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PURPOSE

This manual has been prepared to help you understand the employment policies of Judson University and to acquaint you with your benefits, rights, privileges and responsibilities as a member of the Judson community. The basic information contained herein may be supplemented by additional material, such as a job description relating to your particular position. This manual does not constitute the terms of an employment contract, and the policies and procedures contained herein are subject to change. Please feel free to discuss these policies with your supervisor. All of us at Judson are eager to make your work pleasant and fulfilling.

MISSION

Judson University represents the Church at work in higher education, commissioned to challenge students to be fully developed, responsible persons who glorify God by the quality of their personal relationships, their work, and their citizenship within the nation and the world. Through a broadly based education in the arts and sciences, excellently taught, the university encourages its students to acquire ideas and concepts which sharpen their insights; develop skills appropriate to their career goals; and develop the skills and commitment for lifelong learning. The Judson community experience is designed to equip graduates to be decisive leaders and active participants in church and society, articulate proponents of Biblical Christianity, honest advocates for the sovereignty of God over all life, and winsome ambassadors for Christ to a troubled world.

OBJECTIVES

The Judson University program by design draws together all aspects of university life in a distinctive experience so as to stimulate and equip students to:

1. Value a lifelong interest and involvement in seeking knowledge, viewing it within the context of the biblical faith.
2. Give serious attention to the claims of the Christian scriptures, viewing them as the standard for faith and practice.
3. Engage in intensive study of a specialized area of knowledge, as a foundation for career, graduate education, and professional training.
4. Develop analytical thinking skills, and express themselves effectively in writing and speaking.
5. Develop problem solving skills including the use of logic and the scientific method.
6. Develop a widening aesthetic appreciation and an understanding of the creative process.
7. Maintain physical health through development of appropriate habits and skills.
8. Possess an appreciation of their cultural heritage, relating it to diverse lifestyles in an attempt to understand self and world.
9. Become persons of high moral character, known for their integrity and forthrightness.
10. Examine critically the ordering of personal values, making meaningful adjustments in the light of expanded knowledge and the campus experience.
11. Respect the thinking and contributions of others, having developed freedom from provincialism and prejudice.
12. Become involved in sifting out key issues in contemporary society, gathering data and developing solutions.
13. Participate with other concerned members of society in programs which provide
opportunities for developing creativity and Christian vocation.

14. Cultivate a sense of Christian vocation in selecting and developing their life work.

15. Develop individual aptitudes and talents as equipment for leadership and service roles within church and community.

16. Face the issue and potential of a personal relationship with Jesus Christ as Savior and Lord and of commitment to the Church.
1.00 EMPLOYMENT

1.01 Definitions

An employee shall be considered a “Regular” employee of Judson University staff if they are employed on an ongoing basis and they are not temporary, seasonal, on-call, student employees or adjunct faculty.

An employee shall be considered a “full time” member of the Judson University staff if they are considered a regular employee whose normal workweek is at least 30 hours per week.

1.02 Employment Classifications

JUDSON UNIVERSITY
STAFF EMPLOYMENT CLASSIFICATIONS
DEFINITIONS

The following employment classification definitions are made for the purpose of distinguishing employment positions as to authority, responsibility, prerequisite qualifications, and various employee benefit programs. Classification does not imply any particular salary or pay classification or status beyond that incorporated in the definition.

EXECUTIVE. Included in this classification are all positions whose primary duty is management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof; who customarily and regularly directs the work of two or more other employees (FTE); and who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight. Positions in this classification at Judson University include the President, the various Vice Presidents, the Dean for Enrollment Services, and the Dean of Continuing Education. The fact that a position may have a title identical or similar to that which is normally found in this classification is not a factor in that position’s being included in this classification.

ADMINISTRATIVE. Included in this classification are all positions whose assignments entail responsibility for management of a major division or department of the University, who do not fall into the executive classification, and who do not have faculty appointments. All administrative employees report directly to an executive position; the employee’s primary duty is the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers; and the employee’s primary duty includes the exercise of discretion and independent judgment with respect to matters of significance. Designation of any division, department, function, or service unit as a “major division or department of the University” rests solely with the President. The fact that a position may have a title identical or similar to that which is normally found in this classification is not a factor in that position’s being included in this classification.

The administrative exemption is also available to employees whose primary duty is performing administrative functions directly related to academic instruction or training in an educational establishment. Academic administrative functions include operations directly in the field of education, and do not include jobs relating to areas outside the educational field. Employees engaged in academic administrative functions include: the superintendent or other head of an elementary or secondary school system, and any assistants responsible for administration of such matters as curriculum, quality and methods of instructing, measuring and testing the learning potential and achievement of students, establishing and maintaining academic and grading standards, and other
aspects of the teaching program; the principal and any vice-principals responsible for the operation of an elementary or secondary school; department heads in institutions of higher education responsible for the various subject matter departments; academic counselors and other employees with similar responsibilities. Having a primary duty of performing administrative functions directly related to academic instruction or training in an educational establishment includes, by its very nature, exercising discretion and independent judgment with respect to matters of significance.

Designation of any position to this classification is made by the Cabinet upon the recommendation of the appropriate department or division head and with the counsel of the Director of Personnel Services (or whoever performs this function).

MANAGERIAL/SUPERVISORY. Included in this classification are all positions which are not classified as executive or administrative, whose incumbents do not have faculty appointments, and whose duties entail, as a major component of their work week, either management of a recognized division, department, function, or service unit of the University or supervision of at least two other non-student employees (FTE). Positions in this classification may or may not have a college degree as an employment prerequisite, and the duties may or may not entail budget administration and control or hiring, firing, and disciplining authority, although lack of performance evaluation authority would normally exclude a position from being placed in this classification. While title is not a factor in a position’s being included in this classification, examples of titles often found in this classification include: manager, assistant manager, director (also found in the administrative and professional classifications), assistant director, supervisor, superintendent, and coordinator. Designation of any position to this classification is made by the Cabinet upon the recommendation of the appropriate department or division head and with the counsel of the Director of Personnel Services (or whoever performs this function).

PROFESSIONAL. Included in this classification are all positions not otherwise classified and not having faculty appointments and either whose duties require the consistent exercise of discretion and judgment and whose primary duty entails work that requires advanced knowledge in a field of science or learning or which requires theoretical and practical application of highly specialized knowledge in computer systems analysis, programming, or software engineering; or whose primary duties entail work that requires invention, imagination, or talent in a recognized field of artistic endeavor. Typically, positions in this classification involve one of the recognized “learned” professions (such as architecture, accountancy, nursing, pharmacology, law, engineering, medicine) or a highly specialized computer field or an “artistic” profession. Positions which assist an executive or administrative position may fall into this classification provided the primary duties entail assisting an executive or administrative position in the performance of the executive or administrative duties as defined herein, and provided the position requires a bachelor’s degree in an area of specialization pertinent to the work of the executive or administrative position. Positions with titles such as librarian, director, counselor, advisor, officer, facilitator, specialist, administrative faculty, faculty administrator, coach, and coordinator fall within this classification provided they do not meet any other classification definitions and they require at least a bachelor’s degree in an area of specialization pertinent to the work of the position. Designation of any position to this classification is made by the Cabinet upon the recommendation of the appropriate department or division head and with the counsel of the Director of Personnel Services (or whoever performs this function).

TECHNICAL AND PARAPROFESSIONAL. Included in this classification are positions which require specialized knowledge or skills which may be acquired through experience or academic work such as that offered in many two-year technical institutes or junior colleges or through equivalent on-the-job training. Examples of positions in this category are computer programmers and operators in positions which do not require at least a bachelor’s degree, drafters, engineering aides, junior engineers, mathematical aides, licensed practical nurses or vocational nurses, dieticians (excepted registered dieticians which require a bachelor’s degree), photographers, landscaping technicians, radio operators, scientific assistants, technical illustrators, and technicians (medical, dental,
electronic, physical sciences). Also included in this classification are positions which perform some of the duties of a professional in a supportive role but which usually require less formal training than normally required for the professional position which they assist. Designation of any position to this classification is made by the Cabinet upon the recommendation of the appropriate department or division head and with the counsel of the Director of Personnel Services (or whoever performs this function).

**OFFICE, CLERICAL AND SECRETARIAL.** Included in this classification are positions with assignments typically associated with office, clerical or secretarial activities other than those which meet the definition of professional. Typical titles found in this classification include secretary, senior secretary, administrative secretary, principal secretary, executive secretary, clerk, payroll clerk, stenographer, machine operator, bookkeeper, junior accountant, statistical clerk, receptionist, records clerk, accounts clerk, elevator operator, bookstore clerk, library assistant, and library clerk. Designation of any position to this classification is made by the Cabinet upon the recommendation of the appropriate department or division head and with the counsel of the Director of Personnel Services (or whoever performs this function).

