# Drury University
## Staff Policy Handbook

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Drury University

Staff Policy Handbook
(Non-Faculty)

Issue Date: June 1, 2002
Welcome to Drury University!

On behalf of your staff colleagues, I welcome you to Drury and wish you every success here.

Each staff member contributes directly to Drury University's success, and I hope you will take pride in being a member of our team.

This handbook was developed to describe expectations of our staff and to outline policies, programs, and benefits available to eligible staff. Staff members should familiarize themselves with the contents of the staff policy handbook as soon as possible, for it will answer many questions about employment with Drury University.

I hope your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

John E. Moore, Jr.
President
INTRODUCTORY STATEMENT

This staff policy handbook is designed to acquaint staff members with Drury University and provide general information about working conditions, staff member benefits, and policies affecting employment. Staff members should read, understand, and comply with all provisions of the handbook. It describes many of the responsibilities of a staff member and outlines the programs developed by Drury University to benefit staff members. One of Drury’s objectives is to provide a work environment that is conducive to both personal and professional growth.

No staff policy handbook can anticipate every circumstance or question about policy. Drury University reserves the right to revise, supplement, apply, refuse to apply, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. **Such application may be on a case by case basis, and therefore nothing in this handbook constitutes any contractual rights in any person.** The purpose of the handbook is to advise of general policies and goals. Staff members will, of course, be notified of changes to the handbook’s general policy statement as they occur.

**Drury generally follows an employment-at-will policy, permitting staff members or Drury University to end the relationship for any reason at any time.**
ORGANIZATION DESCRIPTION

I. Mission
Drury is an independent university, church-related, grounded in the liberal arts tradition and committed to personalized education in a community of scholars who value the arts of teaching and learning.

Education at Drury seeks to cultivate spiritual sensibilities and imaginative facilities as well as ethical insight and critical thought; to foster the integration of theoretical and practical knowledge; and to liberate persons to participate responsibly in and contribute to life in a global community.

II. Goals
To insure that liberal arts knowledge and understanding is central to the Drury experience and fundamental to all programs, the university maintains and strengthens its commitment to developing the abilities of all students to think critically, communicate effectively, empathize, make mature value judgments, exhibit personal and social responsibility and chart a healthy course for life; insure that all graduates are familiar with the Western tradition, its history, great ideas, and significant artifacts; provide students with an opportunity for in-depth study; integrate theoretical and applied learning in all programs.

To become a model of a global community in which the best values of the liberal arts and the Judeo-Christian traditions govern, the university is dedicated to providing an environment that affirms the equality and worth of all peoples; focusing upon the diversity of human culture, language, history and experience; creating a co-curricular environment supportive of development of the whole person intellectually, socially, morally, emotionally, physically and spiritually; preparing students for a time of significant global adjustment by strengthening their understanding of science and technology, their perception of the interrelatedness of all things, their appreciation for beauty in nature and the built world, and their love of truth and freedom.
STAFF MEMBER ACKNOWLEDGEMENT FORM

The staff policy handbook contains important information about Drury University, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook.

I have entered into my employment relationship with Drury voluntarily and acknowledge that there is no specified length of employment. **I or Drury can terminate the relationship at will, with or without cause, at any time.**

I acknowledge that the information, policies, and benefits described in the handbook are necessarily subject to change, in Drury’s sole discretion, except in the case of Drury University's policy of employment-at-will. I understand that the revisions may supersede, modify, or eliminate existing policies.

I acknowledge that this handbook is not a contract governing the terms of my employment. I have reviewed the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I also understand that the handbook is general in nature, and that its policies and procedures may be applied, not applied, or modified in any given case in accordance to and at the absolute discretion of the university. The handbook is a guide, a description of general policies, not a set of rigid rules to govern every case.

EMPLOYEE'S NAME (printed): ____________________________________________

EMPLOYEE'S SIGNATURE: ____________________________________________

DATE: ____________________________
The minimum age for employment at the university is 16. Staff members between 16-18 are required to provide Human Resources with a valid work permit before reporting for work.
Drury University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Drury University's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

**Campus Security Policy and Statistics Disclosure**

202 – Employment Categories

The Fair Labor Standards Act exempts broad categories of jobs from minimum wage and overtime requirements if they meet certain tests regarding job duties and responsibilities and are paid a certain minimum salary. Drury University periodically reviews the duties of exempt employees to ensure that they still qualify for exempt status.

Each staff member is designated as either NONEXEMPT or EXEMPT according to the university’s interpretation of the requirements of federal and state wage and hour laws. NONEXEMPT staff members are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT staff members are excluded from specific provisions of federal and state wage and hour laws. A staff member's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Human Resources Department.

In addition to the above categories, each staff member will belong to one other employment category:

REGULAR FULL-TIME staff members are those who are not in a temporary status and are regularly scheduled to work 40 hours per week and at least nine consecutive months. Generally, they are eligible for Drury University's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME staff members are those who are not assigned to a temporary status and who are regularly scheduled to work less than 40 hours per week and at least nine consecutive months. Regular part-time staff members who are employed to work 20 or more hours each week are eligible for some benefits sponsored by Drury University, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY staff members are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary staff members retain that status unless and until notified of a change. While temporary staff members receive all legally mandated benefits (such as Workers' Compensation insurance and Social Security), they are ineligible for all of Drury University's other benefit programs.
To ensure that individuals who join Drury University are well qualified and have a strong potential to be productive and successful, it is the policy of Drury University to check the employment references of all applicants. Any person applying for a position at Drury consents to the university’s reasonable investigation into his or her background.

At times, the university may receive inquiries from third parties, such as prospective employers or banks, seeking to verify employment of an employee. All such inquiries must be referred to the Human Resources Department. Normally, the university requests that such inquiries be placed in writing. The university will typically only verify dates of employment. Requests for any additional information must be made in writing. Generally, additional information will be disclosed only if the employee signs a release authorizing the disclosure. However, the university reserves the right to release any information it deems appropriate in its discretion without authorization.

**Security Background Check**

The Director of Security, or other authorized representative of Drury Security or Human Resources Department, may obtain any information relating to activities from schools, residential management agents, employers, criminal justice agencies, retail business establishments, or other sources of information. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, disciplinary, employment history and criminal history of public record.

For financial or lending institutions, medical institutions, hospitals, health care professionals, and other sources of information, a separate specific release will be required.

Applicants are required to authorize custodians of records and sources of information pertaining to the release of such information upon request of the investigator, Director of Security, or authorized representative of Drury, regardless of any previous agreement to the contrary.
For purposes of this policy, a relative is any person who is related by blood or marriage, within the fourth degree of the consanguinity or affinity absent the specific direction of the president, or whose relationship with the staff member is similar to that of persons who are related by blood or marriage. Appendix I defines degrees of consanguinity and affinity.

