



EMPLOYEE HANDBOOK



Life University Human Resources

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LETTER FROM THE PRESIDENT

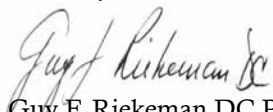
Dear Staff Member:

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

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

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

Sincerely,



Guy F. Riekeman DC President



THE MISSION OF LIFE UNIVERSITY

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

VISION

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

8 CORE PROFICIENCIES

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

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

DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE POLICY

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

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

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

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

Alcoholic beverages will be permitted at University events only with the permission of the President and notification of Campus Safety. Advertising of the event will not include specific references to the fact that alcoholic beverages will be provided. Student events require identification confirming the individual is of legal drinking age. At any event where alcohol is served, non-alcoholic beverages must be continuously available in equal or greater quantity and food must be available as well. The serving of alcoholic beverages must stop at least 45 minutes before the scheduled end of the activity and alternative transportation should be provided for any individual in attendance that has overindulged in alcohol.

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

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

VIOLATIONS

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

EMPLOYEE RECOVERY ASSISTANCE

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

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

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

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

SUBSTANCE SCREENING

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

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

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

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

TOBACCO-FREE WORKPLACE

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

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

BENEFITS

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

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

For detailed information on benefits, review the Human Resources webpage under Insurance or contact the Human Resources Department.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Regular full-time employees scheduled to work at least 30 hours per week are covered by supplemental accidental death and dismemberment insurance.

CHILD CARE

Bright LIFE – A Kid’s Campus offers the youngest members of the Life University community and educational program that focuses not only on their intellectual wellness but on their emotional, physical, social, spiritual, and environmental wellness.

Any child who is a legal dependent of a Life University student, faculty or staff or of a member of the community may enroll in Bright LIFE, A Kid’s Campus. Full time employees and students of Life University will be given priority for enrollment in Bright LIFE.

Contact 678-331-4543 or BrightLife@BrightHorizons.com for more information.

CHIROPRACTIC CARE

All full-time employees of the University, their spouses and children 18 or younger are provided free chiropractic care through the outpatient clinic. There may be incurred costs for some services that employee dependents’ receive.

CREDIT UNION

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

DENTAL INSURANCE

Regular full-time employees scheduled to work at least 30 hours per week are eligible to participate in the Dental Plan.

DISABILITY INSURANCE

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

DISCOUNT PROGRAMS

Discounts are offered for: Dell, Sears, Wireless Carriers and local attractions. For detailed information, please go to the Human Resources webpage and select Discount Programs.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The University offers a confidential employee assistance program which is available to all employees and immediate family members. www.ibhworklife.com (Username: Matters; Password: wlm70101)

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 \$250 referral fee. The \$250 referral fee is considered wages and is taxable. Previous Life University employees, contract or temporary agency employees, and current and former students are not eligible for referral in the program. Faculty employees should refer to the Faculty Handbook for eligibility.

FOREIGN LABOR SPONSORSHIP

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

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

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

HEALTH CARE COVERAGE

Regular full-time employees scheduled to work at least 30 hours per week, are eligible to participate in the medical plan.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

HEALTH SAVINGS ACCOUNT (HSA)

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

LIFE INSURANCE

The University provides basic group term life insurance at no cost to regular full-time employees. Additional life insurance may be purchased at the employees' expense.

LIFE UNIVERSITY, INC. 401(K) SAVINGS PLAN

All full-time employees except student workers who meet the eligibility criteria may participate in the 401(k) Savings Plan on the first day of the month following the month of hire. Employees may enroll in the plan in order to elect to have pre-tax deferrals from their earnings directed into the plan. The deferral amounts are always 100% vested. A contribution may be made by the University into the plan on behalf of qualifying employees at the discretion of the Board of Trustees.