**SKILLED CRAFTS.** Included in this classification are positions which require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Included in this classification are auto and other mechanics and repairers, electricians, carpenters, stationery engineers, skilled machinists, upholsterers, carpenters, compositors, and type-setters. Painters may be in this classification if the painting entails work which would normally require someone to have been in an apprenticeship or similar program. Designation of any position to this classification is made by the Cabinet upon the recommendation of the appropriate department or division head and with the counsel of the Director of Personnel Services (or whoever performs this function).

**SERVICE AND MAINTENANCE.** Included in this classification are positions which require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, safety, security, or hygiene of employees and the student body, or which contribute to the upkeep and care of buildings, equipment, facilities, or grounds of the University. Included in this classification are chauffeurs, laundry workers, dry cleaning operatives, cafeteria workers, truck and auto drivers, window cleaners, tree pruners and stump extractors, bus and van drivers, garage laborers, custodians and janitors, gardeners and groundskeepers (other than professional landscapers), refuse workers, construction laborers, and safety and security (public safety) personnel. Painters who do not meet the skilled crafts classification definition are also included herein. Designation of any position to this classification is made by the Cabinet upon the recommendation of the appropriate department or division head and with the counsel of the Director of Personnel Services (or whoever performs this function).

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**1.03 At Will Employer**

The State of Illinois is an employment “at-will” state, and Judson University is an employment “at-will” employer. This means that your employment is of no specified duration and that either you or Judson University can terminate the employment relationship at any time, for any lawful reason and that you have no contract of employment with regard to this position.

**1.04 Promotion/Change of Position**

It is the policy of the university to make advancements or changes from within its current staff whenever qualified employees are available. Normally, however, such changes are not made during the first year of service at a particular position. An employee who wishes to be considered for such a position should apply to the supervisor involved. The supervisor has the option of interviewing outside applicants also before making a final decision. Should an employee apply and be accepted,
the changeover process is to be worked out between the supervisors involved.

### 1.05 Termination of Employment

When a staff employee leaves the university by voluntary resignation, at least two weeks notice (and preferably one-month) should be submitted to the employee's supervisor in writing. A staff employee whose job is terminated through no fault of his own will be entitled to at least one month notice plus earned vacation pay.

Employees voluntarily or involuntarily terminating their service will be paid for all accrued but unused vacation and personal time. Employees will not accrue additional vacation or personal time after their last day of actual service. Employees will not be paid for a holiday that occurs after their last day of actual service. Employees voluntarily or involuntarily terminating their service will not be paid for unused medical leave time.

### 1.06 Overload Policy

Professionals employed at Judson University have willingly accepted responsibilities which consistently overflow the boundaries of a "forty-hour work week." Nevertheless, needs and opportunities arise which suggest additional responsibilities on top of already-heavy workloads. The following policies apply to Judson administrators working on 11-12 month contracts:

1. Administrators at the Cabinet level are not eligible for supplemental overload contracts.
2. Administrators on fulltime year-round contracts below the Cabinet level may be considered for supplemental overload contracts (at current compensation rates for part-time faculty or staff) when the supervising cabinet members agree that:
   a. There is a clear institutional need for the supplemental service;
   b. The administrator in question is the best available person to perform this service;
   c. The supplemental service cannot reasonably be expected to be incorporated within the current responsibilities of the administrator in question;
   d. The supplemental service can be performed by the administrator in question without lowering the level of performance in her/his normal fulltime responsibilities.

### 1.07 Overtime Pay

Under the provisions of the federal Fair Labor Standards Act, also known as the federal Wage and Hour Law, employees at the University who work in excess of forty (40) hours per work week (overtime) are required to be paid at a rate which is at least one-and-one-half times the employees normal (or regular) rate of pay. Employees that are to be paid this "overtime" are considered "non-exempt." The payment of "overtime" does not apply to employees that are considered to be "exempt" from the requirements of this law. The status of an employee as "exempt" or "non-exempt" is governed by the provisions of the federal law and is determined on a case by case basis.

Working more than 8 hours in a given day, however, will not result in any overtime pay if the total hours worked that week do not exceed 40. The Judson University work week used to determine overtime pay is Saturday through Friday. In an emergency work situation, an employee may be requested by a supervisor to work more than a 40 hour week. In such a case, overtime pay at 1-1/2 times the employee's regular rate will be paid for all hours above 40 in that week.
1.08 Time Records

State law requires that time records be maintained by employers. Judson University currently uses a web based time system from ADP called “EZLabor.” Non-exempt employees should enter their actual hours worked in this system on a daily basis. Non-exempt and Exempt employees must also enter paid leave time (vacation, medical, bereavement, etc.) into this system at the end of each work week. All employees must electronically sign their timecard at the end of each pay period indicating the accuracy of the card.

Supervisors are to approve all employees time on a weekly basis, reviewing the entries for accuracy. The supervisor approval of weekly time entries is to be completed by 10 a.m. on the Monday immediately following the employee entry.

1.09 Employment of Related Persons

In order to help prevent the occurrence or appearance of improper influence, lack of confidentiality, or unwarranted personal favor, Judson University does not permit the employment of related persons in the following situations:

1. Where one related person would have any element of direct supervision or authority over the other;
2. Where one related person would be responsible for auditing or reviewing the work or work performance of the other;
3. Where any other work relationship between the related persons would exist such that an outside party might reasonably surmise that improper influence, lack of confidentiality, or unwarranted personal favor ensued from that relationship.

For purposes of this policy, “related persons” shall mean: husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, cousin, grandparent, grandchild and any respective spouse, whether the relationship is established by blood, marriage, or otherwise.

In no event shall any faculty member, department head, dean, administrator, executive officer, cabinet member or trustee vote, recommend, or in any way participate in any decisions directly affecting the appointment, tenure, promotion, retention, salary, or any other status or term or condition of employment of any related person.

If an impending personnel or organizational change would result in a conflict with this policy, the University will first seek to resolve the issue by transferring one of the related persons into another available position. If a satisfactory transfer is not practicable or is not a viable solution to the conflict, it will be necessary to terminate one of the related persons. In such circumstance, the University will allow the employees involved to decide which of them will be terminated. If the employees do not make this decision in a timely fashion, the University will so decide, after considering the best interests of the University as well as the affected employees.

The provisions of this policy apply to all regular, full-time employees of the University, to all regular part-time employees, to those adjuncts, temporary, occasional and/or seasonal employees expected to work at least 500 hours within any twelve month period, whether these employees are in the position of supervisor/authority or subordinate and to all trustees of the University.

Notwithstanding the above provisions, any related persons employed on or before May 5, 2012 and working in a relationship which conflicts with this policy, will be permitted to continue in their current
positions.

Approved by Trustees 05-04-2012

2.00 SALARY AND FRINGE BENEFITS

2.01 Payroll Information

Employees are paid every other Friday. If any such Friday is a holiday, employees will be paid on the last preceding work day. Each check will equal 1/26th of an employee's annual salary unless the employee works less than the normal work week. (All employees hired after Apr. 5, 1989 in Plant Operations Dept. except secretarial & directors will be paid on same 2-week hold-back schedule as part-time & student workers. This means they will be treated as hourly employees & will be paid for hours worked.)

Income and FICA (Social Security) taxes will be withheld on the basis of the most recent State and Federal W-4 forms completed by the employee and the then effective laws. Changes in tax deductions may be accomplished by completing new W-4 forms and submitting them to the Payroll Office.

Certain payroll deductions are permitted, such as donations to the university, United Fund, etc., and may be arranged with the Payroll Office. The direct deposit of an employee's check into a savings or checking account can also be arranged with the Payroll Office.

Notice of payroll changes must be given to the Payroll Office one week before payday in order to be included in that period's pay checks. Pay advances may be granted in cases of unusual hardship. No more than 50% of the amount earned will be advanced. This privilege will be granted sparingly. No pay will be advanced during a week in which a payday occurs.

2.02 Salary Reviews

The employee's beginning salary will be discussed prior to employment. After this, performance reviews are done annually with salary adjustments, if any, normally effective October 1.

2.03 Holidays

The university generally observes the following paid holidays for staff employees including a period of time off between Christmas and New Years. The actual dates of the holidays are published in advance each year.

