power of taking time off for rest, relaxation, and the pursuit of personal interests, hobbies, goals, and service to others. This approach also creates and facilitates specific cross-training opportunities within departments, underscores the relationship between an employee and the designated back-up, and instills confidence in the continuity of the department. The University requires all employees to take regular vacation breaks, of ample duration, through the year of 50% of their earned vacation eligibility. Individuals failing to do so will forfeit such amounts.

Miscellaneous Leave Information

Accrual rate incremental changes occur on the employee's anniversary date. The Leave Plan year runs from January 1 to December 31 of each year.

The amount of leave afforded to an exempt employee at the Director level and above is set at the highest accrual value of 6.16 hours.

Life University allows for the "carryover" of a portion of leave that has not been taken. This amount is up to 10 vacation days (80 hours) and 5 personal days (40 hours) for a maximum of 120 hours. This carryover is performed by the Office of Human Resources on December 31 annually. Anything in excess is moved to a personal BANK that may only be used for disability and/or in conjunction with qualifying FMLA leave. Disability is processed utilizing the ADA Interactive Process. The personal BANK will be capped at 528 hours for staff and 540 hours for faculty. Any carryover hours that exceed this maximum will be forfeited.

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 and disciplinary action.

In the event an employee decides not to take the requested absence after it has been approved, the employee must notify the appropriate supervisor in writing, confirming the day was not used, or the day will be charged. The department supervisor is responsible for ensuring the change is made in University time and attendance system or for notifying Payroll of the change if the system is closed for the pay period.

Bereavement Leave

Life University provides paid bereavement leave to employees experiencing the loss of an eligible family member. Employees may take time off without penalty to grieve, make arrangements, and attend services. Bereavement leave is granted as follows:

A. Immediate Family Members (Up to 5 Paid Days)

Bereavement leave of up to **five (5) consecutive paid workdays** is provided for the death of an immediate family member, including:

- Employee's spouse
- Employee's domestic partner (as defined in Life University's Domestic Partner Policy)
- Employee's children (biological, adopted, foster, step, legal guardianship)

- Employee's parents (biological, adoptive, foster, step, legal guardian)
- Employee's siblings (biological, adoptive, foster, step)

B. Extended Family Members (Up to 3 Paid Days)

Bereavement leave of up to **three (3) paid workdays** is provided for the death of:

- Grandparents or grandchildren
- Parents-in-law
- Children-in-law
- Siblings-in-law

C. Additional Unpaid Leave

Employees needing additional time may request unpaid leave. Approval will be determined by the supervisor in consultation with Human Resources.

Employees requesting Bereavement Leave should contact the Office of Human Resources. Leave will be granted upon receiving confirmation of the need for leave and confirmation of the relationship. Until such paperwork is received supporting the need, the Office of Human Resources will apply either vacation or personal time to the timecard. Once supporting documentation is received, the time will be returned to the appropriate accrual and bereavement will be added.

A copy of the Bereavement Policy is located here: **https://catalog.life.edu/content.php?catoid=39&navoid=5448**

Educational Leave

The University supports the educational development of employees to expand their personal and professional growth. An unpaid 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 employee's duties and assignments. It is the responsibility of the employee to ensure that duties and assignments are covered during his/her absence.

Life University may grant educational leave to eligible employees pursuing degrees, certifications, or formal coursework that is reasonably related to their current role or anticipated future contributions to the University.

Educational leave is not entitlement and is subject to approval based on:

- Business necessity
- Budgetary considerations
- Operational coverage
- Employee performance standing

Educational leave may be approved as:

- Unpaid leave
- Partially paid leave
- Reduced schedule or flexible work arrangement

Approval of educational leave does not guarantee continued compensation, benefits, or job placement unless explicitly stated in the Educational Leave Agreement. A full-copy of the Education Leave Policy is found at this link: **https://catalog.life.edu/content.php?catoid=39&navoid=5453**

Faculty leave is governed by Faculty Handbook (see Sections V. Compensation/Leave/Benefits). The Faculty Handbook may be found here: **https://www.life.edu/about-pages/human-resources/faculty-handbook/**

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 ("FMLA") provides unpaid, job-protected leave to eligible employees for certain family and medical reasons, without loss of health insurance benefits. The existence of this Policy shall not alter or expand the statutory requirements of the FMLA, and application of this Policy is correspondingly limited to those employers and employees who are protected based on the provisions of the FMLA.

In addition to the information on the Notice following this Policy (identified as Your Employee Rights under the Family and Medical Leave Act), the following information is provided to explain the employee's rights and obligations when requesting a family or medical leave.

Eligibility for Leave and Amount of Leave

To be eligible for leave under this Policy, an employee must have been employed for a total of twelve (12) months, must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave, and must work at a facility with 50 or more employees within a 75-mile radius of this worksite.

An eligible employee may take FMLA leave for up to 12 weeks of unpaid leave for one or more of the following reasons: (1) the birth of the employee's child; (2) placement of a child with the employee for adoption or foster care; (3) to care for the employee's child, spouse, or parent who has a serious health condition; (4) the employee's own serious health condition that makes the employee unable to perform the functions of his or her job, or (5) because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a member of the National Guard or Reserves who has been deployed to a foreign country under a call or order to active duty (or has been notified of an impending call or order to active duty) or is a member of the regular Armed Forces who has been deployed to a foreign country. An employee may take a total of 12 workweeks of unpaid leave for the reasons specified above during a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

If you and your spouse are both employed by the University, the two of you together are entitled to a combined total of 12 weeks of FMLA leave for the birth, adoption, or placement of a child, or to care for a covered family member with a serious health condition. The right to FMLA leave for the birth, adoption, or placement of a child expires 12 months after the date of the birth, adoption or placement.

An eligible employee may take up to twenty-six (26) weeks of unpaid, job-protected leave in a single 12-month period (measured beginning on the date the leave begins) to care for a spouse, child, or parent who is a covered servicemember. The term "covered servicemember" means: (i) a servicemember (including in the Regular Armed Forces, the National Guard, and the Reserves) who has a serious injury or illness that was incurred or aggravated in the line of duty while on active duty for which he or she is undergoing treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or (ii) a veteran undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness that was incurred or aggravated in the line of duty while on active duty and who was a member of the Armed Forces (including in the National Guard or the Reserves) within five (5) years preceding the date the veteran undergoes that treatment, recuperation, or therapy.

FMLA leave to care for a seriously ill or injured servicemember runs concurrently with other leave entitlements provided under federal, state, and local law. Leave that qualifies as both leave to care for a covered servicemember and leave to care for a family member with a serious health condition during a single 12-month period may not be designated and counted as both types of leave. Such leave will be designated first as leave to care for a covered servicemember.

Unless otherwise required by law, no employee will be entitled to more than a combined total of 26 weeks of leave in a single 12-month period for any FMLA-qualifying reason.

The FMLA permits eligible employees to take leave intermittently or on a reduced- schedule leave when medically necessary for the serious health condition of the employee or the employee's family member or to care for a covered servicemember with a serious injury or illness. In the case of planned medical treatment, the employee must attempt to schedule the intermittent or reduced-schedule leave so as not to unduly disrupt the University's operations. Intermittent leave is not available for the birth, adoption or placement of a child unless agreed to by the University. The University may transfer the employee temporarily to an alternative position with equal pay and benefits that better accommodates any recurring periods of intermittent leave.

If an employee is entitled to paid leave under another benefit plan or policy (such as PTO, sick, personal or vacation leave), the employee must use such paid leave concurrently with the FMLA leave. Such available paid leave will be counted against the unpaid FMLA leave entitlement. The employee is required to satisfy any procedural requirements for receiving payment under paid leave as provided in this Handbook when substituting paid leave for FMLA leave. If you are receiving short-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize these benefits. However, you may elect to utilize accrued benefits to supplement these benefits.

Request for and Designation of Leave

To request FMLA leave, the employee must complete and sign a Request for Family and Medical Leave form and submit it to the Office of Human Resources. When the need for FMLA leave is foreseeable, the employee must provide notice and submit the Request for Family and Medical Leave form at least thirty (30) calendar days in advance of the effective date of the leave. If 30 days' notice is not practicable (such as if the employee is uncertain as to when the leave will begin or in the case of a medical emergency), the employee must provide notice as soon as practicable. If the need for leave is not foreseeable or in the case of a qualifying exigency, the employee must give the University notice of the need for FMLA leave as soon as practicable under the circumstances.

An employee must provide notice sufficient for the University to determine that the leave is for an FMLA-qualifying event. In the case of unforeseeable leave, calling in "sick" without providing any additional information is not sufficient. When an employee seeks FMLA leave for a qualifying reason for which the University previously has granted FMLA-protected leave, the employee must specifically reference the qualifying reason for leave or the need for FMLA leave. If the employee fails to provide the University the reason for leave, leave may be denied.