LONG TERM CARE

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

RELOCATION AND REAL ESTATE ADVANTAGE PROGRAM

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

SALARY REDUCTION FLEXIBLE BENEFITS (CAFETERIA) PLAN

Employees are also eligible to participate in the University's Salary Reduction (Cafeteria) Plan that allows them to pay certain expenses with pre-tax dollars, thereby saving money. Under the Section 125 plans available, one may defer income tax on a portion of one's salary. The only costs for these plans are the premiums or amounts that one selects. Employees should consult their own tax advisors. The following is representative of the different types of plans and policies available to employees:

1. Group medical and dental 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.).
2. Group term life insurance for dependent coverage.
3. Dependent-care expense reimbursement not to exceed a maximum of \$5,000 per year. The plan year runs from December 1 through November 30 of each year. Employees are offered the opportunity to participate in this plan upon employment and during open enrollment.
4. Medical expense reimbursement not to exceed a maximum of \$2,500 per year. The plan year runs from December 1 through November 30 of each year. Employees are offered the opportunity to participate in this plan upon employment and during open enrollment.
5. A limited flex-spending account is available for employees selecting the HSA account. The limited flex spending 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.

SHORT-TERM DISABILITY

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

WELLNESS CENTER

It is the goal of the University Wellness Center to involve all the University employees in some form of recreation or fitness/wellness activities. The Wellness Center offers drop-in activities, including aerobics, weight room, workout instruction, racquetball courts, fitness assessment, and a variety of personalized classes. The Wellness Center is available for use by all employees during the hours of operation, other than normally scheduled work times. Family members are required to obtain a guest pass in order to use the facilities. Use of this facility, including classes, is provided at no cost to employees and their immediate family members. It is located inside the Center for Athletics and Sport Health Sciences building. Please call the Wellness Center for hours of operation and additional details.

In cooperation with the City of Marietta, The University has a 5-mile jogging and fitness trail, which winds through The University's 104-acre campus and two city parks immediately adjacent to the campus.

COMPENSATION

As a new employee, it is important to understand the total compensation package, the salary and the benefits elected.

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

At the University, the minimum expected duties and responsibilities of a job are defined in a job description. Job descriptions can be obtained from your supervisor or Human Resources.

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

CLASSIFICATION OF EMPLOYEES

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

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

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

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

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

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

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

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

OVERTIME

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

Employees must accurately record any time for which they are to be paid in Web Advisor. All non-exempt employees must be compensated at time and a half for any hours worked over 40 in a workweek. Overtime work requires per-authorization from the non-exempt employee's supervisor. Non-exempt employees can not waive their right to receive overtime pay nor

can they take compensatory time off instead of receiving the required overtime pay. The University's designated workweek begins Monday and ends Sunday.

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

PAY DATES

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

The Direct Deposit form is located on HR's webpage under Forms.

PAY ADJUSTMENTS

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

TIMEKEEPING SYSTEM (WEB ADVISOR)

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

WORK SCHEDULES

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

EMPLOYEE DEVELOPMENT

GROWTH THROUGH LIFE STAFF DEVELOPMENT PROGRAM

Two tuition grant programs are offered to staff. The undergraduate tuition grant is a benefit available to eligible full-time employees for undergraduate/graduate classes at Life University, after successful completion of 90-days of employment. Employees must apply and be admitted to the undergraduate/graduate program. Please contact the Office of Enrollment Services for admission requirements. Transcripts must be attached to each tuition grant application submitted to HR for approval. View full details of the program on HR's webpage.

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

Faculty should refer to Faculty Handbook, Appendix 18 for Faculty tuition benefit.

JOB POSTING

A current listing of position vacancies can be obtained from HR's webpage or via <http://agency.governmentjobs.com/lifeedu/default.cfm>. Employees are encouraged to use the web site as a resource for potential promotion or transfer opportunities.

Job opportunities are posted internally for 5 business days. In the event the hiring department requests an external posting, the internal and external posting will occur simultaneously.