- New Year's Day
- Spring Break Friday
- Good Friday
- Memorial Day
- Independence Day
- Thanksgiving Day and Friday
- Christmas Holiday Break

An employee must have at least five days service to be eligible for paid holidays. An employee will not be paid for a holiday that occurs after their last day of actual service. In order to maintain continuity in their operations, department supervisors may find it necessary to alter holiday schedules for some employees by providing substitute days.
Holiday pay is to be granted to all regular staff (non-faculty) members, regardless of the number of hours they are scheduled to work per year. In other words, any staff member who is considered a “regular” member of the Judson University staff (not including temporary, seasonal, on-call, student employees or adjunct faculty) will be paid for a holiday that occurs while they are employed, even if they are employed on a less than full time basis and whether or the employee is normally scheduled to work the day that the holiday falls on.

Holiday payment for less than full time workers shall be based upon the “average work day” that the employee works (not to exceed 8 hours). The “average work day” is calculated by taking the employees total budgeted hours per year and dividing that number by 260 (260 = 5 days per week x 52 weeks per year). This calculation shall ignore overtime and any additional hours added to the budget by way of a temporary budget transfer of dollars.

An exception to this policy is that if the employee is not scheduled to work at all during a period when the holiday occurs, then the employee is not to be paid for the holiday. For example: if the employee does not work in the summer, then the employee would not receive pay for the July 4th holiday; or if the employee does not work in December, then the employee would not receive holiday pay for the Christmas holidays.

2.04 Vacation and Personal Time

Regular full time employees accrue vacation immediately upon beginning employment, and can be used upon the completion of the first 6 months of employment. Regular full time employees accrue ½ day of personal time (4 hours) for each three full months of service. Personal time is awarded and may be used at the end of each calendar quarter (March 31, June 30, September 30 and December 31).

Vacation and personal time accrual will be prorated based on the amount of time regularly worked for an employee that works less than 40 hours per week. For example, a regular ¾ time employee would receive 75% of the vacation or personal time accrual that a full time employee receives. Temporary, seasonal, on call, student, adjunct faculty and employees working less than ¾ time are not eligible for vacation or personal time.

No vacation or personal time may be taken before it has been accrued by the employee (i.e. there cannot be a negative accrual). The employee must have the approval of their supervisor before they are allowed to use their vacation or personal time.

Vacation may accrue up to a maximum of 10 days (80 hours) in addition to the employee’s regular annual vacation accrual (10, 15 or 20 days). Personal time may accrue up to a maximum of 2 days (16 hours). The vacation and personal time accrual stops at this maximum until some of the accumulated time is used by the employee.

Vacation and personal time maximums are prorated based on the amount of time regularly worked for an employee that works less than 40 hours per week. For example, a regular ¾ time employee’s vacation and personal time maximum would be 75% of the vacation or personal time maximum of a full time employee. Employees terminating their service will be paid for all accrued and unused vacation and personal time. Employees will not accrue additional vacation or personal time after their last day of actual service.

Regular full-time Executive and Administrative staff receive 20 days (160 hours) of paid vacation per year. Regular full-time Managerial/Supervisory and Professional staffs receive 15 days (120 hours) of paid vacation leave during each of the first ten (10) years of employment, and twenty (20) days thereafter. All other regular full-time staff (Technical and Paraprofessional; Office, Clerical and
Secretarial; Skilled Crafts; and Service and Maintenance) receive paid vacation leave in accordance with the following schedule:

First through fourth years - 10 days (80 hours) of paid vacation  
Fifth through ninth years - 15 days (120 hours) of paid vacation  
Tenth and subsequent years - 20 days (160 hours) of paid vacation

2.05 Paid Medical Leave

1. Medical Leave

Regular, full-time employees accrue 1/2 day (4 hours) of paid medical leave for each full month of employment for the illness, injury or doctor’s appointments of the employee or the employee’s immediate family member. The immediate family shall include only the employee's father, mother, foster parents, spouse, or child (including foster child or step child).

Medical leave may be accumulated to a total of 130 days (1,040 hours). Employees terminating their service will not be paid for unused medical leave time. No medical leave time may be taken before it is awarded.

Medical leave accrual will be prorated based on the amount of time regularly worked for an employee that works less than 40 hours per week. For example, a regular ¾ time employee would receive 75% of the medical leave accrual that a full time employee receives.

2. Short Term Disability

In addition to the medical leave benefit provided above, the employee shall receive a percentage of their salary for days missed due to the employee’s personal illness or injury after exhausting the accumulated medical leave provided in section 1 above for the duration of the illness or for a period of six months from the beginning of the illness, whichever shall occur first. This “short term disability” is limited to the illness or injury of the employee, and does not include the employee’s immediate family member. A signed statement from the employee’s physician stating the reason and dates of the employee’s inability to work is needed to qualify for benefits under this section 2. The percentage of salary paid shall be based upon the number of years of employment at the university as follows:

More than 2 consecutive years and up to 5 years as a regular full time employee = 40%  
More than 5 consecutive years as a regular full time employee = 60%

While the employee is drawing benefits under section 2 the employee:

a. Will not be allowed to work or receive compensation for working for Judson University.  
b. Will be allowed to use vacation or personal days in addition to receiving short term disability pay such that the employee may receive 100% of the employee’s normal pay.  
c. Will continue to be covered under the employer's medical insurance, however, the employee must make arrangements with the Payroll Office to continue payment of their portion of the premium.  
d. Will receive the same percentage of pay (40% or 60%) for a holiday as for regular
workdays during the period of the disability.

d. Will continue to earn vacation and personal day leave at 50% of the rate the employee earns vacation and personal day leave when working a normal schedule.

e. Will not accrue paid medical leave under section 1.

If, after using the maximum 6 month benefit under section 2 and in compliance with applicable law, an employee is not able to assume their job duties, a permanent replacement may be found and the employment of that individual may be terminated.

All compensation received by the employee under section 2 shall be based upon the salary or pay rate in effect at the time the absence began. No salary increases shall be received during such periods.

Any benefits an employee may receive from Worker's Compensation, Social Security, university-paid disability insurance programs and/or any other "wage replacement program" shall be deducted from benefits payable under section 2.

Any employee who has received the maximum 6 month benefit under section 2 is not eligible for subsequent benefits under section 2 for any absence related to the original illness or accident until an additional period of one year of full-time service has elapsed from the employees return to work. Any leave used during this one year period for illnesses or accidents not related to the original condition for which benefits under section 2 were received shall be in accordance with the paid medical leave (section 1).

3. In General

Temporary, seasonal, on call, student, adjunct faculty and employees working less than ¾ time are not eligible for any type of paid medical or short term disability leave.

A signed statement from the employee's physician stating the nature and dates of the illness, injury or doctor's appointment may be requested at the discretion of the employee’s cabinet member.

Absences related to pregnancy and childbirth are included in this policy. Up to six weeks of medical and/or short term disability leave will be allowed for pregnancy and childbirth. If the employee and her physician believe more time off is required, the employee's supervisor may be petitioned for an extension. A doctor's statement may be required to substantiate the amount of leave time needed.

Employees not at work due to illness or injury are required to inform their supervisors. All employees must report all medical leave taken in the online payroll system. Medical leave absence should be reported as the actual work time that was missed.

Any inappropriate use of medical or short term disability leave may result in the employee's termination.

2.06 Unpaid Family & Medical Leave

This section is to provide compliance with the Family Medical Leave Act (FMLA).

To be eligible to take family and medical leave, the employee must have worked for Judson University:
1. At least 12 months (not necessarily consecutive) and
2. For at least 1,250 hours during the 12-month period preceding the start of the leave.

An eligible employee may take up to a total of 12 weeks of family and medical leave, paid and unpaid, within any 12-month period. The 12 weeks of family and medical leave composed of 1, 2, 3 & 4 below will be reduced by any paid medical leave taken under 2.05 above. Family and medical leave may be taken for the following reasons:

1. Unpaid leave for an employee's condition of illness or accident requiring hospital and/or home confinement or doctor's appointments ("personal medical leave").
2. The birth of a son or daughter of the employee and subsequent care for the son or daughter, provided that this kind of leave expires at the end of the 12-month period commencing with birth ("birth leave").
3. The placement of a son or daughter with the employee for adoption or foster care provided that this kind of leave expires at the end of the 12-month period commencing with placement ("placement leave").
4. To care for the spouse, son, daughter, stepchild or parent of the employee who has a serious health condition ("family medical leave").

The employee generally must give a 30-day notice of intention to take leave unless the need for a leave is unforeseeable.

Judson University will maintain coverage under its current group health plan for the employee on leave at the same level and under the same conditions that coverage would have been provided if no leave had been taken. If the employee fails to return to work after the 12 weeks has been exhausted, the university is not required to pay for the employee's group health plan during the leave. The employee, however, may continue group health plan coverage under the provisions of COBRA.

Judson University will restore the employee returning from family leave to his or her old job or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

Judson University has the right to:

1. Deny the taking of the leave until 30 days after the giving of the notice.
2. Request sufficient facts demonstrating that the leave qualifies under the FMLA.