The employee will be notified within five (5) business days of his or her request for FMLA leave whether the employee is eligible for FMLA leave, absent extenuating circumstances. At that time, employees will be provided with written notice of their rights and responsibilities and the consequences for failure to meet these obligations. When the University has sufficient information to determine whether the leave is for an FMLA-qualifying event, the employee will be notified within five (5) business days whether the leave will be designated and counted as FMLA leave, absent extenuating circumstances.

When scheduling planned medical treatment, the employee must consult with the University in advance to ensure that the University's operations are not unduly disrupted by the employee's absence(s).

Employees should understand that, for any absences, whether covered by the FMLA or not, it is imperative to follow the University's usual and customary internal notice and procedural requirements for requesting leave, as outlined in the University's Employee Handbook. If an employee fails to comply with the University's internal notice and procedural requirements and no unusual circumstances justify such failure, FMLA-protected leave may be delayed or denied.

Certification and Recertification of Leave

The University requires that an employee provides a complete and sufficient certification of a serious health condition of the employee or the employee's family member, of a qualifying exigency, or of the need to care for a covered servicemember

with a serious injury or illness. Employees who need FMLA should contact the Office of Human Resources. The University uses a third-party vendor to track and approve the need for FMLA. Paperwork must be received to FMLASource within fifteen (15) calendar days, unless it is not practicable to do so under the circumstances. Failure to provide such certification may result in the delay or denial of FMLA leave.

If the University has reason to doubt the validity of a medical certification, the University, at its own expense, may require a second medical opinion from a physician it chooses. If the first and second opinions differ, the University, at its own expense, may require the opinion of a third health care provider that is approved jointly by the University and the employee. The third opinion will be considered final and binding.
Where the employee's need for leave due to the serious health condition of the employee or the employee's covered family member lasts beyond a single leave year, the University requires the employee to provide a new medical certification in each year the employee subsequently takes leave.

Where leave is taken for the serious health condition of the employee or the employee's covered family member, the University may require recertification of the leave every six (6) months, or on a more frequent basis in certain circumstances.

Employees returning from an approved FMLA leave due to their own serious health condition (except if you are taking intermittent leave) will be required to present a fitness-for-duty certification from their health care provider indicating that they are medically able to resume work. This certification specifically must address the employee's ability to perform the essential functions of his or her job. The University may delay returning the employee to work until this certification is received. Failure to provide this certification may subject the employee to termination.

In the case of intermittent FMLA leave for an employee's own serious health condition, employees are required to present a fitness-for-duty certification every thirty (30) days if the University determines that reasonable safety concerns exist regarding the employee's ability to perform his or her duties because of the employee's serious health condition.

Employee Responsibilities While on Leave

During an approved FMLA leave, employees are entitled to the same health insurance they had before the leave began. Employees who pay some or all their health insurance premium will be required to continue to pay the premiums in order to continue benefit coverage during the leave period. The employee is responsible for making arrangements to pay any premiums due during the leave period. Employees who do not return to work following FMLA leave will be liable for the payment of any health insurance premiums paid by the employer during unpaid FMLA leave, unless the failure to return to work was due to the continuation, recurrence, or onset of a serious health condition or for other circumstances beyond the employee's control.

Employees will be required to periodically advise the University of their status and intent to return to work at the conclusion of the FMLA leave. Employees also must provide notice to the University at least two (2) business days prior to their return to work. If an employee unequivocally indicates his or her intent not to return to work after taking FMLA leave, the employee is subject to termination.

While on leave, the employee may not be eligible for bonuses or other payments based on attendance or job-related performance goals, in the University's discretion, where the employee has not met that goal due to FMLA leave.

Outside employment during an employee's leave period without written University approval is prohibited and may result in disciplinary action, up to and including termination of employment. Further, engaging in deceptive or misleading conduct as a part of an employee's leave (including lying about the reason or need for such leave) may result in disciplinary action, up to and including termination.

Return from Leave

Employees returning from FMLA leave will be restored to the same or an equivalent job. The FMLA does not entitle a restored employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would not have been entitled had the employee not taken leave.

A request to substitute paid leave for unpaid FMLA leave or a request for any leave not covered by the FMLA may be subject to additional approval, certification, and reinstatement requirements. In addition, employees requesting to substitute paid leave for unpaid FMLA leave or requesting other approved leave will be required to complete all applicable forms.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the University's other leave policies as applicable or contact the Office of Human Resources.

Employee Complaint Procedure

If you believe you have been denied any right under the FMLA or otherwise discriminated against because of your use of FMLA leave, please utilize the University's Employee Complaint Procedure, which is contained in this Handbook.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process**.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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Family Care Leave

Employees who work at least 30 hours per week, may use up to five days of earned PTO per year for the care of an immediate family member. “Immediate family member” means an employee’s child, spouse, grandchild, grandparent, or parent or any dependents as shown on the employee’s most recent tax returns.

Leave can be used on the same terms upon which the employee uses his or her own personal sick leave benefits.

The University may request written verification to support the need for leave, where consistent with other University benefit plans or paid leave policies.

Medical Leave (NON-FMLA)

Employees who need time off from work for qualifying medical reasons, but who are not entitled to leave under the FMLA or other leave law (such as those who are not eligible or who already have exhausted their FMLA leave), may be granted Non-FMLA Medical Leave at the University’s discretion. Requests for Non-FMLA Medical Leave should be directed in writing to the Office of Human Resources. The final decision as to eligibility and to the amount of such leave is within the sole discretion of the University. The University may consider factors such as the employee’s length of employment with the University, unusual personal hardship, employee work performance, the University’s business needs and expenses, and other business considerations regarding approval and amount of any leave in a particular situation.

Upon return from an approved Non-FMLA Medical Leave, the employee must provide a release from his or her health care provider authorizing him or her to return to work and list any work restrictions. Upon receipt of the return-to-work authorization from the health care provider, the University will review any work restrictions and determine whether the employee’s position or another position for which the employee is qualified is available, including whether a reasonable accommodation is appropriate and available. If no such position is available, the employment relationship will be terminated.

This Policy will be applied in conjunction with the Americans with Disabilities Act, the Family and Medical Leave Act, the Pregnant Workers Fairness Act, the applicable state worker’s compensation law, or other applicable local, state, or federal law.

Temporary Modified Duty Program

The University will consider requests for accommodation in the form of modified duty on a temporary basis for employees who are injured or otherwise unable to perform their regular job duties due to temporary incapacity, including due to pregnancy, worker’s compensation/ occupational injuries, and non-occupational injuries. For such requests for temporary modified duty, including change of job duties, “light duty,” reduced work schedule, or leave from work, the University will consider requests on a case-by-case basis. Requests for temporary modified duty should be directed in writing to the General Manager. The final decision as to eligibility for and to the nature and duration of the temporary modified duty is within the sole discretion of the University. The University may consider factors such as the nature of the employee’s impairment and limitations, the nature and requirements of the employee’s job position, the employee’s length of employment with the University, unusual personal hardship, employee work performance, University business needs and expenses, and other business considerations regarding the approval, nature, and duration of temporary modified duties in a particular situation.

This policy is not applicable to and does not supersede any available rights in connection with, accommodations that are required under the Americans with Disabilities Act (“ADA”), to leave that is required under the Family and Medical Leave Act (“FMLA”), or to non-FMLA medical leave. For any such requests, please see the University’s Respective Equal Employment Opportunity, Family and Medical Leave, and Medical Leave (Non-FMLA) Policies contained in this Handbook.

Inclement Weather University Closing

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.

Notification of a change in operations will be sent via:

- SMS Text (Rave Alert)
- ALERTUS Emergency Beacons
- Email (Rave Alert)
- Life University Website Homepage Banner
- Daily LIFE Wires

Regular, full-time employees scheduled to work (not on vacation leave, personal leave, or leave of absence), who are unable to work remotely will be provided with paid leave in the event of a delayed opening or business closing. The University maintains an essential employee list which may be required to report to work during an announced closing. In those instances, non-exempt employees deemed essential and required to work will be compensated for the University closing period at 8 hours and will also be compensated for all hours worked.

The university will pay for three days of inclement weather each fiscal year. Should disruption to operations last for longer than three days or if there are more than three instances of inclement weather, employees must use their paid time off.

Employees who do not report to work or arrive late when the University is not officially closed, or the opening is delayed, must use vacation or personal leave to cover the balance of hours. If the employees' balances are exhausted, the employee will not be paid for hours more than the official closing duration. Additionally, employees (exempt and/or nonexempt) already on prescheduled, approved leave are not categorized as 'able and ready for duty' on the applicable inclement/closing date and therefore will utilize the prescheduled leave hours from the accrual account specified on the governing leave request.