UNIVERSITY INTERNET HOMEPAGE

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

FACILITIES AND SERVICES

BOOKSTORE

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

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. Educational technology and instructional design workshops and consultations are provided (e.g., course management systems, test writing software, learner response systems, video production). Assistance with the use of Microsoft Office applications (Word, PowerPoint, and Excel) is available. When available, employees may use the facility by presenting their employee identification badge.

DINING FACILITIES

The Socrates Café is located in the College of Undergraduate Studies building. Visit the website for café' hours of operation.

ID CARDS

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

DRS. SID E. AND NELL K. WILLIAMS LIBRARY

The Williams Library is located in the Learning Resource Center. The Williams Library provides a full complement of 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, alumni and the greater healthcare community. The employee identification badge is required to use the facility. Visit the library website or contact the Williams Library for hours of operation.

PARKING

The Campus Safety Department located in Mod #2, issues vehicle decals. The decal must be displayed on your vehicle as directed by Campus Safety. Parking is on a first-come basis except for reserved spaces. The University assumes no responsibility for damage to or loss from vehicles.

LEAVE

HOLIDAYS

Full-time employees are provided the following paid holidays:

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

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

Effective October 1st 2010, in order to receive payment for designated university holidays, employees must work the day before and the day after the holiday or be on an approved leave status prior to and after the holiday.

PERSONAL DAYS

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) after 30 days of employment. Personal leave can be used to handle unforeseen and personal matters, illness, doctor and dentist appointments, legal issues, etc. Personal leave can be used in half-day and full-day increments only.

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

Leave is available for use after being earned.

VACATION DAYS

Vacation days must be approved as far in advance as possible and will not be advanced.

Vacation is effective immediately upon hire. Vacation leave can be used in half-day and full-day increments, with the exception of Clinic & Library Faculty, which will be used in 6 hour increments. Vacation will be earned as follows based upon years of service.

EXEMPT STAFF ACCRUAL

Year 0-1: 1.54 hours per pay period for 40 hours/5 days of vacation
Years 1-4: 3.08 hours per pay period for 80 hours/10 days of vacation
Years 5-9: 4.62 hours per pay period for 120 hours/15 days of vacation.

Years 10 and up: 6.16 hours per pay period for 160 hours/20 days of vacation.

NON-EXEMPT STAFF ACCRUAL

Year 0-1: 0.0193 per worked hour/1.54 hours per pay period for 40 hours/5 days of vacation Years 1-4: 0.0385 per worked hour/3.08 hours per pay period for 80 hours/10 days of vacation Years 5-9: 0.0578 per worked hour/ 4.62 hours per pay period for 120 hours/15 days of vacation Years 10 and up: 0.0769 per worked hour/6.16 hours per pay period for 160 hours/20 days vacation.

MISCELLANEOUS LEAVE INFORMATION

Accrual rate incremental changes occur on the employees' anniversary date.

The Leave Plan year runs from October 1st to September 30th of each year. Employees can carry over up to the total amount of vacation and personal hours accrued each year. Any excess vacation hours will be automatically transferred to the short-term disability bank.

For excess personal hours, employees have two options: 1) allow excess hours to roll over to the short-term disability bank or 2) receive a payout for the excess hours on a 2 to 1 basis at the September 30th pay rate in January of the next year.

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

NOTE REGARDING LEAVE

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

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

The short term disability bank has a maximum of 528 hours. Once an employee reaches the maximum banked hours he or she can convert excess hours to vacation or compensation on a 2 for 1 conversion. In the event of a resignation with appropriate notice or retirement employees can be paid for the total amount of hours banked at a 2 for 1 ratio at their pay rate at the time of resignation.

BEREAVEMENT LEAVE

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

EDUCATIONAL LEAVE

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

Faculty are governed by Faculty Handbook (see Sections V. Compensation/Leave/Benefits).

FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

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

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

Employees must use available personal and vacation days before entering into a non-paid status. Personal and vacation days run concurrently with family medical leave. *The employee will not accrue any benefits, i.e., vacation, personal days, tuition benefits, etc., during family medical leave, except as required by law.*

When employee is on an approved leave, participation in health care and other insurance coverage continues during this period. Benefits deductions will continue to be deducted as scheduled via payroll deductions as long as the employee has leave time available to use. Once all leave time has been exhausted, the employee is responsible for making payments on the regularly scheduled date according to the payroll calendar and will receive a monthly invoice from the Payroll Department.

JOB RESTORATION

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

NOTICE AND MEDICAL CERTIFICATION

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

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

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

INCLEMENT WEATHER

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

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

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

JURY DUTY LEAVE

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

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 prejudicial to the interests of the University. In considering a request for a leave of absence, all approving officials shall take into account the effect that the granting of that leave could have on the University and the division or department of which the applicant is a member. The employee will not accrue any benefits, i.e., vacation, personal days, tuition benefits, etc., except as required by law.

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

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

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

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

LEAVE DONATION

Employees in full-time regular positions may be authorized to receive additional paid leave after all their banked and accrued leave has been exhausted, for personal emergency situations through the leave donation program. The additional paid leave may be donated by participating full-time regular employees who elect to donate leave from either their banked or accrued leave.

1. The leave donor would provide a voluntary written request (leave request form) to transfer hours from his or her banked or accrued leave to the leave bank of the leave recipient.
2. The request should be submitted to the supervisor, to verify eligibility and availability of hours.
3. The written request would then be approved by the designated representative for staff positions and the Vice President of Academic Affairs for faculty positions.
4. The leave recipient would receive the donated hours in their leave bank, to be used for personal emergency situations. Personal emergencies are defined as a medical or family emergency or other hardship situation that is likely to require an employee's absence from duty for a prolonged period of time and will result in a substantial loss of income to the employee because of the unavailability of banked or accrued leave. A personal emergency is limited to catastrophic and debilitating medical situations, severely complicated disabilities and severe accidental cases; each of which may require a prolonged period of recuperation. Routine disabilities or disabilities resulting from elective surgery do not qualify for leave transfer.

5. The transfer leave request form would be submitted to Human Resources to process the manual adjustment.

MILITARY LEAVE

The University respects and supports an employee's decision to serve and protect our country. Military leave is granted in accordance with the Uniformed Services Employment and Reemployment Act of 1994. Employees who take leave for military service must comply with the requirements of the Act, including provision of advance written or verbal notice of such service to the employee's immediate supervisor and appropriate department. A Leave Request form with a copy of the military order is required.

Military leave is unpaid. However, upon the employee's request, the employee may use accrued leave time still available prior to the commencement of military leave.

RELIGIOUS OBSERVANCES

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

POLICIES AND PROCEDURES

ATTENDANCE

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

CHANGE OF ADDRESS/TELEPHONE NUMBER

If employee has a change of address, name, or telephone number, employee must notify their department supervisor and Human Resources. 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 these changes in person or by mail to Human Resources as soon as a change occurs. The University address change form is used for this purpose and can be found online or in the Human Resources Department. Please include your Social Security number.

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

COMPUTER USE POLICY

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

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

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

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

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

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

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

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

CONFIDENTIALITY

It is the policy of the University that all organizational, employee, student or patient information obtained while working for the University (verbal, written, or computer file) is considered confidential unless otherwise stated in writing. The confidentiality of University information and documents must be respected by all agents representing the University. Confidentiality must be maintained in a manner that ensures its privacy and safety. The University's organizational information, employee, student or patient information should not be discussed in open areas (i.e., elevators, hallways, 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.

CONFLICT OF INTEREST

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

DRESS AND PERSONAL APPEARANCE

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

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 in excess of 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 one of the following:

- Full repayment with next paycheck
- Repayment over the same number of paychecks that created the overpayment

NOTE: 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.