3. Request medical certification from the appropriate health care provider in case of a personal or family medical leave. The employee has 15 days following the request to provide the certification, unless 15 days is impractical. Failure to provide timely certification warrants:
   a. Denial of the taking of leave until certification is provided or
   b. Denial of continuation of leave.
4. Designate a request for leave as FMLA, even if the employee does not request it as such, when FMLA applies. In this instance, Judson University will notify the employee in writing, and keep the required records.

The request should be sent to the Business Office, which will call the employee in to review the facts. This information will be kept confidential. Notes will be taken and typed up for the employee's file/or FMLA file to meet the record keeping requirements of FMLA.
If a request for leave is given to a supervisor, the supervisor will notify the Business Office within 1-2 working days.

Highly compensated employees (top 10%) have the same restoration rights as other employees, except restoration may be denied if:

1. Restoration of the employee (not absence of the employee) would cause substantial and grievous economic injury to the University,
2. The University notifies the employee personally or by certified mail of its intent to deny restoration at the time FMLA leave is requested, explaining the reasons for the denial, and
3. The employee elects not to return to employment after receiving such notice.

Even if 1, 2, and 3 above occur, the highly compensated employee is still entitled to request reinstatement at the end of the FMLA leave, and the University must again determine whether restoration would cause substantial and grievous economic injury.

2.07 Leave of Absence

Occasionally circumstances arise for which an employee may wish to request a leave of absence. Leaves of absence are granted only under extenuating circumstances and only upon the approval of the employee's immediate supervisor. Any employee requesting such a leave should appeal in writing to the immediate supervisor. The immediate supervisor may or may not need to consult with his/her supervisor(s) in order to approve the leave.

If the leave is granted, the letter of appeal, or copy thereof, should be forwarded to the Payroll Office. During a leave of absence, an employee will receive no compensation (unless the leave approved is part-time), medical leave, personal days, vacation days or medical insurance benefits. Long-term disability and life insurance will be maintained for the employee. The university will, however, afford the employee the opportunity to continue medical/dental insurance coverage at his/her own expense. Arrangements to continue coverage should be made with the Payroll Office. If the employee should opt not to continue such coverage during the leave, the insurance coverage can be resumed after the leave but may be subject to "pre-existing conditions" stipulations and other limitations. Questions regarding the details of such stipulations and limitations should be addressed to the Business Office.

2.08 Bereavement Leave

Regular full time employees will be allowed to take up to three days off in the event of a death in the immediate family for the purpose of making arrangements and attending the funeral. The immediate family shall include the employee's spouse and the employee's and spouse's parents, foster parents, children (including a foster child or step child), brothers, sisters, grandchildren or grandparents.

Regular full time employees shall likewise be allowed one day off to attend the funeral of the employee's and the employee's spouse's niece, nephew, aunt or uncle.

Regular full time employees shall be given up to four hours off from work to attend the funeral of a fellow employee or his/her immediate family.

With the approval of the regular full time employee’s supervisor, up to two additional days needed for bereavement leave may be charged against medical leave days.

2.09 Accidents, Injuries and Workers' Compensation
Judson University strives to provide a safe and secure environment for all employees, students and visitors. Due to insurance and legal (or statutory) requirements including the Clery Act and the Campus Security Enhancement Act all injuries, accidents, property damage and crimes that occur on Judson University property must be reported as soon as possible to the Office of Campus Safety so that they can be properly investigated and documented.

Additionally, in keeping with the laws of the State of Illinois, Judson University provides workers' compensation insurance for its employees. Workers' compensation claims apply only to injuries which an employee receives while actually working on the job. An employee must report any such injury immediately to his/her supervisor and to the Office of Campus Safety.

The Business Office administers the workers' compensation and general liability insurance programs for the University and will submit reports of any accident or injury to the proper insurance company. In addition, copies of all paper work received from a doctor or hospital relating to the accident or injury must be submitted to the Business Office in a timely manner so it can be forwarded to the insurance company.

2.10 Tuition Remission Program

Tuition Remission may be given to employees and trustees (and retirees/or deceased individuals who were employed at Judson for the equivalent of at least 10 years of full-time service) as one part of a financial aid package for undergraduate courses taken at Judson University by the employee, the retiree, their spouses and/or their eligible dependent children.

The student must first apply for financial aid by completing and filing the FAFSA within all federal and state deadlines for the applicable term of enrollment. In addition, dependent children and employees that are U.S. Veterans must apply for any governmental assistance such as the G.I. Bill. All governmental financial aid, excluding loans, must be accepted before Tuition Remission will be given. Failure to file the FAFSA on a timely basis could result in the student's loss of federal and/or state financial aid grants. Should this occur, the Tuition Remission will be reduced by the amount of the lost grants. The general rule is that the FAFSA must be filed each year. However, this requirement may be waived by the Financial Aid Office on a year by year basis if, in its sole judgment and based upon information available to this Office regarding the financial circumstances of the student and/or the student's parent(s), filing the FAFSA would not result in the student's being eligible for governmental grant aid beyond that for which the student has heretofore been eligible.

These awards are administered by the financial aid office and are subject to the same government policies and procedures which govern all financial aid except as otherwise defined in this policy. Unless and until the student signs and returns to the Financial Aid Office a Tuition Remission award letter, thereby formally accepting the award, the Tuition Remission will not be applied to the student's account. Those students receiving funds from the State of Illinois Monetary Assistance Program (MAP) award must maintain 15 hours per semester to receive full eligibility. Those who register for less than 15 hours per semester will be responsible for the difference in tuition.

Students receiving Tuition Remission are subject to the same student payment policies as are all other students, including the requirement to pay any outstanding student account balance two weeks before the first day of classes each semester or term. Students who are late in filing the FAFSA and/or signing the Tuition Remission award letter and, as a result, have an outstanding student account balance two weeks before the first day of classes, must pay their balance in full on that date. Subsequent awarding of Tuition Remission will then be refunded to the student. If, for some reason, the student does not pay the full balance by two weeks before the first day of classes but remains enrolled, the student is subject to all normal late payment fees, finance charges and possible removal from classes.
For purposes of this policy an eligible dependent child of an employee or retiree is an individual who is:

- less than 24 years of age, and
- not married, and
- related by blood or law to the employee-parent (or retiree-parent), or has the employee-parent (or retiree-parent) as their legal guardian or stepparent and living with the said eligible employee (or retiree-parent)

An exception to the requirement that the student must be an eligible dependent child is that if the student is a married child of an employee or retiree and the student meets all of the other criteria of an “eligible dependent child” then the employee or retiree shall be given the Tuition Remission at the rate of 50% (one half) of the rate that the employee or retiree would otherwise receive if the student were an eligible dependent child.

Regular full-time employees, regular three-quarter time employees, and retirees are eligible to receive financial aid, including the Tuition Remission award, according to the following:

- a. Upon beginning employment, 25% of tuition will be awarded.
- b. After one year (12 months) of employment, 50% of tuition will be awarded.
- c. After two years of employment, 75% of tuition will be awarded.
- d. After three years of employment, 100% of tuition will be awarded.

The Tuition Remission award (25%, 50%, 75% or 100%) is calculated by multiplying the award times the “Gap” between the cost of tuition and the total amount of federal, state, Judson (academic, athletic, performance, etc.) and other grant aid that the student receives. For example: If tuition is $10,000 and the student receives $6,000 in grant aid and is eligible for a Tuition Remission of 50%, the Tuition Remission award will be $2,000 ($10,000 - $6,000 = $4,000 times 50% = $2,000). Tuition Remission will not be applied to fees, room and board costs and it will not result in grant aid exceeding the cost of tuition.

If an individual’s first day of employment with the University follows the last day to enroll in a class for any academic semester or term, the individual’s eligibility for the Award begins at the start of the next following semester or term. If, under terms of this Policy, the eligibility of the employee, a retiree, a spouse, or a dependent child for the Award or a specific Award discount percentage terminates or changes during a semester or term, the termination or change in the Award or Award discount percentage will be considered as occurring immediately following the end of that semester or term. No termination or change in the Award or Award discount percentage will be made during that semester or term. One year of experience, or, in exceptional circumstances up to three years of experience, may be granted for previous employment at another accredited institution or an institution accepted by the Judson University Cabinet, toward the receipt of the Tuition Remission Award.