Jury Duty Leave

Employees who are summoned for jury duty will be granted paid leave to serve. Employees must provide proof of jury summons. The University reserves the right to limit the amount of paid jury leave where permitted by applicable law. Employees should make arrangements with their supervisor as soon as you receive your summons. In fairness to our university, you are expected to return to your job if you are excused from jury duty during your regular working hours. The University will comply with the FLSA in payment of the salary of an exempt employee on jury duty during any week in which he also performs work.

Non-Medical Leave of Absence

An employee may apply for a leave of absence (without compensation) if exceptional circumstances arise, and if such a leave will not be injurious and unreasonable to the University's operations and its commitment to students. In considering a request for a leave of absence, all approving officials shall consider the effect that the leave would have on the University as a whole, and on the division or department of which the applicant is a member. An employee on leave will not accrue any benefits, (i.e., vacation, personal days, tuition benefits, etc.), except as required by law. A non-medical Leave of Absence can be applied for through the employee's supervisor and in coordination with the Office of Human Resources. All non-medical Leaves of Absences must obtain the explicit approval of the appropriate Vice President.

The department manager will provide written notice of approval or denial to the employee requesting leave in coordination with the Office of Human Resources and designated representative if applicable. Employees must use all available personal and vacation days before entering a non-paid status.

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. Premiums are due on the first of each month and the employee is responsible for paying their portion. If premium payments are not made by the employee and exceed 30 days late, coverage will be subject to cancelation for non-payment. Should this cancelation occur, conversion information for health and life insurance for the employee and dependent(s) will be sent mailed utilizing the current addresses on file with the carrier.

Military Leave

The University will comply with its obligations for those employees who serve in any branch of the United States uniformed military services, including providing any necessary time off, in accordance with federal, state, and local law. Accrued PTO (if any) may be used for this leave if the employee chooses, but the University will not require the employee to use PTO. The Family and Medical Leave Act of 1993 ("FMLA") and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") contain provisions regarding certain types of military leave. The FMLA's provisions regarding military leave are addressed in detail in the Family and Medical Leave Policy in this Handbook. Employees who are eligible to take military leave must comply with all applicable requirements. Questions regarding the University's military leave policy should be directed to the Office of Human Resources. If you believe you have been denied leave to which you are entitled or otherwise discriminated against because of your use of military leave, please utilize the University's Employee Complaint Procedure, which is contained in this Handbook.

Section 5 – Employee Responsibilities

Attendance and Punctuality

Attendance and punctuality are important factors for your success within our University. We work as a team, and this requires that each person be in the right place at the right time. Failure to meet the expectations of the University in the area of attendance and punctuality will result in disciplinary action, up to and including termination.
If you are going to be late for work or absent, you must notify your supervisor before the start of your workday. You are required to speak with your supervisor directly, or, if your supervisor is not available, you must speak with another supervisor. It is not acceptable to have another person call for you or leave a message with a co-worker.
If you are absent for three days without notifying the University, it is assumed that you have voluntarily abandoned your position with the University, and you will be separated from the University.

Excessive absenteeism and tardiness will result in termination. Excessive absenteeism and tardiness are generally considered:

- More than one occasion of unexcused absence.
- Three occasions of unexcused absence or tardiness in a three-month period.
- Six or more occasions of excused absence or tardiness within a twelve-month period.
- An unacceptable pattern of absences and/or tardiness over an individual's employment history.

Departments may set their own attendance standards based on operational need.

It is important to understand that individual circumstances may dictate that fewer tardies or absences than listed above still may be considered Excessive Absenteeism. Your attendance simply is one aspect of your job performance and will be considered together with your overall performance and attitude.

This Policy will be applied consistent with all applicable laws. If you or an immediate family member has a medical condition that results in one or more absences, you may qualify for unpaid leave under the federal Family and Medical Leave Act of

1993 ("FMLA"), and your absences will be treated accordingly. Please refer to the Family and Medical Leave Policy in this Handbook for information about leave under the FMLA. Likewise, if your absence is approved leave under the Americans with Disabilities Act ("ADA") or Pregnant Workers Fairness Act ("PWFA"), your absence will be considered in accordance with the requirements of the ADA and PWFA. For absences that should be approved under the ADA or PWFA, please consult the ADA and PWFA Policy set forth in the EEO Policy in this Handbook. Be advised that leave under the FMLA, ADA or PWFA may require approval in advance and does not necessarily relieve you from your responsibilities as set forth in this Attendance and Punctuality Policy.

If you believe that an absence or tardy improperly has been considered, please utilize the University's Employee Complaint Procedure, which is contained in this Handbook.

Performance Reviews

Life University is committed to fostering a culture of continuous improvement and professional growth. All eligible employees are required to participate in an annual performance review cycle conducted near the end of the fiscal year. Performance reviews will be completed in Paycom and require both:

- **Manager assessment**, and
- **Employee self-assessment**

Completion of both components is mandatory.

Performance review outcomes may be considered in, but does not guarantee:

- Promotions
- Transfers
- Career development opportunities

Compensation decisions, including increases above the Board-approved standard increase amount, if budget allows **Employees receiving below-standard performance ratings will not be eligible for merit-based or discretionary increases.**

The University's policy on performance reviews can be found: **https://catalog.life.edu/content.php?catoid=39&navoid=5457**

Information on Faculty Evaluation Process is outlined in the Faculty Handbook.

Compliance Training

It is the expectation of Life University that all staff and faculty complete all required compliance training as assigned and communicated by the University. Required training includes, but is not limited to, training necessary to support federal programs and institutional compliance obligations, such as:

- FERPA (Family Educational Rights and Privacy Act)
- Disability Services / ADA compliance and accommodations
- Title IX/HIPPA
- Any other training required by Life University to support compliance, safety, risk management, and operational readiness.

Completion of required training is a condition of employment and is considered an essential job function. Training completion is also required to maintain access to University systems and platforms, including but not limited to Blackboard and Colleague.

Failure to complete required training within the timelines outlined in this policy will result in corrective action, up to and including removal of system access, unpaid leave, and separation from employment. Expectations on training completion are listed in the Required Compliance Training Policy found at this link:
https://catalog.life.edu/content.php?catoid=39&navoid=545

Change of Address/Telephone Number/Name

If an employee has a change of address, name, or telephone number, the employee must notify their department supervisor and update Paycom. Current address/telephone number is needed in case of an emergency and to provide employees with University communications, including annual tax information.
Employees are responsible for submitting the change request in Paycom.

NOTE: Employees who have a name change must submit a new I-9 form (Employment Eligibility Verification) and present the Office of Human Resources with their new Social Security card reflecting their new name. A copy of the marriage license will be required if a name change is because of marriage, and a court order or divorce decree for other circumstances.

Computer, Email, And Internet Use Policy

Purpose and Application

The University provides a variety of technological resources to its employees for purposes of its business operations and to help employees perform their jobs. While these technological resources are often necessary and helpful tools, they also pose risks and must be used with common sense and good judgment. As such, the University has developed this policy to establish guidelines for the use of its technology resources. For purposes of this policy, the University uses the term "technology resources" to refer generally to all of its computing, network, and electronic resources, such as computers; software; networks; email systems; telephones and cellular phones; instant messages; text data; voicemail systems; fax machines; information on a memory or flash key or card, jump or zip drive, or any other type of internal or external removable storage drives; and Internet access.

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

Business Use Only

The use of the University's technology resources is for University business and is to be used for authorized purposes only. These technological resources are established, maintained, and provided by the University for employees to use for the furtherance of the University's business and not for personal use. However, the University acknowledges that some personal use of its technology resources is inevitable and may be necessary at times. Therefore, the University permits brief and occasional personal use of its technology resources, provided that such personal use is minimal, reasonable, adheres to the requirements in this policy, and does not interfere with the performance of one's job duties. The University has sole discretion to determine what constitutes reasonable personal use and whether personal use interferes with the performance of one's job duties.

Personal Mobile Devices at Work

While at work, employees are expected to exercise the same discretion in using personal mobile devices as is expected for the use of any University devices. Excessive personal calls during the workday, regardless of the phone used, can interfere

with employee productivity and be distracting to others. Employees are asked to make personal calls during non-work time and to ensure that friends and family members are aware of the University's policy. Flexibility will be provided in circumstances demanding immediate attention. The University will not be liable for the loss of personal mobile devices brought into the workplace.

Ownership and Access to Technology Resources

All of the University's technology resources, including all data and files stored on or transmitted using the University's technology resources, are the property of the University. This means that the University owns all data and files stored on or transmitted using any of the University's technology resources, such as computers, network servers, or email servers. As such, the University retains the right to access, monitor, and inspect its technological resources, and any of the data and files stored and/or transmitted therein, at any time. This applies even with respect to data or information transmitted or received using any of the University's technology resources, such as its networks or Internet connection, even if such is done using an employee's personal device, such as a personal mobile phone, smartphone, or computer. This right applies both during an employee's employment with the University and after its termination for any reason, voluntary or involuntary.

