

The cover features a background of overlapping, slanted rectangular shapes in various shades of green and black. The shapes are arranged in a way that creates a sense of depth and movement. The text is placed within these shapes: 'LIFE University' in a grey diamond, 'Employee Handbook' in a large green diamond, and contact information in a white diamond at the bottom right.

LIFE[®]
University

Employee Handbook

Life University
Human Resources
(770) 426-2930

Letter from The President 5

The Mission of Life University 6

 Vision 6

 8 Core Proficiencies 6

Drug-Free Schools, Community and Workplace Policy 7

 Violations..... 7

 Employee Recovery Assistance 8

 Substance Screening..... 8

Tobacco-Free Workplace 8

Benefits

Accidental Death and Dismemberment Insurance..... 9

Chiropractic Care 9

Credit Union 9

Dental Insurance..... 9

Disability Insurance 9

Discount Programs 10

Employee Assistance Program (EAP)..... 10

Employee Referral Program 10

Foreign Labor Sponsorship 10

Health Care Coverage..... 10

Health Insurance Portability and Accountability Act (HIPAA)..... 10

Health Savings Account (HSA)..... 11

Life Insurance..... 11

Life University, Inc. 401(K) Savings Plan 11

Long Term Care 11

Relocation and Real Estate Advantage Program..... 11

Salary Reduction Flexible Benefits (Cafeteria) Plan 11

Wellness Center 12

Compensation

Classification of Employees..... 13

Overtime 14

Pay Dates 14

Pay Adjustments 14

Timekeeping System 14

Work Schedules..... 14

Employee Development

Growth Through Life Staff Development Program	15
Life U Staff Degree Recognition.....	15
Job Posting	15
University Internet Homepage.....	15

Facilities and Services

Life U Shop.....	16
The Center for Excellence in Teaching & Learning (CETL).....	16
Dining Facilities	16
ID Cards.....	16
Drs. Sid E. and Nell K. Williams Library	16
Parking	16

Leave

Holidays	17
Personal Days.....	17
Vacation Days	17
Exempt Staff Accrual	18
Non-Exempt Staff Accrual	18
Miscellaneous Leave Information.....	18
Note Regarding Leave.....	18
Bereavement Leave	18
Educational Leave	19
Family and Medical Leave Act (FMLA).....	19
Job Restoration	19
Notice and Medical Certification.....	20
Inclement Weather	20
Jury Duty Leave	20
Leave of Absence.....	20
Leave Donation.....	21
Military Leave	21
Religious Observances.....	22

Policies and Procedures

Attendance.....	23
Change of Address/Telephone Number	23
Computer Use Policy	23
Confidentiality	24
Conflict of Interest.....	24
Dress and Personal Appearance.....	25

Employee Debt Obligation25

Equal Opportunity Policy26

Americans with Disabilities Act.....26

Age Discrimination in Employment Act of 1967 (ADEA).....26

The Genetic Information Nondiscrimination Act of 200826

Harassment.....26

Fraternization and Employment of Relatives27

Grievance Procedures.....28

No Solicitation.....28

Outside Employment29

Performance Appraisals.....29

Personal Property29

Employee Human Resource Files29

Political Activities29

Promotions and Transfers.....29

Request for Employment and Student Information30

Rest Periods/Breaks30

Social Media30

Telephone Usage31

Travel Policy31

Travel Time31

University Drivers.....33

Violence in the Workplace.....33

Visitors in the Workplace34

Animals in the Workplace34

Campus Safety Policies

Emergency Procedures 35

Accident Prevention35

Emergency Response.....36

Keys to Campus Facilities36

Parking (Handicapped).....36

Security and Access to Campus Facilities37

Severe Weather.....37

Temporary Protective Order/Restraining Order Policy37

Workers Compensation37

Separation from Employment

Resignation38

Retirement38

Dismissal.....38

Reduction in Force.....38

Re-employment 38
 Death or Disability 38
 Exit Interviews..... 39
 Final Paychecks and Unemployment Insurance..... 39

Standards of Conduct

Performance Improvement.....40
 Acknowledgment of Receipt of the Life University Employee Handbook41
 Acknowledgment Signature Form..... 42

Letter from The President

Dear LIFE Employees:

Serving Lasting Purpose has been the bedrock of Life University since it was conceived and founded in 1974. To Give, To Do, To Love, To Serve - Out of Sense of Abundance – is more than our motto. It is at the very core of what we stand for as a community and as an educational institution. Be it our surrounding communities that we interact with on a daily basis, our students, or ourselves, service is the pedigree for a Life University experience.