A part-time employee with 10 or more years of employment at Judson University may be eligible to receive financial aid, including a Tuition Remission Award, pro-rated according to the average hours worked at the time the award is given in relation to a normal 40-hour work week. An eligible employee who was working 20 hours per week may, therefore, receive financial aid including a Tuition Remission Award equal to 50% of tuition. In the event of the death of an eligible university
employee or retiree, or the permanent disability of an eligible employee, the benefits described in this policy shall be retained and extended to all eligible dependents of the deceased or disabled. For purposes of this policy, “permanent disability” is defined within the State of Illinois Workers’ Compensation Act and includes permanent partial disability, also defined within this Act, sufficient to render the employee unable to work for Judson University in his or her former capacity. Notes:

a. In the case of the employee or retiree and his or her dependents, the financial aid will be credited directly to the student's account.

b. The benefit amount is limited to a maximum of 18 credit hours per semester or term and any credit or audit course taken during post-term. The award will be finalized as of the last day to drop or add a course. Any charge due to dropping or adding a course will be the responsibility of the student.

c. Students carrying at least 6 hours per semester must file a FAFSA on a timely basis with the Government Processor to apply for the State of Illinois MAP award. This requirement may be waived after consultation with the Financial Aid Office if the individual did not previously qualify for financial aid.

d. Additional "tuition and fee restricted" grants or scholarships, when combined with the Tuition Remission Award, may not exceed the total tuition and fees charged (i.e., the State of Illinois MAP award, Fox Valley award, academic scholarships, etc.). The Tuition Remission award may be applied only toward tuition, not fees.

e. Private lessons, tutoring and similar educational experiences are not covered by this policy unless these are required for one's degree program.

f. The minimum enrollment limits established by the University must be met with tuition paying students before a recipient of a Tuition Remission Award can enroll in the course. Similarly, neither an employee recipient of a Tuition Remission Award (not their spouse, or dependent child) nor a retiree can displace a tuition paying student if a course reaches its maximum enrollment.

In addition, the employee only, not the employee’s spouse or dependent child or the retiree, is exempt from Student Senate and Comprehensive fees. Class participation by the employee may not exceed one course at a time and should not keep the employee from working a full quota of hours each week. Before an employee can receive the Tuition Remission Award, the approval of his or her supervisor must be secured. Any exceptions to the one course limit must be made by the Cabinet upon a written request detailing the rationale for the exception provided by the employee’s supervisor. A 100% tuition award during the first three years of employment could be received by an employee if the following conditions apply:

a. The course taken has potential to provide a significant increase in the effectiveness of the employee’s work in an immediate and direct way; and

b. The employee’s cabinet level supervisor recommends the 100% tuition award in writing; and

c. Approval of this award is granted by Cabinet.

2.11 Tuition Exchange (Remission) Programs

Judson University participates in various tuition exchange (remission) programs that may be available to employees and their dependent children. The programs have different limitations and are not always available to all potential applicants. Some of the programs available are: the Council
for Christian Colleges and Universities (CCCU); the Tuition Exchange (TE); the Council of Independent Colleges (CIC); the American Baptist Association of Colleges and Universities (ABACU); the Association of International Baptist Schools and Colleges; the Northern Baptist Theological Seminary Tuition Remission Agreement; and, the Westminster Christian School and Judson University Mutual Educational Grant Program.

In general, most cooperating institutions allow all, or a portion, of the tuition to be excused for accepted students. Student fees, books, room and board, etc. are usually excluded.

These programs are administered by the Financial Aid office. Employees desiring to participate must make application through this office. Employees are encouraged to inquire and apply well in advance in order to participate in any of these programs.

2.12 University Activities

An employee of Judson University is entitled to certain privileges which include:

1. **Concerts, lectures, theatre and athletic events.** Every employee is invited to attend most of the university-sponsored concerts, lectures, athletic events and other activities. Special rates are sometimes available to encourage attendance.

2. **Library.** The facilities and resources of the library are available to all employees.

3. **Bookstore.** Employees are cordially invited to patronize the university bookstore where they may benefit from a 10% discount on all regularly priced items except required textbooks. No discounts will be given on sale items.

4. **Health Center.** The Health Center provides emergency assistance, health education and wellness programs for employees. The Health Center is not equipped to care for the needs of children.

2.13 Chapel Attendance

Employees are encouraged to attend one chapel service per week. Attendance on a particular day, however, must be cleared with one’s supervisor. Supervisors may also, on occasion, encourage an employee to attend a particular chapel service.

2.14 Loans to Staff Members for Advanced Degree Work

The following provisions govern the lending of money by the University to assist staff members in pursuing advanced college degrees:

1. For purposes of this policy the term “staff” includes all regular University employees other than faculty members. Student workers are not considered regular employees. Employees classified as adjunct, temporary, seasonal, or occasional are not eligible to participate in this program. Individuals contracted to work for the University are also not eligible to participate in this program. To qualify, an employee must work at least 1,560 hours per year (“three-quarter-time”), excluding overtime.

2. To qualify for the program, an employee must have completed two years of employment with the University. All requests for loans must proceed from the employee through the employee’s supervisor, department head and Cabinet member to the full Cabinet for final approval.
3. This program applies to, and loans will be granted for educational costs associated with a degree program beyond the baccalaureate level at a regionally accredited institution. To participate, an eligible employee must be pursuing a degree and not merely taking coursework. Loans are granted for the purpose of paying for tuition and mandatory fees only; all other educational expenses are excluded from consideration under this program.

4. An objective of the program is to assist employees seeking to enhance their skills, effectiveness, productivity or suitability for advancement within Judson University. Employees requesting loans must substantiate that their degree programs are fulfilling this objective. The program is not designed for the purpose of preparing employees for jobs or careers which are not germane to the University, and costs associated with such preparation are excluded from consideration under this program.

5. An employee may borrow up to $3,000 (three-thousand dollars) per academic year for qualifying tuition and fees, and up to $9,000 (nine-thousand dollars) cumulative maximum. Subject to these limitations, an employee may borrow once each year during the period which begins with the first loan and ends six years later. That is, an employee may be granted a total of seven annual loans, each not exceeding $3,000 and the total of all not exceeding $9,000. Continued satisfactory progress toward the degree is a requisite for any loan granted after the employee's first academic period in the degree program.

6. Interest on all borrowed funds is calculated at the rate of Prime plus 2%, where the prime rate is that which is charged in the Fox Valley area at the time each loan is granted.

7. For each year the employee remains in the employ of the University after receiving the loan (i.e. after receiving each individual loan), 20% of the amount borrowed, with all accrued interest from the date of the loan (i.e. the date of each individual loan) will be forgiven, provided the employee is still employed on the calculation date. Thus, for example, an employee who borrows $3,000 in year one will have 20% of this $3,000, plus accrued interest on this 20%, forgiven in year two if the employee is still employed with the University in year two. If the employee then borrows $2,000 additional in year two, 20% of the first $3,000 loan, with interest, plus 20% of the second $2,000 loan, with interest, will be forgiven in year three. If the employee then borrows an additional $2,500 in year three, 20% of the first $3,000 loan, with interest, plus 20% of the second $2,000 loan, with interest, plus 20% of the third $2,500 loan, with interest, will be forgiven in year four if the employee is still employed with the University in year four. Loan forgiveness for any particular loan is applied on that loan's anniversary date.

8. If the employee terminates employment with the University, either voluntarily or involuntarily, any unpaid loan balance on the date of termination, with accrued interest on that balance, will be due and payable immediately upon termination.

9. If the employee discontinues making satisfactory progress on the degree but remains employed with the University, any unpaid loan balance, with accrued interest on that balance, will be due and payable at the end of two years following degree program discontinuation. That is, employees who cease making satisfactory progress on their degree programs will be entitled to loan forgiveness in accordance with the provisions of this policy but not to exceed two years of forgiveness following their last academic period of degree progress. In extenuating circumstances the Cabinet may approve the extension of the due date of loans and interest, but may not increase the amount of loan forgiveness and may not terminate the accrual of loan interest.

10. Employees who fail to pay loan balances and accrued interest when due are subject to disciplinary action up to and including dismissal from employment with the University.
3.00 GENERAL POLICIES

3.01 Concern for Students

The university exists for the sake of the students. Therefore, students should be the prime object of care and concern. They should always be given the best service, special courtesies and deferential treatment. This positive attitude toward students should help build an excellent climate within which the broad curricular objectives of the institution can be realized.

3.02 Student Supervision and Evaluation

Part-time student employees should be related to with the understanding that they are in a learning position. Consequently, they may require extra help and attention on your part as the “educator”. They should be helped to develop wholesome attitudes toward work in general, as well as encouraged to develop specific work skills.

The student employee evaluation procedures, developed by the Student Development Office, should be followed carefully in order to maximize the benefits to the students and to the university at large.

3.03 Personal Conduct and Appearance

As Judson University is a church-related institution, employees are expected to show Christian courtesy to others on campus and avoid the use of profane and vulgar language. Proper decorum between the sexes is required at all times. This is especially true concerning the relationships of staff persons to students.