EQUAL OPPORTUNITY POLICY

EMPLOYMENT

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

HARASSMENT

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

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

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program, or activity.
2. submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or student.
3. such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's academic performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

The President, Executive Vice President of Finance, other designated Executive Officer, Deans, Division Chairs and Department Heads and all University supervisory personnel should take appropriate steps to disseminate this policy statement and inform employees of procedures for lodging complaints. All employees are expected to assist in implementing this policy.

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

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

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) was signed into law July 26, 1990, and is applicable to the University. All University employees are required to comply with the ADA. The ADA's purpose is to bring people with disabilities who

have frequently been kept from full employment because of stereotyping, outright prejudice (sometimes disguised as paternalism), and custom, into the mainstream as wage earners and taxpayers.

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

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

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA)

The Age Discrimination in Employment Act of 1967 (ADEA) protects individuals who are 40 years of age or older from employment discrimination based on age. The ADEA's protections apply to both employees and job applicants. Under the ADEA, it is unlawful to discriminate against a person because of his/her age with respect to any term, condition, or privilege of employment, including hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training.

FRATERNIZATION AND EMPLOYMENT OF RELATIVES

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

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

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

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

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

GRIEVANCE PROCEDURES

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

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

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

Faculty are governed by the Faculty Handbook (see Section VII), Grievance Procedures.

NO SOLICITATION

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

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

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

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

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

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

OUTSIDE EMPLOYMENT

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

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

Faculty should refer to Faculty Handbook (Section II. Faculty Appointment/Employment)

PERFORMANCE APPRAISALS

Supervisors are to give employees a 90-day review from their date-of-hire as well as annually. The University's performance appraisal process is an opportunity for employee and their supervisor to mutually identify, discuss, and document accomplishments and job performance. In addition, the review process helps employees establish goals for future performance and understand the expectations set by their supervisor. Employees can access performance appraisals at www.reviewsnap.com

PERSONAL PROPERTY

Employee's personal belongings should be secured at all times. Employees should contact their department manager for assistance in securing their belongings. The University is not responsible, nor will the university reimburse employees for lost, damaged or stolen personal property.

EMPLOYEE HUMAN RESOURCE 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 Human Resources office. Files may be viewed in

the Human Resources office in the presence of a Human Resources representative. An appointment is required. Requests for copies should be made in writing and at least one week in advance of the required date of receipt. These files are the property of the University.

POLITICAL ACTIVITIES

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

PROMOTIONS AND TRANSFERS

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

Upon successful completion of 90-days of consecutive service, employees are eligible for promotion and transfer. Employees are responsible for notifying his/her current supervisor of the intent to transfer. To apply for a transfer, employees should go to Employment Opportunities on the Life website and apply on line. In addition, the employee should upload an approved Transfer Request form.

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

Contact Human Resources for more details on the transfer policy.

Faculty are governed by Faculty Handbook (Section IV. Rights & Privileges of Faculty Members).

REQUEST FOR EMPLOYMENT AND STUDENT INFORMATION

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

REST PERIODS/BREAKS

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

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

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

TELEPHONE USAGE

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.

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 expenditures must reflect the most efficient use of resources. Prior approval and appropriate documentation must be obtained in order for the travel expense to be reimbursed.

The completion of a 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. The travel/expense policy is available online on HR's webpage under Financial Information.

TRAVEL TIME

Nonexempt employees who may be required to travel on University-related business, may be considered work time for which they are compensated. 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:

- 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.

UNIVERSITY DRIVERS

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

VIOLENCE IN THE WORKPLACE

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

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

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

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

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

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

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

VISITORS IN THE WORKPLACE

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

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

ANIMALS IN THE WORKPLACE

Animals are not allowed in buildings on campus unless they are service animals or authorized to support events.

CAMPUS SAFETY POLICIES AND EMERGENCY PROCEDURES

The safety of every member of the Life University community is our top priority. Life University maintains a well-staffed Campus Safety Department consisting of trained security officers. Our highly motivated and trained staff works diligently to ensure that employees 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 we work with local emergency response agencies such as Marietta Police Department, Cobb County Sheriff and Marietta Fire Department.