 Relatives of persons currently employed by Drury University may not work within the same department unit. Drury University staff members cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

 In other cases where a conflict or the potential for a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.
Job openings will be posted on the Human Resources job hotline, e-mail, website, and the job vacancy board, and will remain open until the job is filled. Each job posting notice will include the dates of the posting, department, location, grade level, Fair Labor Standards Act (FLSA) exemption status, job summary, essential duties, and qualifications (required skills and abilities). Drury University reserves the right to not post a particular opening.

Staff members who have a written warning on file, or who are on probation or suspension, are not eligible to apply for posted jobs. Eligible staff members can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

An applicant's supervisor may be contacted to verify performance, skills and attendance.

Drury University also encourages staff members to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Staff members should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

A staff member should submit a letter of application with a current resume and/or completed application form to the Human Resources Department for a posted job.
206 – Rehiring Former Staff Members

If a former staff member is rehired, their status is that of a new employee, and eligibility for benefits, including vacation accrual, is based on the most recent date of hire.

Staff members who are terminated for cause, or who do not provide sufficient notice outlined in Section 804 – Employment Termination, are not eligible for rehire.
To help ensure that staff members are able to perform the essential functions of their proposed job, and to perform these duties safely, medical examinations and drug testing may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at Drury University's expense by a health professional of Drury University's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam, which will measure the staff member’s ability to perform the essential functions of the job. Job applicants may be asked to provide body substance samples (such as urine and/or blood).

Information on a staff member's medical condition or history will be kept separate from other staff member information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.
300 – Staff Member Benefits

The following section generally describes the employment benefits of Drury University. For additional information on employment benefits, contact the Human Resources Department.

The employment benefits in this section are available to regular full-time and part-time (20 hrs/wk) staff members, who have not reached normal retirement age. Except for benefits required by federal, state or local law, benefits are not available to part-time (less than 20 hrs/wk) or temporary staff members. Except where required by federal, state or local law, employment benefits are not available to student staff.

Regular staff member's benefit contributions are made through payroll deductions.

Regular staff members will not be covered by applicable benefits until the first day of the month following their date of hire.

The benefit plans are subject to modification or cancellation by the university at any time in its discretion.
Health Insurance

All full-time staff members will be covered by health insurance the first day of the month following their date of hire.

Dependents of staff members may enroll within 31 days of the staff members first becoming eligible without being required to furnish evidence of insurability. During this period, coverage becomes effective the first day of the month following the date of hire. After this 31 day period, coverage is available during an open enrollment or a qualifying event.

Staff members' spouses and dependents will be eligible for coverage under the Drury University medical insurance. However, spouses and dependents may be subject to certain coverage restrictions if they are covered under another insurance plan. The cost of dependent coverage will be the responsibility of the staff member.

Group health insurance coverage will cease the last day of the month during which termination occurs. Benefit continuation may be provided as described in Section 302, Benefit Continuation, (COBRA). The coverage is subject to modification or cancellation by the university at any time in its discretion.

Details of the health insurance benefits plan, including the amount of benefits provided, limitations and restrictions are described in the Summary Plan Description provided to eligible staff members. A copy of the health insurance summary plan description can be found on the Drury’s Human Resources website at www.drury.edu/hr. Contact the Human Resources Department for more information about health insurance benefits.
HEALTH CARE CONTINUATION COVERAGE (COBRA)

A. Continuation Coverage (COBRA). On April 7, 1986, a federal law was enacted {Public Law 99-272, Title X, Consolidated Omnibus Budget Reconciliation Act, COBRA} requiring that most employers sponsoring group health plans offer staff members and their families the opportunity for a temporary extension of health coverage (called continuation coverage or COBRA) at group rates in certain instances where coverage under the plan would otherwise end. This part of the Plan is intended to inform you, in summary fashion, of your rights and obligations under the continuation coverage (COBRA) provisions of the law. Both you and your spouse should take the time to read this carefully.

If you are a staff member covered by the Drury University Employee Health Care Plan (the Plan), you have a right to choose continuation coverage (COBRA) if you lose your group health coverage because of the following reasons:

1) termination of employment (for reasons other than gross misconduct); or
2) reduction of work hours below the minimum needed to maintain eligibility under the Plan.

If you are the spouse of a staff member covered by the Plan, you have the right to choose continuation coverage (COBRA) for yourself if you lose group health coverage under the Plan for any of the following seven (7) reasons:

1) the death of your spouse;
2) termination of your spouse's employment (for reasons other than gross misconduct);
3) reduction of your spouse's work hours below the minimum needed to maintain eligibility under the Plan;
4) divorce or legal separation from your spouse;
5) your spouse becomes entitled to Medicare;
6) your spouse is retired, and your spouse's employer files for Chapter XI reorganization of the Bankruptcy Code; or
7) your spouse is a military reservist and is called to active duty.

A dependent child of a staff member covered by the Plan has the right to continuation coverage (COBRA) if group health coverage under the Plan is lost for any of the following nine (9) reasons:

1) the death of the parent;
2) termination of parent's employment (for reasons other than gross misconduct);
3) reduction of parent's work hours below the minimum needed to maintain eligibility under the Plan;
4) parent's divorce or legal separation;
5) parent becomes entitled to Medicare;
6) the dependent ceases to be a "dependent child" under the Plan;
7) your parent is retired, and your parent's employer files for Chapter XI reorganization of the Bankruptcy Code;
8) your parent is a military reservist and is called to active duty; or
9) a child is born or placed for adoption with a staff member or former staff member covered by the Plan during the period of continuation coverage. This child is also eligible for continuation coverage.
Under the law, the staff member has the responsibility to inform the Employer of a divorce, legal separation, or a child losing dependent status under the Plan within sixty (60) days of the occurrence of any such event. If notice is not received within that sixty (60) day period, the dependent will not be entitled to choose continuation coverage (COBRA). The Employer will be aware of the staff member’s death, termination of employment, reduction in hours, or Medicare entitlement.

When the Employer is aware or is notified that one of these events has occurred, the Employer will in turn notify you that you have the right to choose continuation coverage (COBRA). Under the law, you have at least sixty (60) days from the later of the date of the notice or the date you would otherwise lose coverage because of one of the events described above to inform the Employer that you want continuation coverage (COBRA).

If you do not choose continuation coverage (COBRA) within the sixty-day period, your group health coverage will end.

In most instances, if continuation coverage were elected and paid for within the proper time frames, your coverage would continue without interruption. The Employer and/or Claims Supervisor does reserve the right to verify your eligibility if you did elect continuation coverage. If you were not eligible, the Employer and/or Claims Supervisor reserve the right to terminate that coverage retroactively. Under certain circumstances, the COBRA time frame could be extended beyond those outlined in the notice. If you sign a waiver regarding your continuation coverage, you may revoke the waiver during the election period. Any claims that occur within the waiver period might not be covered.

For a COBRA qualified beneficiary moving outside of the region, coverage may be reduced similarly to that of Active Staff members outside of the region; however, if an existing plan would cover Active Staff members in that region, qualified beneficiaries must be allowed the option of coverage on that plan. In certain instances, coverage may be eliminated or provided for emergency services only.