Employees are expected to report to work each day clean, well-groomed and appropriately dressed. Though Judson University does not have the same dress requirement for all of its employees, proper clothing should be worn at all times.

Appropriate wearing apparel depends upon job requirements, location(s) of one's work, the degree of contact with the public and the preference of one's supervisor. Normal industry dress standards will also be considered. Questions about proper dress for a particular position should be directed to one's supervisor.

3.04 A Drug-Free Workplace

The Judson University catalog states, “Tobacco is not to be used on the campus and alcoholic beverages and illegal drugs are absolutely prohibited.” Employees of the university are also expected to abide in spirit and deed with these regulations while on campus or off campus.

The Federal Government requires Judson University to certify annually that it has provided a drug-free workplace in order for Judson students to be eligible for Federal Funds. In addition to the statements in the paragraph above, and in full cooperation with the Drug-Free Act of 1988 and its regulations as published in the January 31, 1989 Federal Register, therefore, Judson University affirms the following policy statement:

*The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the campus of Judson University. Any employee violating this policy will be subject to discharge.*

3.05 Confidential Nature of University Business
University business is just that and not a subject for outside conversation. The business which crosses your desk or information that becomes available to you through your work on campus, no matter how interesting, should be kept from your social conversation. Breaching this rule is deemed a serious violation and, in some cases, could be grounds for dismissal.

3.06 Attitude Toward Visitors

Hundreds of visitors come to the campus each year, some for strictly social reasons and others for business purposes. To a large extent the impression of Judson University gained by parents, trustees, church leaders, sales persons and others is determined by their contacts with you. Please give personal and courteous attention to all visitors.

3.07 Official Communication with the Media and the Public

The Board of Trustees and the Administration have designated certain individuals to speak and write officially for the university. We request, therefore, that you refrain from presenting yourself as a formal spokesman for the university on educational and other policy matters unless such is part of your assigned responsibility.

The initial person to respond to media questions regarding a campus crisis will always be the Director of Communications and Public Relations. The Director will serve as the one university spokesperson. This implies the following:

1. The Director will confer with the President whenever a crisis occurs.

2. The Director will thoroughly inform herself whenever a crisis is present.

3. Cabinet members, Health Center, Plant Operations, Student Development and Security will convey as soon as possible as much information as possible to the Director when any crisis arises.

4. The Director will share all pertinent information with employees and students regarding the crisis.

The university will be as open as possible with the media and will keep interested media updated to discourage them from seeking out less official sources.

If the Director feels that the crisis absolutely requires a Cabinet level response to the media, she will refer media personnel to one (or more) of the following:

- President for truly major crises.
- Vice President for Student Development for crises relating to the behavior or well being of students.
- Provost and Vice President for Academic Affairs for the impact of a crisis on the education program.
- Vice President for Enrollment Management for the impact of a crisis on enrollment.
- Vice President for Advancement and Marketing for crises requiring significant financial support from the community and friends of the University.
• Vice President for Business Affairs for crises affecting employees, facilities, grounds or finance.

The Director will give the switchboard operator the name of the University spokesperson to the media and general public concerning a particular crisis.

If other employees receive queries from the media, they are to refer these individuals to The Director.

3.08 Fund Raising/Campus Sales

It is important that order and consistency in fund-raising efforts of the university be assured. A lack of coordination of such efforts could result in less total support of the university than would otherwise be the case. Efforts to raise general funds for the university or to secure designated funds or "gifts in kind" are to be approved by the Advancement Office. The establishment of special funds, major projects, or financial aid to students, and methods of promoting them, are to be approved by the Advancement Office. Its counsel will be helpful in approaching prospective donors, determining the amount to be requested, the timing of the appeal, and the manner in which an appeal is to be made.

Individual staff members should not be involved in campus fund-raising or sales efforts that are in competition with Judson University services such as the Bookstore. All individual sales activities must be cleared by the Business Office. This includes any type of campus "home party" or distribution of catalogs.

Non-university solicitors and sales persons will not be allowed to circulate on the campus, except in an instance when a personal appointment has been made in advance, as in the case of an insurance salesman. Occasionally a representative of a product or service will be allowed to set up a display or meet with campus persons, with the approval of the Business Office.

3.09 Care of Facilities and the Use of University Property

The university wishes to provide and maintain safe and pleasant working conditions. Your efforts in respect to orderliness and neatness at all times will help uphold the high standards established by the university over the years.

Water, heat and electricity are all necessary services. We request that each employee be alert to the use of these services to aid in the saving of energy and cost. The same effort should be extended to conserve office supplies, cleaning supplies and other items made available to you for the proper performance of your duties.

Your supervisor or the Plant Operations Office should be notified of any equipment breakdown or material shortage you may observe, either in your primary work area or other places on campus.

Employees shall be liable for damage to or loss of school property resulting from their negligence, carelessness, unlawful use or intentional destruction of such property. If a portion of the loss is covered by insurance, the employee shall be responsible only for that portion not reimbursed by the insurance company.

This policy shall not apply if the loss resulted from an understandable lack of knowledge or a simple error in judgment.

When there is a question of whether or not an employee is liable in a specific instance, the cabinet will receive testimony from the employee and possibly others and make a determination of liability.
3.10 Parking

Since campus parking is at a premium, YOU MUST HAVE YOUR CAR REGISTERED WITH THE UNIVERSITY AT THE BEGINNING OF YOUR EMPLOYMENT AND PROMPTLY ATTACH THE IDENTIFICATION STICKER AS DESIGNATED. There is no charge for the sticker. Bringing a non-registered vehicle on campus will result in a ticket and fine.

You should not park in any designated spot, guest or visitor area, on the lawns or so as to impede traffic. Strict observance of vehicle regulations provides the best example for the students and others. Failure to do so will likely result in your receiving a campus parking ticket or other penalty. Any failure to pay fines promptly, associated with the presence of your vehicle on campus, will be considered a violation of university policy.

3.11 Control of Keys

The university does not give any keys to employees who do not absolutely need them in the performance of their duties. Those who do receive keys must sign a receipt form agreeing to the following:

In receiving these keys I acknowledge my personal responsibility for their safekeeping and their appropriate use. I will not give these keys to any other person except for an immediate and temporary use. I will not have these keys duplicated or give them to any other person who might have them duplicated. When my need for these keys no longer exists, I WILL RETURN THEM TO PLANT OPERATIONS.

I agree that I am responsible to pay for the replacement of keys which I lose as well as for any re-keying of locks required because of their loss. If I do not pay these charges promptly, I agree to have them deducted from my payroll check. At termination of employment, I agree to turn in all keys to the Plant Operations Department before claiming my final check.

An employee violating the university key control policy is subject to dismissal.

3.12 Jury Duty

The university recognizes a responsibility of citizens to accept assignment to jury duty, unless such duty presents serious problems for the individual or school. Any employee who serves on a jury will be paid his/her regular salary throughout the service period less any compensation received for jury duty.

3.13 Anti Harassment/Sexual Harassment Policy

It is the policy of Judson University to maintain a work environment free of unlawful discrimination for all employees. Harassment based on a person’s race, national origin, gender, age, marital status, religion or disability will not be tolerated.

1. Harassment includes (but is not limited to) name-calling, letters, jokes, e-mail, cartoons, graffiti, pictures, posters, gestures, ethnic slurs, racial epithets, and other inappropriate conduct, which is aimed at a particular employee or group of employees.

2. Sexual harassment is also unacceptable conduct, which violates this policy. Sexual harassment encompasses a wide range of unwanted, sexually directed behavior, and has been defined in the following manner:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c. such conduct has the purpose or effect of unreasonable interference with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee or an employee toward an applicant for employment. Harassment can apply to conduct outside the workplace as well as on the work site. E-mails can constitute harassment.

COMPLAINT PROCEDURE: Employees who wish to register a complaint of harassment (including sexual harassment or any form of harassment based on race, national origin, gender, age, marital status, religion or disability) may do so by seeing any of the following individuals (or their replacement):

1. Director of Human Resources (Tom Rueger)
2. Vice President for Student Development (LeAnn Pauley Heard)
3. Provost and Vice President for Academic Affairs (Dale Simmons)
4. Director of Student Services for DACE (Doris Haugen)

IMPORTANT NOTICE: Any individual at Judson University making a complaint under this Policy should be alerted to the fact that no individual at Judson University receiving a complaint under this Policy can hold the complaint “Confidential” to the extent that an investigation will not take place. Therefore, be fully aware that any complaint made under this Policy will result in an immediate, full, and fair investigation. Do not ask the individual you give a complaint to under this Policy to hold your complaint confidential and not move forward with an investigation. All complaints must be promptly investigated without exception.