Employees should not have an expectation of privacy in anything they create, store, send, or receive using the University's technology resources. In this regard, employees are specifically advised that passwords are designed to give employees access to all or part of the University's technology resources; they are not designed to guarantee employee privacy or security in any data or file created, stored, sent, or received on any of the University's technology resources. Employees may not change passwords without prior express permission. Upon separation from employment for any reason, employees must return all passwords to the University and equipment to the Office of Human Resources.

Guidelines for Acceptable Use

Employees are expected to access and use the University's technology resources in a professional manner and in compliance with this and all other University policies. Therefore, employees are prohibited from engaging in any unauthorized, prohibited, or inappropriate conduct using the University's technology resources including, but not limited to, the activities described below. This list is not intended to be an exhaustive description of all conduct that may be inappropriate or violate this policy, but is illustrative of the type of prohibited conduct for which employees may have their privileges of use and access to the University's technology resources revoked and be subjected to disciplinary action:

1. Accessing any technology resources, including networks, servers, drives, folders, or files, to which the employee has not been granted access or authorization or in a manner that exceeds such employee's access or authorization (this includes accessing any other person's computer, voicemail, files, or data without approval).
2. Making unauthorized copies of University files or other data.
3. Using any of the University's files or other data for an unauthorized purpose, even if the employee was otherwise authorized to access such files or data.
4. Revealing, publicizing, or otherwise disclosing any confidential information belonging to the University without authorization, including, but not limited to, financial information; business and product ideas; marketing strategies and plans; pricing structures and plans; customer lists or information; technical product information; computer software source codes; and computer/network access codes.
5. Destroying, deleting, erasing, or concealing the University files or other data, or otherwise making such files or data unavailable or inaccessible to the University or to other authorized users of the University's technology resources.
6. Violating any law, regulation, or order of the United States or any state, county, city, local government, or jurisdiction in any way.
7. Violating the terms of any user agreement, license agreement, or other type of contractual agreement of any software program, application, website, or other product or service.
8. Illegally downloading, copying, transmitting, viewing, or accessing any material protected under copyright law or

making such material available to others.
9. Engaging in any other unlawful or malicious activities.
10. Intentionally propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the University's technology resources or those of any other individual or entity.
11. Defeating or attempting to defeat security restrictions on any of the University's technology resources.
12. Viewing or transmitting any material, or engaging in any conduct, which is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, violative of the University's EEO Policy or other personnel policies, or that is otherwise unlawful or inappropriate. The University has sole discretion to determine what constitutes inappropriate use or material under this policy. If you are unsure whether any use or material would be considered inappropriate, you should seek clarification from your supervisor before accessing or distributing such material. If you are in any doubt, do not access or distribute the material.
13. Using abusive, profane, threatening, discriminatory, harassing, offensive, or otherwise objectionable language in either public or private messages.
14. Sending, receiving, downloading, uploading, or otherwise accessing or viewing any pornographic materials.
15. Causing congestion, disruption, disablement, alteration, or impairment of the University's technology resources.
16. Installing any software without authorization; and
17. Using any of the University technology resource for personal financial gain unrelated to one's employment with the University.

Discipline

Employees will be subject to discipline, up to and including termination from employment, for violating this policy. Therefore, before using any of the University's technology resources, employees should consider whether their actions meet the expectations set forth herein. In doing so, employees should be mindful that electronically stored information can often be saved or retrieved even after an employee believes he or she has taken steps to "delete" it.

Alternate/Remote Work Location

There may be circumstances under which an employee may perform work at an alternate work site such remotely from home, a temporary location, or another alternative work site ("AWS"). In such circumstances, which may include when a University office(s) may be closed for reasons such as an emergency, governmental order, or the closure of a particular building or location, the University may modify or withdraw at any time, with or without notice or consent, its permission to work at an AWS. The decision that an employee may work at an AWS also may be evaluated on an ongoing basis to ensure that the employee's work quality, efficiency, and productivity are not compromised.

All the University's policies and procedures, including but not limited to those contained in the University's Employee Handbook, apply to an employee working at an AWS in the same manner as if the employee was working in his or her regular office location. Employees' duties, obligations, responsibilities, and conditions of employment remain unchanged, unless expressly directed otherwise in writing by the employee's supervisor or another authorized representative of the University. Job responsibilities, standards of performance, and performance appraisals will be applied in the same manner, and the University and the employee's supervisor reserve the right to assign or reassign work as they determine is necessary.

Unless otherwise directed in writing, an employee's AWS regular work hours will continue as if the employee continued to work at his or her office location. All non-exempt employees working at an AWS must continue to record all hours worked and must take all meal and rest breaks, in full, as required by the law of the location in which they work and in compliance with the University's policies on Recording Your Time and Mealtime. Under no circumstance, including the general press of business, may a non-exempt employee fail to take a meal or rest break without express and advance written permission from his or her supervisor.

While working at an AWS, and during regular work hours, the employee must (a) remain immediately accessible; (b) regularly and proactively check in with the employee's supervisor to discuss status and open issues; (c) be available for teleconferences, whether scheduled or established on an as-needed basis; (d) be available to come into an office or a traditional business location as business needs may arise or allow; (e) request advance supervisor approval for any overtime or change in regular work hours (if non-exempt); and (f) request supervisor approval to use PTO in the same manner as when working at the employee's regular office.

Employees working at an AWS also are obligated to ensure that the AWS provides a safe, secure, and appropriate work environment and to report to the University any work-related injuries, security or safety incident, or other matters of joint interest or concern at the earliest reasonable opportunity. With reasonable notice, the University may make on-site visits to the AWS to ensure that the designated workspace is safe and free from hazards; to maintain, repair, inspect, or retrieve University property; or to work collaboratively with the employee on any assigned projects or tasks.

Employees working at an AWS must protect University-owned equipment, records, materials, confidential information, and other property, whether in hard copy or electronic format, from unauthorized or accidental access, use, modification, destruction, or disclosure, regardless of the storage media on which information is maintained, the location of the stored information, or the systems used to access or process the information, unless such access or processing channel is under the sole or primary care and control of the University.

Should an employee leave the University's employment while working at an AWS, the employee immediately must return all the University property and transfer (if requested or necessary) all University-related data or information locally stored on a device, after which such device must be wiped clean such that it will no longer remain available on the device.

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 electronic 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, cafe, 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.

Dress and Personal Appearance

It is important for all employees to project a professional image. Life University maintains a business casual dress standard. Employees are expected to present a neat, clean, and professional appearance appropriate to their role and work environment.

Life University–branded apparel is permitted and encouraged when appropriate for the work setting or University events. Examples of prohibited dress include:

- Torn, frayed, or excessively distressed clothing.
- Clothing with offensive, political, or inappropriate language or imagery.
- Tank tops, halter tops, tube tops, crop tops, or sheer garments without appropriate layering.
- Shorts (except for approved events or specific job functions).
- Sweatpants, pajama pants, leggings worn as pants (unless paired with a tunic or dress-length top), or athletic wear

not related to job duties.
- Flip-flops, house slippers, or overly casual footwear.
- Excessively tight, revealing, or see-through clothing.
- Clothing that presents safety hazards (e.g., open-toed shoes in areas requiring protective footwear).

The University will reasonably accommodate employees' covered disabilities and sincerely held religious practices regarding dress and grooming in accordance with applicable law, unless such accommodation would cause the University an undue hardship. Employees desiring such accommodation must submit a request in writing to the Office of Human Resources for consideration. Appropriate documentation of the need and basis for an accommodation may be required in connection with such a request. Please see our related policy on Equal Employment Opportunity, which is contained in this Handbook. Any individual believing that a reasonable accommodation relating to personal appearance has not been provided or who otherwise feels he or she has been discriminated against on account of a request for accommodation relating to personal appearance must follow the University's Employee Complaint Procedure, which is contained in this Handbook.

A full copy of the Dress Code policy is found at this link: **https://catalog.life.edu/content.php?catoid=39&navoid=5452**

Employee Debt Obligation

Employees (part-time or full-time) and other individuals receiving remuneration for services performed for the institution are responsible for paying all debts to the University. A debt is defined as an amount or value owed to the University.

It is the policy of the University to collect all debts owed to it. Such debts may include, but are not limited to the following:
- Parking fines/tickets/tolls – including those incurred while operating a Life University vehicle,
- Library fines,
- Travel advances more than appropriately documented receipts that have not been repaid,
- Computer loans,
- Payroll overpayments (wages/benefits).