I want to personally take this opportunity to thank you for your commitment and dedication to serving LIFE and being a part of what makes our campus such a wonderful place to work. You are an integral part of our continued success and I encourage you to strive every day, both here and in your personal life, to embody Lasting Purpose!



Our LIFE community is rapidly changing as we continue to fulfill the initiatives laid out in our strategic plan. Despite the many accomplishment that we have collectively achieved, there is still much work to do. Our continued success will be dependent in no small part on you and your ongoing commitment to serve in fulfilling the responsibilities of your office, especially when called upon during those times when an “extra” surge is required for us to meet our goals. We simply cannot do it without you!

On behalf of Life University’s Board of Trustees and Chancellor, I also want to welcome you to our family and thank you in advance for helping to shape a positive and supportive environment for our students and colleagues here at LIFE.

Sincerely,

Robert Scott DC., Ph.D.
President, Life University

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 because 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 and Smoke Free Campus & Workplace

Life University is committed to taking all practical measures to create a safe and healthy environment. To further this goal, 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 (ex. e-cigarettes) in all facilities and on all University property, including University-owned vehicles, and in any privately-owned vehicle parked or operated on University property.

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 following 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.

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 Short Term Disability (STD) at no cost to eligible employees. STD runs **concurrently** with FMLA, LOA, etc. and includes a 2-week elimination period. Life University will pay up to 100% of wages up to 12 weeks **including** the use of personal, vacation and banked leave balances. ***You must be employed at least 1 year to be eligible for STD.***

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, local attractions and many local partners. 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 at www.GuidanceResources.com. (Username: LFGsupport; Password: LFGsupport1). You may also call 1-888-628-4824.

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.

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. 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 employees, except student workers, will be automatically enrolled in the 401(k) Savings Plan 30 days after their hire date. If the employee does not elect an alternative deferral amount, Life University will automatically withhold 4% from employees' bi-weekly pay and deposit that amount into the 401 (k) plan in employees' name as a salary deferral. Deferral amounts are always 100% vested. The University has discretion whether to make a matching contribution to the plan. A decision will be made each year whether Life University will make a matching contribution.

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.

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 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 several 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 ADP. All non-exempt employees must be compensated at time and a half for any hours worked over 40 in a scheduled workweek. Overtime work requires pre-authorization from the non-exempt employee's supervisor. Non-exempt employees cannot 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 pay period are paid on the Friday following the last Friday of a pay period.

Employees may make changes to their direct deposit by logging into ADP and going to MYSELF>PAY>DIRECT DEPOSIT.

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 ADP

All non-exempt staff employees are required to record time worked electronically in the University's time and attendance system. All employees are also required to enter vacation, personal leave, bereavement leave, jury duty, and holidays 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 time, meal, break, and ending time. 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 notice as possible.

Employee Development

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 Staff Degree Recognition

Life University is committed to recognizing staff members 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. On-going recognition of employees 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 staff member must have completed one year of full-time employment before being eligible. The degree must be received from an accredited college or university other than Life University, where the employee did not receive any benefit from LIFE; such as the Growth Through Life program, time off work, etc.

The one-time award is paid one-year after completion of the degree; receipt of evidence of completion is required. The amount of the awards are as follows:

Master's Degree: \$500

Doctorate Degree: \$1,000

The policy is effective July 1, 2017 and applies to degrees received on or after July 1, 2017.

Job Posting

A current listing of position vacancies can be obtained from HR's webpage or via <https://www.life.edu/about-pages/human-resources/employment-opportunities/>. Employees are encouraged to use the web site as a resource for potential promotion or transfer opportunities.

Job opportunities are posted internally for three (3) 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.

Life U Shop

The college bookstore is in the Center for Graduate/Undergraduate Studies. All employees have access to this facility. All employees 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. 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 in the Center for Graduate/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.

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) *You must be employed at least 30 days prior to winter recess to be eligible for this benefit.*

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.

To receive payment for designated university holidays, employees must work the day before and the day after the holiday or be on an approved paid 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 one-hour increments.