All allegations of harassment will be investigated thoroughly. The facts will determine the response of Judson University to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action by Judson University up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal or retaliation against the employee reporting the allegation of harassment will be tolerated.

3.14 Sexual Behavior

Judson University expects all employees to observe the biblical standards of sexuality which, we believe, in part disallow pre-marital and extra-marital sexual activity as well as homosexual behavior. Concerning homosexuality, the University makes a clear distinction between having a homosexual orientation and engaging in homosexual acts. It is the University's perspective that the latter are clearly denounced in scripture as sin.

The failure of an employee to observe these biblical standards of sexuality will be considered grounds for dismissal.
NOTE ON AMOROUS RELATIONSHIPS.

1. Amorous relationships between an employee and a student can pose potentially serious moral, ethical and legal concerns to the University. Accordingly, and consistent with the Judson University commitment to fostering a positive, discrimination-free learning, working and living environment, such relationships are highly discouraged and are absolutely prohibited when they involve individuals of unequal authority or power within the University, such as supervisor-student worker, teacher-student, or coach-athlete relationships.

2. Amorous relationships between two single employees also present the same concerns to the University when they involve two individuals of unequal authority or power within the University, such as a supervisor-subordinate relationship. Such relationships are also prohibited.

3. Amorous relationships between two single employees not of unequal authority or power within the University generally do not present the same concerns to the University except when the circumstances suggest that there could be a compromise of the positive, discrimination-free working environment of one or both of the individuals involved. Because affections change, and because conduct once considered welcome could later be considered unwelcome, such compromise is always a possibility; and for this reason these relationships are highly discouraged.

4. Amorous relationships between members of the University community which involve adultery or fornication are also absolutely prohibited.

3.15 Severe Weather Policy For Non-Faculty Employees

It is the policy of Judson University to continue all normal operations during periods of inclement weather, except when the most severely adverse conditions exist.

In the event of snow or other severe weather a decision on whether or not to hold classes will be made by the Provost and Vice President for Academic Affairs, who will communicate decisions to suspend or delay daytime classes to the Greater Chicago Emergency Closing Center not later than 6:00 a.m. of the day affected. Closing information will be available at www.emergencyclosings.com or by calling the Judson University Emergency Closings Hotline at (847) 628-2542 (if calling from off campus) or dial the direct extension 2542 (if calling from on campus). Decisions to suspend or delay evening classes will be made, in consultation with the Provost and Vice President for Academic Affairs, by the Vice President for Continuing Education, who will communicate such decisions not later than 3:00 p.m. of the day affected to campus Directors and Chairpersons, who will assist in communicating this news to students.

Emergency actions related to severe weather (e.g., a tornado warning) will be initiated by the Public Safety Supervisor, who may consult with available members of the Presidents Cabinet. The Public Safety Supervisor will notify Cabinet members and other campus Directors of emergency actions to be taken, and they will assist in communicating with every on-campus member of their departments.

A decision to excuse employees from work will be made by the Vice Presidents for Academic and for Business Affairs, in consultation with available members of the Presidents Cabinet.

Because of the nature of winter weather in the Chicago area, employees are asked to alert themselves each evening to the forecast of the following day’s weather. Employees are expected to adjust their routines, as necessary, in order to arrive at work on time regardless of weather conditions. Employees and commuting students are also expected to tune to one of the area radio or TV stations which broadcast emergency closing information: AM stations include WGN, 720;
When adverse weather conditions could generally be expected to cause some employees to be late for work, both supervisors and employees are expected to exercise reasonable judgment relative to on-time requirements. Supervisors and department heads have the authority to make allowances for unique travel problems.

Employees who anticipate arriving late for work under adverse weather conditions are expected to make every reasonable effort to notify their supervisors in advance, via telephone, of their circumstances. Unjustifiable failure to make such an effort will result in forfeiture of pay for the period of tardiness. Employees who, without justification, arrive at work during periods of inclement weather significantly later than the majority of other employees are required to extend their work hours to make up for their late arrival. Significantly later is defined to mean more than 45 minutes later.

Because various critical operations may require staffing at all times, or some operations may require staffing at special times, certain essential personnel may need to work although the rest of the campus is closed. It is the responsibility of department heads to determine who their essential personnel are, to inform them of their work obligations, and to obtain their assurances that these obligations will be fulfilled.

Compensation to employees when the University is closed for reasons of severe weather shall be as follows:

1. Employees who are not required to work, or who arrive at work and are subsequently dismissed, shall receive their regular pay for the full number of hours normally worked. No additional pay or compensatory time off will be granted. All timecards and absence records are to be marked as Severe Weather Leave with the appropriate dates and hours indicated.

2. Non-exempt essential personnel who are required to work shall be paid at the regular straight-time rate for the hours worked. In addition, they shall either be credited with equivalent compensatory time off, on an hour-for-hour basis, or be paid an additional amount, at the straight-time rate, for the hours worked. The decision to allow compensatory time off or make additional payment is reserved to department heads, giving consideration to staffing needs and budgetary constraints.

3. No additional compensation shall be granted to exempt employees who are required or permitted to work.

4. All hours worked by non-exempt employees when the University is closed for reasons of severe weather or emergency will be included in calculating total hours actually worked during the workweek. Hours not worked are excluded from this calculation.

3.16 Policy Regarding the Use and Scheduling of Campus Facilities

Effective July 1, 2000 the following provisions govern the use of campus facilities of all types, both indoor and outdoor, by all individuals and groups:

1. The use of tobacco products, alcoholic beverages, and illegal drugs anywhere on the grounds or within any of the Judson University buildings is prohibited. Social dancing on the campus of Judson University is not permitted. Also prohibited are any behaviors which are not in accord with biblical principles or local, state or federal laws.
2. Exclusive use of any campus facility for any purpose and for any period of time, whether on a one-time or a recurring basis, requires the processing of a “Facility Reservation Form”, available from the Business Office through the Conferences and Facilities Services Office. This applies to all buildings, all rooms within buildings, all outside fields and playgrounds, all parking lots, and all special purpose facilities such as laboratories, recital halls, dining halls, studios, exhibition halls, exercise/workout rooms, and athletic fields.

3. Use of a facility for the erecting, displaying, staging or storing of any items for any period of time requires the processing of a “Facility Reservation Form”.

4. Intermittent access to a facility by a Judson employee or group of employees does not require the processing of a “Facility Reservation Form” provided this access will be abandoned immediately in favor of any individual or group which has reserved the facility via the processing of a “Facility Reservation Form”. In order to avoid embarrassment to the University or adverse public relations, intermittent access to a facility by an individual or group other than a Judson employee or group of employees does require the processing of a “Facility Reservation Form”.

5. The order of priority for use of all non-specialized campus facilities shall be: academic activity, student activity, administrative activity, employee activity, alumni activity, activity of external groups affiliated with the University in some formal capacity, and activity of external groups not affiliated with the University in some formal capacity. When an administrative determination is made by the appropriate University authority that a facility being used by one individual or group must be reassigned to an individual or group having a higher use priority, every effort will be made to locate another campus facility suitable for the displaced individual or group.

6. Top priority for use of a special purpose facility shall always be with the activity for which the facility was specially designed. Following that, priority shall be the same as indicated at 5 above.

7. In general, facilities which are requested and approved for use on a recurring basis may be reserved for no longer than the balance of the semester or summer period for which the request is made.

8. The Business Office, through the Office of Conferences and Facilities Services, is responsible for the scheduling of all campus facilities other than those which are scheduled by the Registrar for academic class work. In carrying out its scheduling responsibilities, the Business Office shall work in consultation and collaboration with various other administrative offices including but not necessarily limited to: the Registrar’s Office relative to the scheduling of facilities used primarily for academic purposes; the Athletic Department relative to the scheduling of athletic events and activities which involve facilities used primarily for athletic purposes; Food Services relative to the scheduling of events which require the use of the dining hall or which involve the delivery of food; Public Safety relative to events which necessitate safety or security involvement beyond the routine; Plant Operations relative to any event or activity which necessitates non-routine housekeeping, facility arranging, construction or maintenance; The Library relative to events and activities which require audio/visual support; Other departments as appropriate relative to the use of special purpose facilities.

9. Other than for the scheduling of classes by the Registrar, no department, faculty member or staff employee is authorized to permit any individual or group to use any
facility, with or without a fee being paid, unless and until that use has been scheduled by the Business Office through the Office of Conferences and Facilities Services.