If you choose continuation coverage (COBRA), the Employer is required to give you coverage that, as of the time coverage is being provided, is identical to the coverage provided under the Plan to similarly situated staff members or family members. The law requires that you be afforded the opportunity to maintain continuation coverage (COBRA) for three (3) years unless you lose group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period for the staff member and his or her dependents is eighteen (18) months. If, during that 18-month period (or 29 months in the case of disabled individuals who have met the requirements under the paragraph entitled "Special rule for disabled individuals" below), another event (other than commencement of a bankruptcy proceeding under Title 11 of the United States Code with respect to the Employer) occurs that would also entitle a dependent spouse or child (other than a spouse or child who became covered after continuation coverage (COBRA) became effective) to his or her continuation coverage (COBRA), the continuation coverage (COBRA) may be extended. However, in no case (other than Medicare entitlement as described below) will any period of continuation coverage (COBRA) be more than 36 months.

Special continuation coverage (COBRA) period for Medicare entitlement:

When the staff member becomes entitled to Medicare, the continuation coverage (COBRA) period for the spouse or dependent children of the staff member will not end prior to 36 months from the date of Medicare entitlement.
Special rule for disabled individuals:

For a staff member or family member who is disabled under the Social Security Act at any time during the first sixty (60) days of continuation coverage (COBRA) resulting from a termination of employment or reduction in hours, continuation coverage (COBRA) will be extended for up to 29 months rather than 18 months. To be eligible for this additional period of continuation coverage (COBRA), the staff member or family member must notify the Employer within sixty (60) days of obtaining a Social Security determination of such disability and before the end of the initial 18 month period of coverage. During the 11-month period of extended coverage, you may be charged higher premiums (up to 150%). You are required to notify the Employer within thirty (30) days of the date of any final determination that you or your dependents are no longer disabled.

However, the law also provides that your continuation coverage (COBRA) may be cut short for any of the following five (5) reasons:

1) the Employer no longer provides group health coverage to any of its staff members;
2) you fail to pay the required monthly premium within 30 days of the due date. The due date is defined as the first day of the month for which coverage is to be continued;
3) you become covered, after the date of the COBRA election, under any other group health plan (as a staff member or otherwise) that does not contain any exclusion or limitation with respect to any preexisting condition you may have and such exclusions or limitations or preexisting conditions are applicable to you;
4) you become entitled to Medicare, after the date of the COBRA election; or
5) it is determined under the Social Security Act that you are no longer disabled.

Under the law, you have to pay all (up to 102 percent) or part of the premium for your continuation of coverage (COBRA). You will have a grace period of 45 days following your election to make the entire initial premium for the continuation coverage (COBRA); and you will have a grace period of 30 days from the due date to pay any subsequent premiums.

If you have changed marital status or if a dependent ceases to be a “dependent child” under the Plan, please notify the Employer.
Health Insurance Portability and Accountability Act (HIPAA)

Recent changes in Federal law may affect your health coverage if you are enrolled or become eligible to enroll in health coverage that excludes coverage for pre-existing medical conditions.

HIPAA limits the circumstances under which coverage may be excluded for medical conditions present before you enroll. Under the law, a pre-existing condition exclusion generally may not be imposed for more than 12 months (18 months for a late enrollee). The 12-month (or 18-month) exclusion period is reduced by the length of your prior health coverage. You are entitled to a certificate of Creditable Coverage that will show evidence of your prior health coverage. If you buy health insurance other than through an employer group health plan, a certificate of prior coverage may help you obtain coverage without a pre-existing condition exclusion.

For employer group health plans, these changes generally took effect at the beginning of the first plan year starting after June 30, 1997. For example, Drury University’s Plan Year began on June 1, 1998, so Drury is not required to give you credit for your coverage prior to June 1, 1998.

When you terminate your coverage with Drury University, or if you obtain dual coverage through another health plan, you have the right to receive a certificate of Creditable Coverage since July 1, 1998. You may need to provide other documentation for earlier periods of health care coverage. Check with your new plan administrator to see if your new plan excludes coverage for pre-existing conditions and if you need to provide a certificate of Creditable Coverage or other documentation of your previous coverage.

You may request certificates of Creditable Coverage for any of your dependents (including your spouse) who were enrolled under your health care coverage.
Through the Employee Assistance Program (EAP), Drury provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all regular full-time staff members and their immediate family members, and offers problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard client privacy and rights. Information given to the EAP counselor may be released only if requested by the staff member in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning staff member participation in the EAP is maintained in a confidential manner. No information related to a staff member's participation in the program is entered into the employment record.

There is no cost for staff members to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let staff members know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the staff member.

The coverage will cease the last day of the month during which employment termination occurs. The plan is subject to modification or cancellation by the university at any time in its discretion.

Details of the EAP benefit plan, including benefit amounts, limitations and restrictions, are described in the Health Insurance Summary Plan Description provided to eligible staff members. This summary may be found on Drury's website at www.drury.edu/hr. Contact the Human Resources Department for more information about EAP benefits.
Drury provides a Tax Savings Plan (TSP) program that allows staff members to have pre-tax dollars deducted from their salaries to pay for eligible expenses. The pre-tax contributions made to the TSP can be used to pay for Drury's Health Insurance premium, Dental Insurance premium, predictable non-reimbursed health care expenses, and dependent care expenses during the plan year. Through the TSP program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Regular, full-time and part-time (scheduled to work a minimum of 20 hours per week) staff members are eligible to participate in the Tax Savings Plan program.

Participation in Drury's Healthcare premium, Dental Insurance premium, Health Care and/or Dependent Care Reimbursement TSP is optional and determined on an annual basis for the plan year. To participate, staff members must enroll for each plan year. Staff members determine how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. Staff members may contribute up to a maximum each year for eligible Health Care reimbursable expenses. The annual maximum contribution for eligible Dependent Care reimbursable expenses is typically up to $5,000. For specific funding information and limitations, please check with the Human Resources Department or website. Contributions are directed to the staff member’s account through salary reduction on a pre-tax basis. This tax-free money is then available for reimbursement of out-of-pocket expenses. All participation amounts that remain in the account at the end of the plan year are forfeited. It is important that staff members take care not to over-fund their reimbursable account.

The Tax Savings Plan will cease the last day of the month during which employment termination occurs. Benefit continuation may be provided as described in Section 302, Benefit Continuation (COBRA). The plan is subject to modification or cancellation by the university at any time in its discretion.

Details of the Tax Savings Plan program are described in the Summary Plan Description (SPD). Contact the Human Resources Department or website for more information on the Flexible Spending Account program and to obtain enrollment and reimbursement forms as well as examples of reimbursable and non-reimbursable expenses. The TSP Summary Plan Description may be found on Drury's Human Resources website at [www.drury.edu/hr](http://www.drury.edu/hr).
Drury University provides a basic life insurance plan for regular, full-time staff members and their eligible dependents.

Life insurance coverage equal to one year's salary, rounded to the next highest multiple of $1,000, is provided to staff members. This life insurance will become effective upon the first day of the month following their date of hire. The insurance premiums will be paid by Drury University. All full-time staff members will be provided with life insurance coverage for applicable dependents equal to $2,000 for spouse and $1,000 per dependent child (as specified, and in accordance with, the rule established in the policy).