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 accrual is effective immediately upon hire. Vacation leave can be used in one-hour increments. Vacation will be earned as follows based upon years of service. **Note: Employees must use available personal and vacation days before entering a non-paid status.**

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; and 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; and 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. Effective 6/30/16, employees can carry over 80 hours of vacation and 40 hours of personal. Any excess hours will rollover to the disability BANK until the BANK reaches capacity; 528 hours for staff and 540 hours for faculty. Once the BANK reaches capacity excess hours are forfeited. A disability is considered any illness or injury requiring you to be out of work for 3 or more consecutive days. A doctor's note is required.

Exempt and non-exempt employees are required to enter vacation and personal leave in the University time and attendance system weekly. Hours not entered 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 University time and attendance system or notifying Payroll of the change if the system is closed for the pay period.

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. Bereavement leave cannot be requested and taken later. Employees must notify their supervisor as soon as possible of any absence due to the death of an immediate family member, and complete a Leave Request form to allow your supervisor to arrange staffing levels and continuation of services. Documentation of legal guardianship must be submitted to Human Resources.

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 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 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' 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 is not officially closed or the opening delayed, employees must use vacation or personal leave. If these balances are 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. The employee must notify their supervisor of jury duty by submitting a Leave Request 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 consider 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.

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 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. The Leave Request form transferring hours would be submitted to Human Resources for approval and to process the manual adjustment.

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 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.

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/Name

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 the change request in ADP WorkforceNow under: Myself > Personal Information > Personal Profile > Address. Once entered it will be approved by HR and automatically update your information for payroll and benefits.

NOTE: Employees who have a name change must submit a new I-9 form (Employment Eligibility Verification) and present Human Resources with their new Social Security card with their new name. A copy of the marriage license will be required if a name change is due to marriage; divorce decree if due to divorce.

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

Life University expects that all members of its university community devote their primary professional loyalty, time, and energy to the service of the University in fulfilling its education, research, care provider, and public service missions.

Members are expected to evaluate and arrange their internal and external interests and commitments to avoid compromising their ability to carry out their primary obligations to the University, and most conflicts should be generally avoided or resolved through the exercise of individual judgment or discretion. Accordingly, members are expected to conduct themselves in a manner that is representative of this institution's core values, and should always aspire to act in the best interest of Life University.

All members are expected to:

- Abide by the conflict of interest and commitment policies and standards;
- Fully disclose any professional and relevant personal activities when a potential conflict arises;

- Remedy conflict situations or comply with any management or monitoring plan prescribed;
- Remain aware of the potential for conflicts;
- Take the initiative to manage, disclose, or resolve conflict situations as appropriate.

Employees can review the Conflict of Interest Policy on the website under the Office of Human Resources – Policies and Disclosures.

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 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 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 complies with Title VII of the Civil Rights Act of 1964, as amended in 1991, which ensures Equal Opportunity in all its' employment practices. The practices are administered without regard to race, color, religion, national origin, sex, age, disability, or veteran's status. The University

also recognizes sexual orientation as a protected class under this statute. The University is committed to diversity, and encourages the development of multicultural perspectives.

The Equal Pay Act of 1963 (EPA)

The University observes the regulations outlined in the Equal Pay Act of 1963 which requires equal pay to men and women for equal work in the same workplace. It is against University policy to retaliate against a person who filed a complaint of discrimination or participated in an employment discrimination investigation or lawsuit.

Americans With Disabilities Act 1990 (ADA)

The University complies with the guidelines as outlined in the Americans with Disabilities Act (ADA) adopted on July 26, 1990 and as amended in 2009. The ADA states that “No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual regarding job application procedures, 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 and submitted to Human Resources.

Age Discrimination In Employment Act 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 due to age with respect to any term, condition, or privilege of employment, including hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The Genetic Information Nondiscrimination Act of 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Harassment

Workplace harassment under federal law and the Department of Labor (DOL) policy is prohibited based on race, color, religion, sex (including gender identity and pregnancy), national origin, age, disability, genetic information, sexual orientation, or parental status is prohibited. The Department of Labor does not permit harassing conduct by anyone in the workplace, including contractors.

Prohibited workplace harassment may take either of two forms. It may entail "quid pro quo" harassment, which occurs in cases in which employment decisions or treatment are based on submission to or rejection of unwelcome

conduct, typically conduct of a sexual nature. Workplace harassment may also consist of offensive conduct based on one or more of the protected groups above that is so severe or pervasive that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as being fired or demoted).