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

Our security officers encourage the community to get involved by participating in safety briefings and classes, as well as becoming a member of the Campus Watch Program. Personal and community safety is everyone's responsibility. Employees can do their part by being aware and vigilant, and reporting any suspicious activity as soon as they see it.

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 provide safe working, patient, and visitor areas; safe job tasks, procedures, and equipment; and to reinforce employee education, managerial supervision, and administrative support.

Accident prevention is the responsibility of the staff, administration and faculty. Potentially hazardous conditions should either be remedied by the staff member who is made aware of them or referred to the Campus Safety Department. The Campus Safety Department will contact the Facilities Department and coordinate with them 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 would 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.

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

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 both “2911” first then “911” so that the University’s Campus Safety Department can make an initial response and also direct the response of assisting emergency personnel.

The entire Emergency Action Plan can be reviewed on the University website at:
www.life.edu/info/info-basic/info-basic-eap

KEYS TO CAMPUS FACILITIES

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

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

PARKING (HANDICAPPED)

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

SECURITY AND ACCESS TO CAMPUS FACILITIES

Access to campus facilities is also monitored by the 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 give horn or siren type warning sounds to indicate severe weather in the area. The sirens do not necessarily indicate a tornado.

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

WORKERS COMPENSATION

Workers Compensation is an accident insurance program that provides medical and income benefits to employees injured on the job. If 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 Human Resources 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 he/she may risk payment for treatment. Employees can obtain the Employee Incident Report form from either Human Resources or the Campus Safety Department. If treatment is needed, employee will be given a list of healthcare providers from which they may choose a provider. The Worker’s Compensation Program is administered by Human Resources under the provisions of the Worker’s Compensation Act of the State of Georgia. For more information contact the Human Resources Department.

SEPARATION FROM EMPLOYMENT

RESIGNATION

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

RETIREMENT

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

DISMISSAL

If 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, up to the maximum allowed, in the final paycheck.

REDUCTION IN FORCE

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

RE-EMPLOYMENT

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

DEATH OR DISABILITY

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

EXIT INTERVIEWS

Employees separating from the University must schedule an exit interview with Human Resources. During the exit interview, employee will be asked to complete a questionnaire (which does not become part of their permanent file), and employee will be given the opportunity to discuss their work experience at the University and the reasons for separation. Exit Interview forms will be sent to the employee and their supervisor to confirm items assigned to the employee. During the interview employee will be required to turn in all assigned items to Human Resources. If work demands are such that

employee cannot attend a face-to-face interview, a questionnaire will be mailed to employee for completion and return to Human Resources. However, employees are still expected to visit Human Resources to turn in all keys and other assigned items prior to ending employment.

FINAL PAYCHECKS AND UNEMPLOYMENT INSURANCE

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

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

STANDARDS OF CONDUCT

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

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

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

PERFORMANCE IMPROVEMENT

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

Faculty are governed by Faculty Handbook (Appendix 21 – Corrective Action Policies & Procedures).

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

ACKNOWLEDGMENT OF RECEIPT OF THE LIFE UNIVERSITY EMPLOYEE HANDBOOK

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

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

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

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

In addition to this 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 <http://www.LIFE.edu> for the most updated version.

For the signature sheet, please turn to page 35 of this handbook, sign, date, and detach the sheet returning it to Human Resources, 1269 Barclay Circle, Marietta, GA 30060.

Thank you.

ACKNOWLEDGMENT SIGNATURE FORM

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 Human Resources Office. I understand the handbook provides the organizational employment policies and procedures by which I am governed. It is my responsibility to read and understand the contents of the handbook, including all changes, modifications and amendments to the handbook.

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

Employee Name (Print) _____

Employee Signature _____ Date _____

Human Resources Representative _____ Date _____



Life University
Human Resources

1269 Barclay Circle
Marietta, GA 30060
(770) 426-2930
www.LIFE.edu