Group life insurance coverage will cease the last day of the month during which termination occurs. The coverage is subject to modification or cancellation by the university at any time in its discretion.

Details of the life insurance benefit plan, including benefit amounts, limitations, and restrictions are described in the Summary Plan Description provided to all eligible staff members. A copy of the life insurance summary plan description can be found on Drury’s Human Resources website at www.drury.edu/hr. Contact the Human Resources Department for more information about life insurance benefits.

**Excess Life Insurance**

Staff members receiving life insurance coverage equal to $50,000 or greater are required to pay tax on the benefit.
Drury provides a long-term disability (LTD) benefits plan to help regular, full-time staff members cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for staff members who are disabled and unable to work.

After completion of one year of continuous regular employment, staff members may participate in the university’s long-term disability plan. Coverage will begin the first day of the month following the 12 month waiting period.

Eligible staff members may participate in the LTD plan subject to all terms and conditions of the agreement between Drury and the insurance carrier.

LTD benefits are offset with amounts received under Social Security or Workers' Compensation for the same time period.

Group LTD benefits will cease the last day of the month during which termination occurs. The coverage is subject to modification or cancellation by the university at any time in its discretion.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible staff members. A copy of the LTD summary plan description can be found on Drury's Human Resource website at www.drury.edu/hr. Contact the Human Resource Department for more information about LTD benefits.
Drury University provides a defined contribution retirement plan for regular staff members employed for 1,000 or more hours per twelve consecutive calendar months, excluding adjunct faculty and student staff.

Retirement plan participation may begin on the first of the month following the date of hire. Participation in the plan may continue until the staff member ceases contributions, plan eligibility, or terminates employment. The plan is subject to modification or cancellation by the university at any time in its discretion.

The university will match the percentage selected by the staff member up to 6% or the limit imposed by the Internal Revenue Code. Plan participants are fully vested in the benefits arising from contributions made under the plan.

Details of the retirement benefit plan, including benefit amounts, limitations, and restrictions are described in the Summary Plan Description provided to all eligible staff members. A copy of the retirement summary plan description can be found on Drury’s Human Resources website at www.drury.edu/hr. Contact the Human Resources Department for more information about the plan benefits.
Tuition Remission

After one year of continuous regular employment, Drury University offers the benefit of tuition remission grants (as defined in Section 117 of the Internal Revenue Code) for undergraduate degree programs to faculty, staff and their eligible dependents (as defined in Section 152 of the Internal Revenue Code). Tuition grants for the graduate degree programs (as defined in Section 127 of the Internal Revenue Code) are restricted to the use of eligible employees up to the maximum per calendar year.

Laboratory fees, music lessons, books, tuition for non-credit courses, student teaching fees, graduation fees, health center fees, student fees, orientation fees, other special fees, and room and board fees are excluded.

The tuition grant program for undergraduate study is limited to five years of full-time enrollment.

Employees receive 50% tuition grant benefits for independent study courses.

All tuition applicants who have not completed an undergraduate degree are required to complete and process a Free Application for Federal Student Aid (FAFSA) for each grant request. The Student Aid Report (SAR) must be filed with the Financial Aid Office. A tuition grant application must be completed for each benefit request. Please refer to Educational Leave, Section 601. The completed application must include a copy of the student's schedule and required signatures in order for the tuition grant application to be processed by financial services. Incomplete tuition grant applications will not be processed. Tuition remission grant benefits will be applied to your tuition bill after the drop/add period, usually three weeks following the first day of school. The tuition grant, books, and (if applicable) room and board expenses will be reduced by any non-Drury financial aid received.

An eligible dependent is defined in section 152 of the Internal Revenue Code as a child who is a blood descendant of the first degree, one who is legally adopted, or one who is a stepchild primarily dependent on the eligible parent for financial support, and at the end of a calendar year is under age 19 or is a full-time student under age 24.

If employment is terminated twenty-one days after the semester commences, tuition remission will be provided with no additional charge for that semester or session. Otherwise, tuition remission will be refunded based on established policy.

Tuition Exchange

The National Exchange Program benefits are available to staff. The Director of Admission will provide information on participating institutions, availability, and the application process.

Eligibility

Full-time regular staff members are eligible for full tuition remission benefits.

Part-time regular staff members employed at least twenty hours per week are eligible for pro-rated tuition remission benefits as outlined.

- 20-29 hours receive 6 credit hours of tuition remission
- 30-39 hours receive 9 credit hours of tuition remission
- 40 hours receive full tuition remission
Worker’s Compensation:

Workers' compensation insurance is provided for each staff member in accordance with the worker's compensation laws of the State of Missouri for accidental injury and occupational disease arising out of and/or in the course of employment.

Occupational accidents, diseases and injuries that occur at work and are directly linked to the performance of normal, job-related duties are covered under Workers’ Compensation Law, which guarantees prompt, automatic benefits to workers.

The benefits included in the program are: payment of hospital and doctor fees for services provided, payment for medicine prescribed for the related injury or disease, and payment of a portion of the staff member's wages while disabled.

Work-related injuries include medical care and rehabilitation as ordered by Drury’s treating physician. There are no deductibles and co-payments; Drury University pays the entire cost for treatment. For emergency treatment, the staff member should go to the nearest medical facility.

If a staff member is required, as part of the job, to perform duties outside the Springfield area, the injured staff member may obtain treatment from the nearest appropriate medical facility. However, Human Resources must be notified immediately following a visit.

Drury is not required to pay for non-emergency treatment that staff members seek or select on their own. Staff members must have approval from the Human Resources Department before seeking treatment that they expect to be paid for under Missouri’s Workers’ Compensation Law.

Temporary disability payments are made as long as Drury’s attending physician states that you are unable to work. These weekly benefits replace a portion of your lost wages. Additional cash payments will be made in the case of a permanent handicap such as the loss of a finger or the loss of sight. If staff members are permanently unable to return to work, a lump sum payment will be made. Death benefits are made to surviving dependent.

All accidents, including those that do not require treatment by a doctor and/or hospital, must be reported to the department director, chair, or supervisor. The department director, chair or supervisor is required to complete a Drury University Employee’s Report of Injury setting forth the time, place and nature of the accident/injury, and the name and address of the person injured. This report must be provided to Human Resources within 24 hours (form in Appendix III). The Human Resources Department will prepare and process the information with the Missouri Division of Workers’ Compensation. Timely reporting is critical, because claims can be denied if accidents and injuries are not reported to the Missouri Division of Workers’ Compensation within the required time frame of 30 days.

The full cost of these benefits is paid by Drury University.

Most situations are handled in a routine and efficient way. However, if questions arise concerning medical benefits or any aspect of the workers’ compensation process, contact Human Resources.
Employment Related Accidental Injury or Disease

Procedures:
Staff members who are receiving care from a Drury University physician for a work-related accidental injury or disease, and who are required not to work, will be granted up to a maximum of three days paid leave.