The University requires prompt recognition, reporting, and remedying of harassing workplace conduct with the goal of eliminating such conduct quickly and effectively, even in cases in which the reported conduct may not be severe and pervasive to constitute a violation of federal law.

As a recipient of federal funds, Life University is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination based on sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to Life University’s Title IX Coordinator or refer to the U.S. Department of Education’s Office for Civil Rights.

Employees may review the complete Sexual Misconduct Policy on the Human Resource page under Policies and Disclosures.

Fraternization and Employment of Relatives

The University is committed to providing equal employment opportunities to its employees, and providing work environments that are conducive to maximizing individual contribution to our collaborative and collective goals. As such, employees are encouraged to socialize and develop professional relationships provided such relationships do not interfere with the overall effectiveness and functionality of the workplace. Employees who engage in intimate relationships (including those of a romantic and sexual nature) should be aware of their professional responsibilities and will be responsible for assuring that their relationship does not raise concerns regarding favoritism, bias, ethics and conflict of interest. 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 because of intimate relationships, the University prohibits its employees from entering 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 relationship of a romantic or intimate nature. This applies regardless of the sexual orientation of the parties involved.

If two employees or an employee and student marry, become related, or enter an intimate relationship, they may not remain in a professional supervisory relationship or in positions where one individual may affect the educational environment of the student or the terms or conditions of employment of another employee. The parties may be separated by reassignment if possible or terminated from employment at the discretion of the University.

Employees can review the complete Fraternization and Employment of Relatives Policy on the website under the Office of Human Resources – Policies & Disclosures.

Grievance Procedures

In our day-to-day work environments, it is not uncommon for employees to encounter situations that may negatively affect their normal work relationships. When these situations occur, it is important to address them in a timely manner.

It is the university's position that employee disputes are often best resolved informally, and directly between employees and, if such is the case, between the employee and the employee's supervisor. However, Life University recognizes that situations may arise where a formal process may be beneficial, and additional perspectives may be needed to suitably review and address a dispute.

Successful resolution of a dispute requires: 1) an open and honest exchange of information, 2) a willingness to see a situation from a different perspective, 3) an appreciation for the challenges and expectations of the jobs of both the employee and the supervisor; and, 4) appropriate flexibility and an understanding of the business needs of the institution.

The goal of the Grievance Process is to exchange and review information to determine whether revision or rescission is warranted of disciplinary actions, termination of employment or other application of policy. The grievance process provides opportunities for dispute resolution and the exchange of information between the concerned employee and members of management. The process includes in-person meetings and review of any related documentation to ensure a full understanding of the facts and circumstances and to provide clarification on any issues. As appropriate, written decisions will be provided after the steps for administrative review and panel review.

Employees can review the complete Grievance Policy on the website under the Office of Human Resources – Policies & Disclosures.

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.

Personal Property

Employee's personal belongings should be secured always. 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. To be considered for an internal transfer the employee must upload an approved Transfer Request form which is located on the Life webpage under Office of Human Resources.

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. Please 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 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.

Social Media

This policy is intended to provide guidance and governance for use of social media and other internet activities that: (a) associates or identifies a Life University faculty or staff member with the university, (b) uses Life University email addresses, or (c) discusses and or makes references to Life University.

- This policy is not intended to govern online communications when employees do not associate or identify themselves with Life University, and when no connection or association to Life University and/or its community exist.
- This policy is not intended to restrict the academic freedom of members of the Life University community, nor to limit their pursuit and discussion of all subject matter in a curious but responsible manner. Consistent with the Faculty Handbook, Life University faculty are entitled to full academic freedom with respect to both teaching and research.
- This policy is not intended to and does not preclude employees from exercising their rights to discuss terms and conditions of employment, and to engage in protected concerted activity, as granted under the National Labor Relations Act (NLRA)

Employees can review the complete Social Media Policy on the website under the Office of Human Resources – Policies & Disclosures.

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 for 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 expenditures 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. 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 because 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.

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 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 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/>

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.

Temporary Protective Order/Restraining Order Policy

Any Protective Order or Restraining Order that involves and/or affects other members of the Life Community needs to 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 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 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 badge 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.

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 status.

Faculty are governed by the Faculty Handbook (Appendix 19-Appraisal Policy/Procedures and 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 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 39 of this handbook, sign, date, and detach the sheet returning it to:
Human Resources,
1269 Barclay Circle,
Marietta, GA 30060.**

Thank you.

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 _____



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