Unless prior arrangements have been made, those identified with a debt to the University will have 10 business days to remit payment to the Finance department. If such payment is not received within this timeframe, the University will deduct the amount of the debt from the amount of salary or wages paid from the employee's next payroll. In the event the last paycheck does not cover the debt, employee is to submit remainder to the Finance department.

Employees will have the option of repaying payroll overpayments by electing either full repayment deducted from the next paycheck, or repayment over the same number of paychecks that created the overpayment. A Life University credit card cannot be used for repayment of any employee incurred debt and there will be a $50 charge for any returned check.

No Solicitation

It is important to avoid disruption of University operations and/or disturbances to employees, students, and patients. To facilitate the goal of a distraction-free environment, 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 cafe, employee lounges, lobbies, and parking areas.
- Working time does not include break periods and mealtimes, nor other periods during the workday when employees are not properly engaged in performing their work tasks. Working time is inclusive of both parties - the employee conducting the solicitation and/or distribution and the employee to whom the actions are directed.

Use of campus mail, e-mail, and mailing lists for anything other than official University business is strictly prohibited. Solicitation of University employees from any vendors or contractors is prohibited.

Personal Property

Employees should always secure personal belongings. Employees should contact their supervisor for assistance in locating a proper area. The University is not responsible, nor will the University reimburse employees for lost, damaged, or stolen personal property. The University further assumes no responsibility for damages to or loss from vehicle.

Employee Records Management and Personnel Files

Employee files may include, but are not limited to, new hire information, transfers, promotions, performance appraisals, salary changes, commendations, disciplinary actions, and correspondence addressed to employees. Nothing will be placed in a file or removed from a file without the knowledge and approval of the Office of Human Resources, nor the employee.

Files may be viewed in the Office of Human Resources while in the presence of a Human Resources representative. Files will not be removed from custody of the Office of Human Resources, and a prearranged appointment is required. Requests for physical copies should be made in writing and at least one week in advance of the required date of receipt. All employee records and personnel files, both physical and electronic, are the property of the University.

Political Activities

An employee's political choices and activities will not adversely affect their employment with the University, including salary adjustments, evaluations, and promotions. In any external communication regarding political opinion, including on social media platforms, employees should take care not to present themselves as representatives of the University, but only as individual citizens. The University promotes civility regarding political viewpoints.

Social Media

In general, the University views social networking websites (such as Facebook, X, TikTok, Snapchat and Instagram), personal websites, and blogs positively and respects the right of employees to use them as a medium of self-expression. However, the use of these types of websites can impact both the University and employees alike. Therefore, the University has created this policy to establish its expectations for employee use of these types of websites. If an employee is managing or creating accounts for a department or on behalf of the University, they should use their Life email address or use a group email to allow for continuation of usage.

Applicability

This policy is meant to apply to social networking sites, personal websites, blogs, photo sharing sites, video sharing sites, podcasts, as well as bulletin boards and comments posted on other websites. For ease of reference, this policy refers to all of these types of websites generically as "social media sites." The absence of an explicit reference to a specific website is not meant to limit the application of this Policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. You should consult with your manager or supervisor if you are uncertain about any of your activities on a social media site.

No Interference with Job Duties

The University's Internet and computer resources are provided to employees to allow them to complete their job duties and should be used for business purposes only. As such, the University does not allow personal use of social media sites during work time.

Personal Use Outside of Work

Employees may use social media sites during their personal time outside of work. Employees must be aware, however, that information they display on the Internet not only reflects on themselves, but could be associated with the University as well. Therefore, employees are expected to follow these guidelines when using any social media site:

1. No employee may use his or her work email address to register on any social media site for personal use.
2. Any social media posting by an employee must be consistent with the University's policies including, but not limited to, the University's policies on Equal Employment Opportunity and Protecting Confidential Information. Inappropriate postings may include discriminatory remarks, harassment, threats of violence, intimidation, bullying, defamatory statements, false statements, disclosure of confidential information, and similar inappropriate or unlawful conduct.
3. If an employee identifies himself as an employee of the University, or if the University is referred to in or is the subject of a social media posting, the employee must be clear and open about the fact that all opinions or views expressed are those of the employee and not the University. (For example: "The views and comments stated herein are personal and do not necessarily reflect the views of my employer.")
4. An employee must be honest and accurate when posting information or news and if a mistake is made, the employee must promptly correct it. An employee may not post any information or rumors that he knows to be false about the University, its clients or customers, or people working on behalf of the University.
5. Employees are responsible for reading, knowing, and complying with the Terms of Service of the social media sites they use.
6. Employees are always expected to comply with the law regarding copyright, trademark, and plagiarism. Posting someone else's work without permission is not allowed.
7. The University encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page or social networking site can be relayed and often misunderstood by the reader. Employees must use their best judgment and also comply with the policies set forth in this Handbook.

Other University Policies

All other policies in this Handbook apply with equal force to employee use of social media sites. In particular, employees are expected to follow the University's EEO Policy when participating in social media sites. The University considers behavior that is inappropriate in the workplace to be inappropriate on the Internet as well, including that the University's EEO Policy concerning discrimination, harassment, and retaliation applies equally to the treatment of employees in the workplace or on the Internet.

A faculty or staff member may not use Social Media as their primary communication method with students.

Employment Representations

Following the end of your employment relationship with the University, you must take prompt affirmative steps to ensure that no social media site represents you to be a current employee of the University.

Disciplinary Action

While the University respects the right of employees to use social media sites, it has established this policy for the benefit and protection of the University and its employees. Any employee witnessing or who believes a violation of this policy has occurred must utilize the University's Employee Complaint Procedure, which is contained in this Handbook. The University takes the expectations explained above very seriously. As such, employees are advised that violating this Policy may result in disciplinary action, up to and including termination.

Telephone Usage

Personal 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. Cell phones in the office should be limited to incidental, infrequent personal use.

Travel Policy

The University will reimburse employees for reasonable and necessary expenditures incurred while on University business. Mileage will be reimbursed based on the current IRS mileage rate per mile. All expenditure must reflect the most efficient use of resources. Prior approval and appropriate documentation must be obtained for the travel expense to be reimbursed.

The completion of a Post Travel/Reimbursement Expense Form, including all expense receipts must be submitted in a timely manner and in no case later than 14 business days after the employee returns from travel during which the expenses were incurred.

Travel Time

Nonexempt employees who may be required to travel on University-related business. When a non-exempt employee is required to travel, the University will pay the non-exempt employee for all compensable time in accordance with federal and state law. Exempt employees 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:

- Travel to and from meetings and training programs required to attend,
- Participation in business-related activities or social activities at a conference 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 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.

Non-exempt employees will be compensated for time spent traveling in the above-referenced scenarios. In the above-referenced scenarios, the trip home is non-compensable when an employee goes directly home from his/her final destination, unless it is much longer than his/her regular commute home from his/her regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable. When engaging in one-day travel, the time spent traveling to and from the destination will be work time, except the University may deduct/not count that time you would normally spend commuting to the regular worksite.

Any work done while traveling must be counted as hours worked.

Driving Personal Vehicles and University Vehicles

Some employees may be required to drive their personal vehicles, University vehicles, or vehicles rented or contracted as a part of their job duties. Any employees required to drive their personal vehicles, University vehicles, or vehicles which are rented or contracted for the University as a part of their job duties must comply with this policy.

You must have a valid driver's license appropriate to the vehicle that you drive and a driving record acceptable to the University and our insurance University. If, for any reason, you lose your license or if our insurance carrier declines to insure you because of your driving record, you are subject to immediate termination. Individuals who regularly drive their personal vehicle for work generally are required to provide evidence of automobile insurance coverage with a written declaration from the insurer to verify that the employee has automobile insurance that at least meets the applicable state requirement for Bodily Injury liability protection in the event of an accident.

If you receive a citation for a moving violation or DUI/DWI, whether on or off the job, you must report that fact in writing to their supervisor and Human Resources within 48 hours. Similarly, any employee whose license is suspended, restricted or revoked for any reason must also report this in writing to their supervisor and Human Resources within 48 hours. We will then review the employee's driving record with our insurance University and decide as to whether or not we can continue to employ the individual in his or her current position. If we cannot, we will consider moving the employee to another position that does not require driving if one is available. However, if an employee fails to disclose the citation, revocation or suspension and we later learn about it, the employee will be subject to immediate termination and will not be considered for another position.

University vehicles are for University use only, and mileage records must be kept in the vehicle for each driver. Only employees are permitted to drive University vehicles and under no circumstances should an employee pick up hitchhikers.

Any employee who is involved in an accident while driving a personal vehicle for University business or University vehicle for University business which results in personal injury or property damage of any kind must notify the police and his or her supervisor and Human Resources immediately. If an employee fails to report such injury or damage or is considered to have excessive accidents or events of damaged vehicles, the employee is subject to termination.