After the three day paid leave for the work-related accidental injury or disease, staff members will be placed on leave without pay.

Drury University’s insurance carrier, as required by the Workers’ Compensation law, provides compensation.

Staff members returning to work full-time following an absence due to a work-related accidental injury or disease will be provided unpaid time-off for therapy or medical treatment. The time away from work can be made up within the same workweek or charged to sick leave. For more information, refer to Section 608, Sick Leave Benefits.

Staff members approved by Drury University’s physician to perform limited work may be assigned to another work area or modified duties.

If an ambulance is required to transport the Springfield campus staff member to a medical provider, arrangements must be coordinated with Drury University’s Security office.

Approved provider information is maintained and distributed by the Human Resources Department.
Drury will reimburse staff members for reasonable university travel expenses incurred while on assignments away from their normal work location. All university travel must be approved in advance by the immediate supervisor.

Staff members whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Drury. Staff members are expected to limit expenses to reasonable amounts.

Staff members who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. If injured, staff members must notify the Human Resources Department immediately.

After travel has been approved, cash advances to cover reasonable anticipated expenses may be made to staff members. Staff members should submit a written request to their supervisor when travel advances are needed.

With prior approval, staff members on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, staff members are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the staff member.

When travel is completed, staff members should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses. Travel expense reports are available in Financial Services.

Staff members should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Non-exempt staff members may only account for hours worked during their regular work schedule, typically 8 a.m.-5 p.m., Monday through Friday. Travel hours may be counted if they occur during their regular scheduled workweek. Work performed for the university outside of their regular schedule may be counted as time worked. For additional information, check with Human Resources.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the staff member, can be grounds for disciplinary action, up to and including termination of employment.
Regular, full-time staff members employed to begin work after the first day of the month are compensated actual work hours to calculate the first paycheck, which is paid on the last workday of the month. The formula is:

\[ \text{Number of Actual Hours Worked} \times \text{Wage Rate} = \text{Gross Pay} \]

Following the first paycheck, the staff member’s annual salary is divided by 12 months, which is distributed in equal amounts each month.

Regular, part-time staff members, paid by the hour, report their hours on a timesheet or timecard. Timesheets or timecards report the actual hours worked up to the payroll deadline, which is typically the 15\text{th} of each month. Time worked records are submitted to payroll for payment on the last day of the month.

Temporary, full-time and part-time staff members, not enrolled at Drury as a full-time student, report their hours on a timesheet or timecard. Timesheets and timecards report the actual hours worked up to the payroll deadline, typically the 20\text{th} of each month. Time worked records are submitted to payroll for payment on the 5\text{th} of the month.

Temporary, full-time and part-time staff members, enrolled at Drury as a full-time student, report their hours on a timesheet or timecard. Timesheets and timecards report actual hours worked up to the payroll deadline, typically the 6\text{th} of each month. Time worked records are submitted to payroll for payment on the 15\text{th} of each month.
Standard Schedule:
The standard work schedule is 8:00 a.m. to 5:00 p.m. with an hour for lunch, Monday through Friday. The standard workweek equals 40 hours, which is defined as 100% full-time equivalent. Any department head may have an individual or a group of staff members work an agreed upon schedule that deviates from the standard, but the schedule must be approved in advance by the appropriate Vice President and the Vice President for Administration.

For payroll purposes, the standard workweek consists of seven days, 12:01 a.m. Monday through the following Sunday.

Staff members will acknowledge each month on their attendance card that they have recorded and been paid for all time worked in the pay period.

Overtime Fair Labor Standards Act Requirements:
Staff members classified as Managerial, Professional and Administrative are exempt from the Fair Labor Standards Act. The act does not require that these individuals be compensated for hours worked in excess of their regular schedule.

Staff members not classified are non-exempt from the Fair Labor Standards Act. Staff may not work more than the standard number of hours in their workweek without prior authorization from their supervisors.

Non-exempt staff members are required to record all hours worked on a timesheet, timecard (if hourly), or attendance record.

If non-exempt staff members work more than 40 hours in one workweek, they must either receive compensatory time-off within the same pay period at the rate of 1-1/2 hours for each hour worked in excess of 40 hours, or if not assigned compensatory time-off, be paid for such overtime hours.

Hours for which non-exempt staff members are regularly paid, but do not actually work due to an official holiday or vacation days, are counted in establishing the number of hours worked within a workweek for overtime computation purposes. Other types of leave are not counted.
All regular staff members are paid monthly on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, staff members will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during a staff member's vacation, the staff member's paycheck receipt will be available upon his or her return from vacation.

Staff paychecks are directly deposited into an employee’s bank account. A paycheck deposit form must be completed before the 20th of the month. The first paycheck will not be directly deposited. The second and subsequent paychecks will be deposited in the bank requested. If the staff member’s bank account is changed, a new paycheck direct deposit form must be completed; otherwise, the pay will be deposited into the bank account number on record. Direct deposit forms are available in the Human Resources Department.

Deductions from a staff member’s pay will be made in accordance with applicable federal, state, and local law. Staff members may voluntarily authorize additional deductions for their convenience.

In the unlikely event that there is an error in the amount of pay, the staff member should promptly bring the discrepancy to the attention of the Human Resources Department so that corrections can be made as quickly as possible.
Accurately recording time worked is the responsibility of every nonexempt staff member. Federal and state laws require Drury to keep an accurate record of time worked in order to calculate staff member pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt staff members should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Staff members should also record the beginning and ending time of any split shift or departure from work for personal reasons. An attendance record is provided to all regular full-time staff members June 1 of each year. Non-exempt staff members are required to enter total hours worked each day on this card. Staff members using a time clock are not required to maintain an attendance card to log hours worked. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another staff member's time record may result in disciplinary action, up to and including termination of employment.

It is the staff member's responsibility to have his or her direct supervisor sign their attendance records to certify the accuracy of all time recorded. The direct supervisor will review and then initial the time record each month before returning it to you. In addition, if corrections or modifications are made to the time record, both the staff member and the supervisor must verify the accuracy of the changes by initialing the time record.
Drury University complies with Missouri garnishment regulations that require withholding from staff members’ disposable earnings to satisfy unpaid debt such as court-ordered child support or spousal maintenance, tax levies, general indebtedness and administrative garnishments. Only garnishments processed through the court system (except for administrative garnishments) will be taken. Voluntary wage assignments are not accepted.

Disposable earnings are all earnings after deductions of amounts required by law, which generally include federal income tax, social security tax and state and local taxes. All other deductions, such as medical insurance premiums and retirement contributions, must be included in the garnishment calculation. Although the law allows for the collection of a processing fee, Drury University does not collect this fee.

The amount of wages that can be withheld is restricted by the federal Consumer Credit Protection Act, 15 U.S.C § 1673. Percentages vary by type of garnishment, and Drury University withholds only the amount required by law and in the priority order designated.