10. The Business Office is responsible for establishing a fee structure for the use of all campus facilities, along with the policies and procedures governing the application, discounting, and waiving of all fees. In establishing this fee structure, it is recognized that the Business Office shall consult with other administrative personnel as appropriate in order to ensure that fees are both competitive and financially viable. All fees generated from the use of campus facilities shall be considered general institutional revenues, except that, with Cabinet approval, a portion of such fees for a particular event or activity may be credited to the department whose mission is directly related to the event or activity and whose entrepreneurial efforts are solely or primarily responsible for the event or activity taking place. In no case, however, shall the portion of the fees accruing to the general institutional budget be less than 25% (twenty-five percent) of the gross receipts from the event or activity. This paragraph is considered applicable to events and activities which, in essence, represent the leasing of facilities by, and/or for the use of outside parties. Activities or events of the University which involve the payment of participation or admission fees, including but not limited to concerts, athletic tournaments, summer camps, theatre productions, and the like, are not subject to the provisions of this paragraph, but are governed by other institutional policies.

11. The Business Office shall establish the policies regarding advance fee deposits and liability and other insurance requirements, the latter in conjunction with the Vice President for Business Affairs. As a general rule, all out-side groups using Judson facilities shall have to provide insurance naming Judson an “additional insured” and covering general commercial liability, automobile liability, and workers compensation liability.

12. The Business Office is also responsible for developing policies governing the non-financial aspects of facility use, including such matters as event time limits, services provided, optional services, behavior standards, parking restrictions, safety and security requirements, access to additional campus facilities, etc. Such policies shall be established in consultation with other appropriate administrative personnel.

13. Nothing in this Policy shall be construed as limiting any individual, whether Judson employee or non-employee, from using any facility the use of which normally requires only the ownership or presentation of a Judson identification card or a duly authorized facility “pass”, except that such use shall be subordinate to any use for which a “Facility Reservation Form” has been duly processed. This provision does not apply to groups; and the issuance of individual “passes” to all members of a group, as a device to circumvent this limitation, is not permitted.

14. The administrative authority responsible for interpreting and applying the provisions of this policy is the Vice President for Business Affairs.

3.17 Policy on Suspected Misconduct and Dishonesty

INTRODUCTION

Like all organizations, Judson University is faced with the risks resulting from wrongdoing, misconduct, dishonesty and fraud. As with all business exposures, we must be prepared to manage these risks and their potential impact in a professional manner.

Examples of the impact of misconduct and dishonesty may include:
the actual financial loss incurred
- damage to the reputation of our organization and its employees
- negative publicity
- the cost of investigation
- loss of employees
- loss of students
- loss of donors
- damaged relationships with our contractors and suppliers
- litigation
- damaged employee morale

Our goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our students, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee every day.

Judson University is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

PURPOSE

The purpose of this document is to communicate University policy regarding the deterrence and investigation of suspected misconduct and dishonesty by employees, students and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

DEFINITION OF MISCONDUCT & DISHONESTY

For purposes of this policy, misconduct and dishonesty include but are not limited to:

- acts which violate the University’s stated policies,
- theft or other misappropriation of assets, including assets of the University, our students, suppliers or others with whom we have a business relationship,
- misstatements and other irregularities in University records, including the intentional misstatement of the results of operations,
- forgery or other alteration of documents, and
- fraud and other unlawful acts.

The University specifically prohibits these and other inappropriate or illegal activities in the actions of its students, employees, supervisors, directors, executives, trustees and others responsible for carrying out the organization’s activities.

POLICY & RESPONSIBILITIES

Reporting:

Every employee, supervisor, director, executive and trustee is encouraged to immediately report suspected misconduct or dishonesty to their immediate supervisor and/or other appropriate Official
University Contact as outlined below. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Due to the important yet sensitive nature of the suspected violations, effective professional follow up is critical. Employees and/or supervisors, while appropriately concerned about “getting to the bottom” of such issues, should not in any circumstances perform any investigative or other follow up steps on their own. **Concerned but uninformed employees represent one of the greatest threats to proper incident handling.** All relevant matters, including suspected but unproven matters, should be referred as soon as possible to the appropriate “Official University Contact”:

1. If the alleged offender is a student, the Official University Contact is the VP for Student Development.
2. If the alleged offender is a faculty member, the Official University Contact is the Provost/VP for Academic Affairs.
3. If the alleged offender is a staff (non-faculty) employee, the Official University Contact is the VP for Business Affairs.
4. If the alleged offender is one of the above named Official University Contact persons, then the Official University Contact becomes one of the other named Official University Contact persons or the President.
5. If the alleged offender is the President, then the Official University Contact is the Chairman of the Board of Trustees, or his or her designee.
6. If the alleged offender is a member of the Board of Trustees, the matter will be referred to the Chairman of the Board. If the Chairman is the alleged offender, the matter will be referred to the Chairman of the Audit Committee of the Board of Trustees.

**Additional Responsibilities of Supervisors:**

All employees have a responsibility to report suspected violations. However, employees with supervisory responsibilities at any level have additional deterrence and detection duties.

1. First, you must become aware of areas that are susceptible to fraud, theft or other improper actions within your area of authority.
2. Second, you must put into place and maintain effective monitoring, review and control procedures, which will prevent acts of wrongdoing.
3. Third, you must put into place and maintain effective monitoring, review and control procedures that will detect acts of wrongdoing promptly should prevention efforts fail.

Authority to carry out these additional responsibilities is often delegated to subordinates. However, accountability for their effectiveness cannot be delegated and will remain with the respective supervisor.

Assistance in effectively carrying out these responsibilities is available upon request through your supervisor, the Director of Human Resources, the Controller, Public Safety and through other sources.

**Responsibility and Authority for Follow Up and Investigation:**

The Investigation Committee (Provost, VP for Student Development, VP for Business Affairs and Director of Human Resources), in it's entirety or otherwise, has the primary responsibility for all investigations relating to suspected misconduct and dishonesty at the University. The Investigation Committee may request the assistance of others (both employees and non-employees) in any investigation, including access to the Auditor's periodic examinations and evaluations of internal
controls.
Properly designated members of the Investigation Committee will have:

- free and unrestricted access to all University records and premises, whether owned or rented.
- the authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of investigative or related follow up procedures.

All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and University procedures.

REPORTED INCIDENT FOLLOW-UP PROCEDURE

Care must be taken in the follow-up of suspected misconduct and dishonesty to avoid acting on incorrect or unsupported accusations, to avoid alerting suspected individuals that follow-up and investigation is underway, and to avoid making statements that could adversely affect the University, an employee, or other parties.

Accordingly, the general procedures for follow up and investigation of reported incidents are as follows:

1. Employees and others must immediately report all factual details.
2. The Investigation Committee has the responsibility for follow up and, if appropriate, investigation of all reported incidents.
3. All records related to the reported incident will be retained in the office of the appropriate Official University Contact person, or other applicable location as determined by the Investigation Committee.
4. Do not communicate with the suspected individuals or organizations about the matter under investigation.
5. In appropriate circumstances and at the appropriate time, the Investigation Committee will notify the officer of the employee’s Cabinet unit, the University President and/or the Audit Committee of the Board of Trustees.
6. The Investigation Committee may also obtain the advice of legal counsel or other appropriate outside personnel/agencies at any time throughout the course of an investigation or other follow up activity on any matter related to the report, investigation steps, proposed disciplinary action or any anticipated litigation.
7. Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.

Investigative or other follow up activity will be carried out without regard to the suspected individual's position, level, or relationship with the company.

QUESTIONS OR CLARIFICATIONS RELATED TO THIS POLICY
All questions or other clarifications of this policy and its related responsibilities should be addressed to the Director of Human Resources, who shall be responsible for the administration, revision, interpretation and application of this policy.

3.18 Policy on Full Time Staff Teaching Courses

Full-time staff members who have the appropriate credentials in a specific discipline to teach a course in that discipline at the collegiate level may be contracted to teach under the following conditions:

1. The staff member must obtain written approval in advance from their supervisor and the VP in charge of that area.
2. Such work must not interfere with the staff member’s primary duties (e.g. staff who are expected to travel frequently as part of their normal duties cannot curtail their travel for the sake of teaching a course).
3. Such work is limited to one (1) course per semester during the normal academic year and one (1) course during the summer.
4. If the course is scheduled to be taught during normal business hours, the employee is required to make up any work/hours missed related to their primary work responsibilities, or with the permission of their supervisor and VP, they can teach the course for no additional compensation.
5. If the course is taught at night, or in the morning before normal business hours, the staff member will receive compensation.
6. If additional compensation is merited, the rate will be based on the Adjunct salary scale.

CONCLUSION

Judson University exists for one purpose -- to educate young men and women in the Liberal Arts from a Christian perspective. All of us are engaged in carrying out this assignment. We are here to take care of the many related tasks which support the curricular program and are indispensable to its proper functioning. In other words, all of us contribute directly to the Christian educational community. Our job is to support the achievement and fulfillment of the university’s purposes and goals.