Safe Driving

Safe driving at all times is important for safety and preserving life. To prevent vehicular accidents, the University prohibits the following acts while driving either University vehicles or personal vehicles while performing your job duties. This list is not intended to be an exhaustive list of actions covered by this policy, but is intended to illustrate the type of actions that employees must be aware of when they operate a vehicle while performing their job duties:

- Driving under the influence of alcohol or drugs;
- Holding a mobile or cellular device while driving;
- Operating any vehicle without proper license;
- Speeding;
- Operating a vehicle carelessly, negligently, improperly, illegally or outside recommended safety protocols;
- Driving a vehicle without using a seat belt, shoulder belt or other safety harness;
- Operating a vehicle while eating, writing, reading, texting or performing other functions that reduce the driver's awareness or ability to control the vehicle;
- Reading or sending text messages;
- Turning off or dismantling vehicle safety devices, like airbags.
- Looking away or down while driving or otherwise becoming distracted while operating a vehicle;
- Passing another vehicle in a "no pass" lane or in the wrong lane;
- Tailgating another vehicle;
- Driving too fast or aggressively during poor conditions, like rain or snow;
- Is ticketed by law enforcement after an accident; or
- Operating a vehicle while overly tired or with an illness or condition that impairs or could impair motor skills and judgment.

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Visitors and Minors in the Workplace

The University strives for a friendly workplace 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 explicitly authorized by the department manager, occasional brief visits to the work site by children, family members, associates or friends are welcome when prearranged with approval. These visits should not interfere with an employee's ability to perform their work functions or the productivity of the department. Some hazardous work areas are off limits to anyone but employees with authorized access. Minor children should never be left unattended, and the presence of unsupervised minor children will be reported immediately as required by policy.

Animals in the Workplace

Animals are not allowed in campus buildings unless they are service animals, in accordance with federal law or without the approval of the Vice President of Operations. Employees who need accommodations for a service animal should contact the Office of Human Resources.

Campus Safety

The safety of every member of the Life University community is our top priority. Our Campus Safety employees are trained to work diligently, ensuring that employees, students, and visitors are safe and secure. Campus Safety is charged with responding to all types of emergency and non-emergency events, as well as enforcing University parking regulations. The

campus is patrolled 24 / 7/ 365 and works with local emergency response agencies such as Marietta Police Department, Cobb County Sheriff's Department, and Marietta Fire Department.

Reports can be made to any Campus 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 also monitors reports of violations of law that are based on racial, religious, sexual, and ethnic prejudice.

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 providing 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 all employees. Potentially hazardous conditions should either be remedied by the employee who is made aware of them, if appropriate, or referred to the Campus Safety Department. The Campus Safety Department will contact the Facilities Department and coordinate to determine the best course of action to remedy the problem.

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

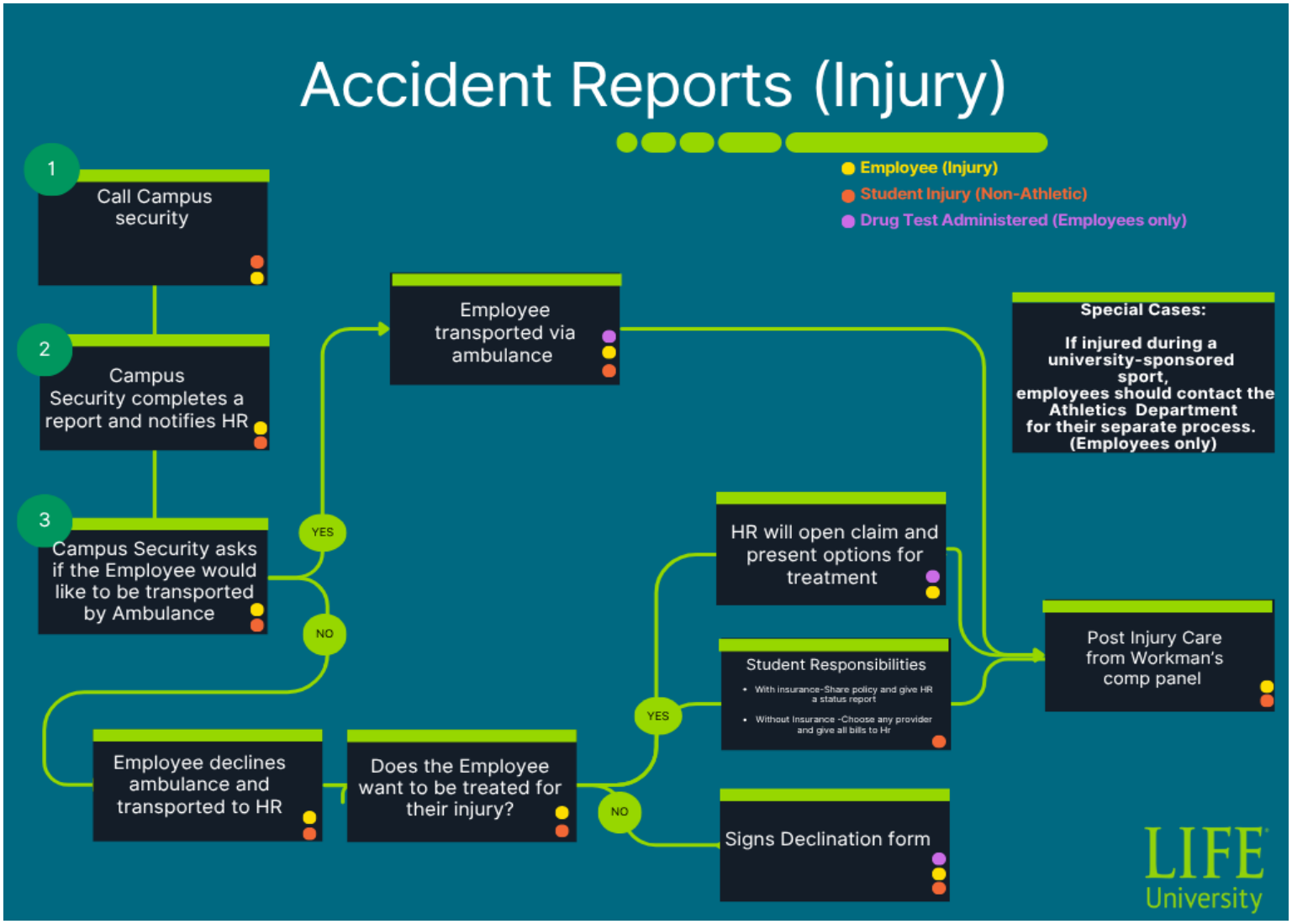
Emergency Response

Life University is committed to protecting the health and safety of all students, staff, faculty and visitors at all times. In conjunction with this commitment is the inherent responsibility for preventing or minimizing any danger to life and/or property resulting from the effects of an emergency. When an emergency occurs, an immediate organized response by University personnel is activated. The Life University Emergency Action Plan (EAP) established the framework within which the University will provide this response.

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 "2911" before "911" so that the University's Campus Safety Department can make an initial response and direct the response of assisting emergency personnel.

The entire Emergency Action Plan can be reviewed on the University website at: **http://www.life.edu/campus-life-pages/campus-safety/emergency-action-plan/**

Accident Reports (Injury) Process



Keys to Campus Facilities

Keys are issued by the University Locksmith and each person receiving keys must sign and acknowledge upon receipt. New employees should contact their supervisor for issue of keys. The keys issued to an employee are to be authorized by the Assistant Dean/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, their supervisor should confirm submission of keys on the Exit Interview Form and the keys should be returned to the Office of Human Resources, who will return them to the Locksmith to complete the maintenance record keeping requirements.

Employees maybe held financially responsible for lost keys. A full copy of the Key Policy is found here: **https://catalog.life.edu/content.php?catoid=39&navoid=5456**

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

Security and Access to Campus Facilities

As a crucial component of the University's overall security standards, access to campus facilities is closely monitored by the Campus Safety Department. The buildings are patrolled by department personnel and are unlocked and locked at the appropriate times in the mornings and evenings.

Severe Weather

Dobbins AFB, and Cobb Emergency Management broadcast horn or siren warning sounds to indicate severe weather in the area. The sirens do not necessarily indicate an actual tornado, but should be headed immediately, nonetheless.

When a siren is issued, you should 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 Campus Safety Department will provide additional instructions for personal safety as information is received.

Temporary Protective Order/Restraining Order Policy

Any Protective Order or Restraining Order that involves and/or affects other members of the Life community should be presented to the Life University Campus Safety Department by the petitioner and/or respondent of the order. The information in the Protective Order or Restraining Order may be provided to members of the Life University community on a need-to-know basis in accordance with the court order and in compliance with FERPA, if applicable.