Drury University accepts the Head of Household affidavit, which is a notarized document declaring the staff member as head of household and restricts the garnishment percentage except in the cases of court-ordered child support or spousal maintenance.
Up to 3 days of paid bereavement leave will be provided to regular, full-time and part-time staff members. Two additional days of paid leave may be provided for travel in excess of 300 miles.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Staff members may, with their supervisors' approval, use any available paid leave except sick leave benefits, for additional time-off as necessary. At the supervisor's discretion, bereavement leave will be provided to attend the service of other associates or close friends (not to exceed one half day maximum).

Drury University defines "immediate family" as the staff member's spouse, parent, child, sibling; the member's spouse's parent, child, or sibling; the staff member's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the staff member was similar to any of the above relationships.

Staff members who wish to take time-off due to the death of an immediate family member should notify their supervisor immediately.

Bereavement pay will be calculated based on the staff member’s straight-time pay rate (as of the date of the bereavement leave) times the number of hours the staff member would otherwise have worked that day.
Educational Leave:
While staff members are encouraged to continue their education in order to increase the value of their contribution to the university, the process of education should neither detract from, nor interfere with, the staff member's performance on the job. Staff members who have met academic qualifications may take courses during hours outside of their regular work schedule. To apply for a grant, please refer to Section 308. Tuition Grant applications are available in the Human Resources Department.
Weather Emergencies:

Drury University never officially closes because of weather conditions. One or more departments may be closed or reopened exclusive of the others.

In the event of weather conditions impacting normal operation of the university, the President of the University, or his designate, will decide which university functions must have operations curtailed due to the weather conditions, when the functions will cease, and when the functions will resume normal operations (The official announcement will be carried on most radio and television stations).

In the event of an official closing of a university department or department's functions due to weather conditions, staff members regularly scheduled for work during the closed period at the affected department or function will not suffer loss of earnings due to the curtailed operations.

When a department or function is officially closed due to a weather emergency, staff members required to work in the affected department or function during the hours of partial operations must receive off actual hours worked at a later date convenient to the staff member and his/her supervisor.

Unless a department or function is officially closed, full-time and part-time staff unable to report for work due to weather will have the absence charged to accrued vacation or unpaid leave of absence.

Staff members on leave of absence without pay will receive no compensation, and staff members on vacation or other paid leave will not be granted additional time-off.

Staff members may leave early only at the discretion of their immediate supervisor or his/her designate. All time lost from work may be charged to accrued vacation or made up during the standard workweek.

Temporary and part-time staff members will not receive vacation and are not paid for the time not worked.
603 – Family and Medical Leave

**Family and Medical Leave**

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Drury University will allow eligible staff members to take up to 12 weeks of unpaid leave during a 12 month period for the following reasons:

1. To care for the staff member’s child following birth, adoption, or placement for adoption or foster care;
2. To care for the staff member’s spouse, child, or parent (not in-law) who has a serious health condition requiring inpatient care or continuing treatment by a qualified health care provider; or
3. For a serious health condition, as defined by the FMLA, that makes the staff member unable to perform his/her job.

**Eligibility:**

To qualify for Family and Medical Leave, a staff member must:

1. have been employed at Drury University for a cumulative total of 12 months; and
2. have worked at least 1,250 hours over the 12 month period preceding the request for FMLA.

**Advance Notice:**

*Steps for Requesting Family and Medical Leave*

All requests for Family and Medical Leave should be initiated by securing a Family and Medical Leave Request Form from the Human Resources Department.

The Human Resources Department will provide the staff member with notice of his/her rights under the FMLA, a Family and Medical Leave Request Form, and a Medical Certification form.

The staff member will provide the Human Resources Department with a copy of the completed Family and Medical Leave Request Form.

The completed Medical Certification Form should be delivered to the Human Resources Department within 15 calendar days of an employee’s receipt of the notice that medical certification is required. It is the employee’s responsibility to ensure the delivery of the medical certification form to Drury within the fifteen-day period. Failure to return the certification within the fifteen-day period can result in a delay or denial of the FMLA request.

The staff member will be notified in writing by the Human Resources Department of the terms and conditions of his/her leave.

*Foreseeable Leaves*

When the need for leave is foreseeable, the staff member must provide notice to Human Resources of not less than 30 days. If leave is denied for lack of notice, the staff member may request leave to start 30 days after notice is given.
Unforeseeable Leaves

If the need for leave is not foreseeable, notice must be given by the staff member as soon as possible and practicable. Except in cases of extreme medical emergencies, the staff member is expected to advise Human Resources as soon as he/she knows of the need for and expected duration of the leave. A family member should contact Human Resources if the staff member is medically unable to request a medical leave.

Medical Certification:

The university requires proof of medical necessity for Family and Medical Leave by a health care provider in the form. All sections of the form must be completed.

A staff member on leave is required to report any change in his/her status, duration of leave, or intent to return. During leave, the university may require that a staff member re-certify the medical condition that caused the staff member to take leave when the university obtains information that casts doubt on the continuing validity of the staff member’s original certification, when the staff member requests an extension of leave, or when circumstances/duration of the leave change.

The university has the option of requiring the staff member to secure a second opinion from an independent medical provider selected by the university. The university will pay for the second opinion. If the two opinions conflict, the conflict may be resolved by a third opinion by a provider agreed to by the university and the staff member which shall be considered final and binding. The university will pay for the third opinion.

In the event the staff member’s leave is due to the serious illness of a spouse, parent, or child, the staff member must provide medical certification from the health care provider caring for the family member that such a leave is a medical necessity.

Continuation of Benefits:

For the duration of the approved Family and Medical Leave, Drury University will maintain the staff member’s group health benefits at the same level and under the same conditions as if the staff member had continued work. The staff member is required to continue to pay his/her contribution to dependent medical insurance and any dental insurance costs. The contribution will be deducted from the staff member’s paycheck during leave if the staff member is being paid by use of accrued vacation, sick leave, or paid personal time. If the staff member is not being paid during the leave, he/she will pay the cost by remitting a check payable to Drury University at the Human Resources Department by the 20th of each month. If the staff member fails to make the required payment for dependent health and/or dental coverages within 30 days of the date that such payment is due, those applicable coverages will be discontinued.

Other benefits normally provided to a staff member shall be provided to the staff member only if permitted by the plan document governing the provision of those benefits.

While on unpaid leave, the staff member will not accrue service credit for purposes relating to vacation accrual, sick leave entitlement, or any other service related benefit.

The university has the right, upon the staff members return from Family and Medical Leave, to refuse to reinstate any benefit or condition of employment that has been discontinued for the university’s staff members.
Should the staff member not return to employment with the university, or return for less than a period of 30 days after the leave has ended, the staff member shall owe the university the cost of any benefits provided during the entire duration of the Family and Medical Leave, including the employer contribution to the staff member’s health benefits. No such amount shall be owed if there is a reoccurrence or onset of a serious health condition, or if, in the opinion of the university, there is a change of circumstances beyond the staff member’s control.

An staff member who does not return to work after use of Family and Medical Leave for a period certified by a physician, or who does not return after use of twelve weeks of leave, shall be treated as having voluntarily terminated his/her employment.

Length of Leave and Conditions:

As outlined in this policy, an eligible staff member is entitled to a total of 12 workweeks of leave during any 12 month period. For purposes of calculating the 12 month period, Drury University will use a rolling 12 month period, measured forward, that begins on the date an employee first starts an FMLA leave. Under no circumstances will a staff member be allowed to “stack” leave by taking two 12 week leaves back to back.

For staff members married to each other and working at Drury University, a separate 12 weeks is allowed for each to care for their own serious illness, or to care for the spouse, or a child.

For staff members married to each other and working at Drury University, up to 12 combined weeks are allowed to care for their child following birth or placement for adoption or foster care. Leave to care for the staff member’s child following birth or placement for adoption or foster care must be taken within 12 months of the birth or placement.

Intermittent Leave:

Family and Medical Leave can be used on an intermittent basis if the need arises. If the need for intermittent leave is foreseeable based on planned treatment, the staff member is responsible for scheduling the treatment in a manner that does not unduly disrupt the work environment, subject to the approval of the health care provider. The staff member must also make reasonable efforts to appropriately schedule the timing of the leave.

If intermittent leave is used, the staff member may be temporarily transferred to an alternate position, with no loss in pay or benefits, if it will more easily accommodate the need for the leave. Intermittent Leave must be scheduled in increments of 4 or 8 hours.

During intermittent leave, the university can require additional medical certification as frequently as every 30 days. The intermittent leave may not exceed a total of 12 workweeks over a 12 month period.

Job Reinstatement:

With some exceptions, the law requires that returning employees be restored to their original or equivalent position, with equivalent pay, benefits, and other terms and conditions of employment. Benefits that were accrued prior to the start of the Family and Medical Leave will remain intact. As provided in the FMLA, the university may choose to exempt certain highly compensated staff members from this requirement and not return them to the same or similar position.

The university will require a medical certification of his/her fitness for duty prior to a staff member’s reinstatement and return to work. The university reserves the right to make additional medical inquiries.
and/or require follow-up examinations, at the university’s expense, to ensure that the staff member can perform the essential functions of his/her job.

**Use of Sick Leave, Vacation Time, and Paid Personal Time During Family and Medical Leave:**

A staff member receiving approval for Family and Medical Leave is required to use accrued sick leave, vacation time, and paid personal time concurrently with their Family and Medical Leave. University paid benefits (social security, workers’ compensation, other insurance) will be paid as usual. Upon the exhaustion of the staff member’s available paid time-off, the remainder of his/her Family and Medical Leave will be on an unpaid basis.

**Validity of Information:**

Any staff member who provides false or misrepresented information or omits material information in order to obtain Family and Medical Leave benefits, shall be subject to disciplinary action, up to and including termination of employment.

**Confidentiality:**

All medical information relating to requests for Family and Medical Leave will be kept confidential by the university. Only those with a legitimate business necessity for the information will have access.
Drury University will grant holiday time-off to all staff members on the holidays listed below:

* New Year’s Eve (December 31)
* New Year’s Day (January 1)
* Good Friday (Friday before Easter)
* Memorial Day (last Monday in May)
* Independence Day (July 4)
* Labor Day (first Monday in September)
* Thanksgiving (fourth Thursday in November)
* Day after Thanksgiving
* Christmas Eve (December 24)
* Christmas (December 25)

When an observed holiday falls on Saturday or Sunday, the preceding Friday or following Monday will be recognized.

Drury University will grant paid holiday time-off to all regular, full-time and part-time staff members immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the staff member's straight-time pay rate (as of the date of the holiday) multiplied by number of hours the staff member would otherwise have worked on that day.

Except as provided below, if a recognized holiday falls during an eligible staff member's absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time-off benefit that would otherwise have applied.

Eligible nonexempt staff members scheduled to work on a recognized holiday will receive regular pay for that day plus additional compensatory time at one and one-half times each holiday hour worked. Holiday work requires prior supervisory approval.

Paid time-off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

Staff members on leave of absence without pay are not paid for holidays that occur during their leave.

Staff members must work the next scheduled work day preceding and following a holiday unless approved paid leave is used. To be eligible for holiday pay, staff members must present a physician’s statement regarding the nature of the illness or injury.
Drury University encourages staff members to fulfill their civic responsibilities by serving jury duty when required. Regular, full-time and part-time staff members may request up to one week of paid jury duty leave over any one year period.

Jury duty pay will be calculated on the staff member's base pay rate multiplied by the number of hours the staff member would otherwise have worked on the day of absence. Regular full-time and part-time staff members qualify for paid jury duty leave.

If staff members are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time-off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Staff members must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, staff members are expected to report for work whenever the court schedule permits.

Either Drury University or the staff member may request a rescheduling of jury duty if, in Drury University's judgment, the staff member's absence would create serious operational difficulties.

Drury University will continue to provide benefits for the full term of paid leave during jury duty absence. Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.
**Annual Military Leave:**

The university grants leaves of absence without pay for military or reserve duty to regular full-time and part-time staff. If staff members who are called to active military duty or to reserve or National Guard training, or who volunteer for such duty, should promptly notify his/her supervisor and submit copies of military orders. Military leave of absence without pay will be granted in accordance with applicable federal and state laws. A staff member’s eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state law.
Personal days are an all purpose time-off policy for eligible staff members to use for personal business. Regular, full-time staff members are eligible to earn and use personal days as described in this policy.

Up to 2 days of paid personal leave will be provided to eligible staff members at the beginning of each fiscal year (June 1 through May 31).

Eligible staff members may use personal days according to the schedule below. However, before personal days can be used, a waiting period of 6 months must be completed. After that time, staff members can request personal days.

Personal days can be used in minimum increments of one-half day. Staff members who have an unexpected need to be absent from work should notify their direct supervisor 24 hours before the scheduled start of their workday if possible.

To schedule planned personal days, staff members should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Personal days are paid at the staff member's base pay rate at the time of absence.

Personal days are not cumulative nor can they be paid at termination of employment. Personal days are intended to provide regular, full-time staff members with paid time in the event that personal obligations require absence from the job.

Personal days may not be used in conjunction with any other type of leave.
Drury University provides paid sick leave benefits to all regular full-time staff members for periods of temporary absence due to illnesses or injuries. Eligible staff members may only use sick leave benefits for an absence due to their own illness, injury or medical appointment. Absence due to illness or injury to a family member is addressed in the Family Medical Leave policy.

Eligible staff members will accrue sick leave benefits at the rate of 1 day per month. Sick leave benefits begin the month the individual begins working provided the date of employment is the tenth of the month or earlier; otherwise, accrual begins the following month. Paid sick leave can be used in minimum increments of one-half day.

Staff members who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. Before returning to work, staff members may be required to furnish a written statement from their physician stating the nature of the illness or injury and that the employee is capable of performing the essential functions of his or her position before being reinstated.