Workers' Compensation

Workers Compensation is an accident insurance program that provides medical and income benefits to employees injured on the job. If employee is injured on the job, he/she must notify their supervisor of the injury immediately. In addition, all injuries regardless of severity must be immediately reported to the Office of Human Resources if they occur between 8 a.m. and 5 p.m. Monday through Friday, or to the Campus Safety Department at any time.

If an employee does not report an injury in a timely manner, they may risk payment for treatment. Employees can obtain the Employee Incident Report from either the Office of Human Resources or the Campus Safety Department. If treatment is needed, the employee will be provided with a list of healthcare providers from which they may choose a provider.

The Worker's Compensation Program is administered by the Office of Human Resources under the provisions of the Worker's Compensation Act of the State of Georgia.

Separation from Employment

Life University is committed to recruiting and retaining a workforce of talented employees. However, we recognize that separations from employment sometimes occur. It is our intent to categorize and process all separations in an objective, civil, and professional manner consistent with the University's lasting purpose and branding goals. Below is a guideline of separation categories:

Resignation. When employees resign from the University, they are expected to provide appropriate written notice to their department, at least 14 days in advance for nonexempt employees and 30 days for exempt employees. Providing advance notice to the University allows an opportunity to plan for the employee's departure, which may include cross- training, finalizing projects, and/or completing transitional tasks.

Resignations spanning over the duration of a paid administrative closing (i.e. winter break) require the departing employee to return from the paid administrative leave and work a minimum of 10 normally scheduled days to receive payment forthe administrative closing. For example, an administrative closing from Friday, Dec. 17th – Sunday, Jan. 2nd would require the departing employee to return on Monday, Jan. 3rd **and** work through Friday, Jan. 14th. In this same example, a resigning employee who returned from administrative closing and worked only Monday, Jan. 3rd would **not** receive paid administrative leave. This applies even if appropriate notice was provided as specified above.

Employees must be employed for a minimum of six (6) months prior to resignation and provide appropriate notice to receive payout of accrued leave balances. Unused, accrued vacation hours will be paid at a rate of 100% of the employee's current hourly rate, and unused, accrued personal hours and banked leave will be paid at a rate of 50% of the employee's current hourly rate at the time of resignation.

Although notice may be given per the guidelines above, the University reserves the right to pay an employee through the notice period but set an exit day which is before the date stated in the notice period.

Dismissal. If employees are dismissed involuntarily for performance, attendance, or behavior, and have completed six months of employment, they will be paid only for actual unpaid hours worked and any unused vacation at 100%, up to the maximum allowed, in the final paycheck.

Reduction in Force. From time to time, it becomes necessary to eliminate regular full-time and part-time positions to meet organizational needs. When this occurs, the University strives to handle these matters in a systematic andconsistent manner. The University is committed to providing a minimum two-week advance notice prior to layoff or elimination of a position. Severance may be available with the amounts based on years of service and employment classification.

Re-employment. If an employee separates from employment under satisfactory circumstances, they may be eligible for reemployment. If the employee is re-employed within one year of leaving and in a status eligible for benefits, prior service may be counted toward the length of service for vacation accrual after completing one full year of re-employment.

Death or Disability

In unfortunate and rare instances, a supervisor may receive notification of an employee death or disability. Should this occur, the supervisor or designee must contact the Office of Human Resources immediately. In the event of death, the employee's estate will receive the employee's final paycheck, which includes any unused vacation or personal leave the employee may be entitled to receive. The University insurance claims will be processed upon notification.

Exit Interviews

Employees who intend to resign or otherwise separate from Life University must notify their supervisor immediately. The supervisor and the Office of Human Resources will work together to confirm and finalize the employee's last date of employment.

Exiting employees will be provided with an exit interview and invited to schedule a conversation with Human Resources prior to departure. Participation in the exit interview and exit discussion is voluntary; however, employee feedback is valued and helps inform continuous improvement efforts across the University.

On or before the employee's final day of employment, the exiting employee must schedule time to report to the Office of Human Resources to return all Life University property, which may include, but is not limited to:

- Computer equipment and accessories
- Keys and access devices
- Credit cards or purchasing cards
- Uniforms
- Identification badges
- Regalia
- Any other University-issued equipment or materials

Failure to return University property may delay final pay of PTO, or the cancellation of direct deposit, which will result in payment being processed via live check which must be picked up in the Office of Human Resources.

Final Paychecks

When separating from the University, the 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.

Appendix A

Table I – Exempt (Salaried) Staff Accrual

Years of Service	Biweekly Vacation Accrual Rate	Total Hours Vacation Accrued/Days	Biweekly Personal Accrual Rate	Total Hours Personal Accrued/Days	Total: Vacation-Personal Days
Year 0-1	1.54	40 hours/5 days	3.08 hours	80 hours/10 days	15 days
Years 1-4	3.08	80 hours/10 days	3.08 hours	80 hours/10 days	20 days
Years 5-9	4.62	120 hours/15 days	3.08 hours	80 hours/10 days	25 days
Years 10 and up	6.16	160 hours/20 days	3.08 hours	80 hours/10 days	30 days

Table II – Nonexempt (Hourly) Staff Accrual

Years of Service	Biweekly Vacation Accrual Rate	Total Hours Vacation Accrued/Days	Biweekly Personal Accrual Rate	Total Hours Personal Accrued/Days	Total: Vacation-Personal Days
Year 0-1	1.54 (0.019231 per hours worked)	40 hours/5 days	3.08 hours	80 hours/10 days	15 days
Years 1-4	3.08 (0.038462 per hour worked)	80 hours/10 days	3.08 hours	80 hours/10 days	20 days
Years 5-9	4.62 (0.057693 per hour worked)	120 hours/15 days	3.08 hours	80 hours/10 days	25 days
Years 10 and up	6.16 (0.077 per hour worked)	160 hours/20 days	3.08 hours	80 hours/10 days	30 days

Table III – Faculty Accrual

Years of Service	Biweekly Vacation Accrual Rate	Total Hours Vacation Accrued/Days	Biweekly Personal Accrual Rate	Total Hours Personal Accrued/Days	Total: Vacation-Personal Days
N/A	N/A	N/A	3.08 hours	80 hours/10 days	10 days
N/A	8.62	224 hours/28 days	3.08 hours	80 hours/10 days	38 days
N/A	8.62	224 hours/28 days	3.08 hours	80 hours/10 days	38 days

Appendix B

LIFE University Commonly Used Acronyms

ADMIN - Administration Building (Now the Harris Center)

CCE - College of Chiropractic Education

CC-HOP - Chiropractic Clinic Health and Optimum Performance-in the Harris Center. Student Clinic

CETL - Center for Excellence in Teaching and Learning

CGUS - Center for Graduate and Undergraduate Studies

C-HOP - Center for Health and Optimum Performance (the out-patient clinic)

FDC - Faculty Development Committee

FSDP - Faculty and Staff Development Program

LRC- Learning Resource Center

PAR - Preparation Analysis and Recordkeeping

QEP- Quality Enhancement Plan

SHS - Sports Health Science

Life University Commonly Used Terms

Term	Definition
Academic Quarterly	The primary resource for all academic information on campus consists mainly of each quarter's course schedule, including the academic calendar and other basic information about life on campus. The Academic Quarterly is housed online and can be accessed from Life's homepage.
ACC	The Association of Chiropractic Colleges, an organization made up of all the US Doctor of Chiropractic degree-granting institutions.
ALS	Active Learning Strategies can be broadly defined as an array of methods that change the focus of education from teaching to learning. These methods encourage a greater degree of cognitive engagement in the course material and lead to better retention of the material.
ASAP	Administrators Students Advocacy Program - A program in which various administrators meet with their assigned classes, generally in their classrooms, on the first Tuesday of every quarter. During this time, students are encouraged to share their views and questions about campus issues and happenings. Administrators usually pick a "topic of the quarter" to share with students during these sessions. Typically, these topics will be large-scale in nature. Another aspect of the ASAP program is the Bulletin Board, an online forum where students can ask questions and share their comments, concerns, and criticisms about campus issues. The Director of Student Administrative Services administers this site and pursues questions with the appropriate administrative offices, generally having answers back on the Bulletin Board within a week (typically less). Bulletin Board can be accessed from Quick Links on the Life home page or at the following link: ttp://bulletinboard.life.edu/
Bb or BB	Bb or BB is commonly used to abbreviate Blackboard, the online supplemental instruction site used by Life.

Bulletin Board	The Director of Student Administrative Services administers this site and pursues questions with the appropriate administrative offices, generally having answers back on Bulletin Board within a week (typically less). Bulletin Board can be accessed at the following link: http://bulletinboard.life.edu/
CADE	The Commission on Accreditation for Dietetics Education is ADA's accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered. This is the accrediting body for Life's Dietetics program.
Campus LIFEforce	A group of Life faculty and employees who have volunteered to serve in a variety of roles to support the recruitment of students to Life. Organized by the LIFEforce Director.
CAPP	Clinic Adjusting Privileges Program: the process by which Georgia-licensed Doctor of Chiropractic who are employed by Life can provide chiropractic services to patients using campus facilities. DCs are required to follow the CAPP process any time they see a patient on campus. For more information and to download a CAPP application form, visit the following link on Life's website: http://life.edu/health/providers.html
CARP	Clinical Assessment and Remediation Program CARP is designed to provide students with additional support in order to be successful in completing their courses. This is a referral program, but based on space availability, students can self-refer, provided the request is a course the referral program offers.
CCE	1) Guy F. Riekeman Center for Chiropractic Education, referred to as the “Riekeman Building,” houses the majority of didactic/classroom chiropractic courses (formerly known as "Annex C") 2) Council on Chiropractic Education, the accredited body that oversees all US chiropractic programs.
CETL	The Center for Excellence in Teaching and Learning provides faculty and staff with resources, support, and professional enrichment opportunities on enhancing instructional practices, integrating educational
CGSR	College of Graduate Studies and Research; refers to Life's master's degree (Sport Health Science) program.
C-HOP	Center for Health and Optimum Performance, Life's main, outpatient clinic.
Clinic System	The Life University clinics and departments, which are Clinical Education, Clinic Advisement, International Clinic Programs, P.E.A.K., and the Level I, II, and III patient care facilities
Clinician	A Life University faculty member who supervises student interns in one of Life University's clinics.
Club/Market Day	Usually takes place on the first Thursday of the quarter during Week 1, arranged by Student Services. Hosts all student clubs as well as outside vendors who provide services/products helpful to students as new residents of the Marietta community.
COC	1) College of Chiropractic – Life’s professional chiropractic program. 2) Commission on Colleges – The accrediting arm of the Southern Association of Colleges and Schools (SACS) that oversees institutional accreditation.
CRB	Conduct Review Board – A judicial body made up of faculty, staff, and students that reviews Honor Code violations. A new CRB is formed for each case and is overseen by the Office of Student Conduct.
CUS	1) College of Undergraduate Studies – Life’s baccalaureate and associate programs. 2) Also refers to the building that houses most undergraduate courses (formerly Annex B).
DCP	Doctor of Chiropractic Program – Refers to Life’s DC program and similar programs at other institutions.
Department	One of the branches within the College of Undergraduate Studies (e.g., Business, Exercise Science, General Studies, Natural Sciences, Nutrition). Each is overseen by a Department Head.
Division	One of three branches of the College of Chiropractic didactic program (Basic Sciences, Clinical Sciences, Chiropractic Sciences), each overseen by a chair.

EEPO	Exceptional Experience Project Outcomes – Two-year projects aligned with the university's strategic plan.
Eight Core / 8CPs	Shorthand for Life's Eight Core Proficiencies—value-based skills emphasized across the university community.
ELA	Experiential Learning Activity ("Ropes Course") held on the last day of New Student Orientation (typically Friday of Week 0), coordinated by Student Services.
EMU	Enrollment Management Unit – Encompasses recruitment, admissions, transcript evaluation, events, and related enrollment functions (formerly New Student Development).
e-PA / PA	Employee Performance Appraisal.
FCLB	Federation of Chiropractic Licensing Boards – A national organization representing state chiropractic licensing boards and providing guidance on licensure requirements.
FERPA	Federal Educational Rights and Privacy Act – Requires protection of student educational records; information can only be shared with authorized consent.
FSDP	Faculty and Staff Development Program – Week 0 sessions including university updates, training, meetings, and development opportunities.
Georgia Law	Continuing education (CE) courses covering Georgia chiropractic law; required annually for DC re-licensure and offered on campus.
HIPAA	Health Insurance Portability and Accountability Act – Federal law governing the privacy and security of patient health information.
Honor Code	Standards of conduct for students, faculty, and staff. Violations may result in CRB hearings and disciplinary action.
IGET	Institutional Goals Execution Team – Group responsible for implementing institutional goals tied to the university's strategic vision.
Intern	A Life University student who has met academic requirements and works with patients under faculty supervision in clinics.
LIFEforce 1000	A network of DCs who complete training, host recruitment events, and commit to sending students to Life University.
LLW	Life Leadership Weekend – A recruitment event where prospective students visit campus, engage in activities, and receive travel reimbursement.
LRC	Learning Resources Center – Building that houses the library, Enrollment Services, Financial Aid, Student Accounts, and CETL (formerly Annex A).
LUSSI	Life University Sport Science Institute – A program associated with Life University's sport health initiatives.
Mod	One of seven modular buildings on Life University's campus.
NBCE	National Board of Chiropractic Examiners – The agency that develops and administers the board exams that Doctor of Chiropractic students/graduates must pass for licensure.
OSCE	Objective Structured Clinical Examination – Multi-station practical exams used to assess 9th- and 12th-quarter interns' clinical competency (e.g., case history, x-ray, technique, physical exam, critical thinking).
OSRSA	Office of Sponsored Research and Scholarly Activity - Department responsible for conducting experimental research and coordinating scholarly activities such as publications and presentations.
PA	Performance Appraisal – Employee evaluation process (faculty and staff) using a Behaviorally Anchored Rating Scale (BARS); includes e-PA (employee) and s-PA (supervisor).
PAR	Preparation, Assessment, and Record Keeping – A center that provides services such as exam copying, scanning, scoring, and standardized test administration.
PASS	Progressive Advisement for Student Success – Advisement program supporting new students during their first three quarters with coursework, resources, and transition support.
PEAK	Practice Excellence, Art, and Knowledge – Internship/externship clinic program where upper-quarter DC students gain real-world experience in field doctor offices.

PLI	President's Leadership Institute – Select group of students chosen for leadership potential and provided with development opportunities and engagement in advancing the chiropractic profession.
Power Up	Daily meetings structured around Life's mission, values, and operational focus.
PPBM	Professional Practice Business Management – Series of DC program courses preparing students to establish and manage a chiropractic practice.
PS	Prospective Student – Term commonly used by Enrollment.
QEP	Quality Enhancement Plan – Component of SACS accreditation focused on improving student learning; Life's QEP emphasizes active learning strategies (ALS).
Ropes	Short for "Ropes Course" – An Experiential Learning Activity (ELA) conducted during New Student Orientation (typically Friday of Week 0).
S&F	Spaces & Facilities Committee responsible for reviewing and approving campus space and facilities usage.
SAC	Student Advocacy Center – Proposed office to assist students in resolving issues and concerns.
SACS	Southern Association of Colleges and Schools – Regional accrediting body overseeing Life University's accreditation; includes the Commission on Colleges (COC).
SEG	Student Experience Group – Presidential committee evaluating and improving the student experience from initial inquiry through graduation.
SHS	Sport Health Science – Life's master's degree program with multiple concentrations.
SLP	Serving Lasting Purpose – Service initiative developed to promote a culture of contribution across campus.
s-PA	Supervisor Performance Appraisal – Supervisor version of the performance evaluation process (see PA).
SRE	Student Recruitment Event – Events hosted by field DCs to inform and recruit prospective students to chiropractic careers and Life University.
SSC	Student Success Center – Provides academic support services such as tutoring, mentoring, and learning strategies.
Strategic Planning Council	A group of senior administrators ensuring alignment between the university's budget, initiatives, and strategic mission.
Vitalism	Recognition of the body's inherent self-organizing, self-maintaining, and self-healing abilities.
Week 0 / Work Week	The week before classes begin each quarter, the Faculty and Staff Development Program (FSDP) and meetings occur.
Week of the Quarter	Life's academic structure: four quarters per year, each with 10 weeks of instruction plus Finals Week, preceded by Week 0.
Work Week	Refers to Week 0—the period between quarters when faculty return for FSDP and institutional meetings.

LIFE University | Rise from within

Acknowledgment of Receipt of the Life University Employee Handbook

April 1, 2026 Revision

This Employee Handbook represents a profile of the University and a 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 Employee 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 Employee Handbook may occur after printing. Please refer to the University website at: **www.life.edu** for the most updated version.

For the signature sheet, please turn to the final page of this Handbook, sign, date, and detach the sheet returning it to the Office of Human Resources, or by submitting an electronic signature for the document in the HRIS platform, Paycom, as requested.

LIFE University | Rise from within

Life University Employee
Handbook Acknowledgment Signature Form

April 1, 2026 Revision

I acknowledge that I have received a copy of the Employee 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 Office of Human Resources I understand the handbook provides an outline of the organizational employment policies and procedures by which I am governed. It is my responsibility to read 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 Name (Print) _____

Employee Signature _____ Date _____

LIFE University | Human Resources

Office of Human Resources

1075 Barclay Circle
Marietta, GA 30060
(770) 426-2945