Sick leave benefits will be calculated based on the staff member's base pay rate at the time of absence. As an additional condition of eligibility for sick leave benefits, a staff member absent more than 5 consecutive work days must notify Human Resources. Absences in excess of 5 consecutive work days due to a serious medical condition must be requested as Family and Medical Leave. For more information, refer to Section 603, Family and Medical Leave Policy. Absences in excess of available Family and Medical Leave, paid or unpaid, must be arranged with the Human Resources Department.

Unused sick leave benefits will be allowed to accumulate until the staff member has accrued a total of 120 calendar days of sick leave benefits. If the staff member's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the staff member has reduced the balance below the limit. Sick leave benefits will be used to provide a salary during the long-term disability elimination period. For more information, refer to Section 306, Long-Term Disability Policy.

Employees will be required to exhaust all accrued sick leave and other paid leave before using unpaid leave under the Family Medical Leave policy; however, for FMLA purposes the leave will be deducted from the employee’s available bank of FMLA leave, from day one of absence.

Staff members absent on paid leave continue to accrue sick leave benefits. University holidays occurring during paid leave are not charged to sick leave benefits. Sick leave benefits cannot be taken in advance of being earned. If accrued sick leave benefits are exhausted, further absences must be charged to accrued vacation. If both accrued sick leave and vacation benefits are exhausted, the staff member's absence must be charged to leave of absence without pay, if the employee qualifies. Refer to Section 611, Catastrophic Illness or Injury Assistance.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to staff members while they are employed or upon termination of employment.
609 – Vacation Leave

Vacation time-off with pay is available to regular, full-time staff members to provide opportunities for rest, relaxation, and personal pursuits. Staff members earn and use vacation time as described in this policy.

The amount of paid vacation time staff members receive each year is dependent on classification and length of their employment as shown in the following schedule:

**Non-exempt staff**

Upon initial eligibility the staff member is entitled to 12 vacation days each year, accrued monthly at the rate of 1 day.

After 5 years of eligible service, the staff member is entitled to 16 vacation days each year, accrued monthly at the rate of 1.33 days.

After 10 years of eligible service, the staff member is entitled to 20 vacation days each year, accrued monthly at the rate of 1.67 days.

**Exempt staff**

Upon initial eligibility the staff member is entitled to 16 vacation days each year, accrued monthly at the rate of 1.33 days.

After 5 years of eligible service, the staff member is entitled to 20 vacation days each year, accrued monthly at the rate of 1.67 days.

**Officers**

Upon initial eligibility the staff member is entitled to 22 vacation days each year, accrued monthly at the rate of 1.83 days.

Vacation accrual begins the month the person begins working, provided the date of employment is the tenth of the month or earlier; otherwise, accrued vacation begins the following month. Accrual continues through the month of termination if and only if the date of termination is the twentieth of the month or later.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the staff member starts to earn vacation time. A staff member's benefit year may be extended for any leave of absence for more than 11 working days except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Staff members begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 6 months must be completed. After that time, staff members can request use of earned vacation time, including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of one-half day. To take vacation, staff members should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.
Vacation time-off is paid at the staff member's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Staff members are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Accrued vacation is to be taken within 12 months of the month in which it is earned. If vacation is not taken by the end of this period, it is lost. Staff members transferring from one department to another department within Drury University retain their accrued vacation.

Upon termination of employment, staff members who terminate following six or more months of service will generally be paid for unused accrued vacation. Payment for unused accrued vacation is calculated as follows: Gross Pay = Accrued Vacation Hours x Hourly Wage rate.

University holidays occurring during a vacation are not counted as vacation days.

Serious illness occurring during vacation is considered sick leave and is not charged to vacation, unless sick leave has been exhausted. Staff members are required to furnish a written physician's statement.

Vacations cannot be taken in advance of being earned. Staff on vacation may not be employed by another department.
If staff members are unable to vote in an election because their work schedule encompasses the period polls are open, time-off to vote will be granted in accordance with applicable state law.

Staff members should request time-off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time-off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Staff members must submit a voter's receipt on the first working day following the election to qualify for paid time-off.
Purpose:

Catastrophic Illness or Injury Assistance exists to provide financial assistance to staff members who suffer a catastrophic illness or injury (as defined in this document). Financial assistance is available to staff members who have exhausted all of their paid leave (paid sick days, vacation days, personal days, and compensatory time) prior to returning to work or prior to meeting the required elimination period (i.e., waiting period) for long-term disability benefits.

Eligibility:

Eligibility for emergency assistance is limited to full-time employees on regular appointment with Drury University who have satisfactorily completed one year of continuous regular full-time employment, who have applied for and been approved for Family and Medical Leave, and who have exhausted all of their paid leave.

Catastrophic Illness/Injury:

A catastrophic illness or injury is one which is life threatening, terminal, or likely to result in a substantial permanent disability.

Financial Assistance:

Catastrophic Illness or Injury Assistance will provide financial assistance to an eligible staff member with a catastrophic illness/injury (as defined above) which shall not exceed sixty (60) percent of the staff member’s regular monthly salary. Such financial assistance will be provided for the lesser of:

- 180 calendar days in order to satisfy the long-term disability elimination period, or
- the date that long-term disability benefits are approved, or
- the date that the staff member’s employment with the University is terminated, or
- the date that the staff member returns to work in at least a half-time capacity

Administration:

The Director of Human Resources is responsible for administration of Catastrophic Illness or Injury Assistance.

Application Process:

Staff members may apply for emergency assistance under this program by completing a Request for Catastrophic Illness or Injury Assistance form (Appendix V) and submitting it to the Director of Human Resources for approval. The completed form will be considered a confidential document. Staff members who apply for assistance under this program must also apply for long-term disability benefits available through the University’s Long-Term Disability (LTD) Insurance Plan by completing and submitting the required LTD applications and documents.

Staff members who receive financial assistance under the Catastrophic Financial Assistance Program will retain their employment with the University; however, their pay status will be “Leave without Pay.”
**Family & Medical Leave Act:**

Staff members approved for Family & Medical Leave (FMLA), which under University policy is unpaid leave, and who receive financial assistance under the Catastrophic Illness or Injury Assistance Program will have the approved and eligible FMLA time run concurrently with the time they receive financial assistance under the Catastrophic Illness or Injury Assistance Program. The University will continue in force the University-paid insurance programs that are normally paid for the staff member. If the staff member has elected any optional or dependent insurance coverages and wishes to retain such coverages, the staff member will pay the premiums for those coverages directly to the University.

**Catastrophic Assistance Payments:**

Catastrophic assistance payments are made through the normal payroll process and are subject to all applicable federal and state taxes. The University will continue in force the University-paid insurance programs that are normally paid for the staff member. Participation in the retirement plan may continue, with applicable matching contributions, while the staff member is receiving financial assistance under this program.
700 – Access to Employment Records

Drury University maintains an employment record on each staff member that includes such information as the staff member's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Employment records are the property of Drury University, and access to the information they contain is restricted. Generally, only supervisors and management of Drury University who have a legitimate reason to review information in a file are allowed to do so.
Drury University is an open and welcoming community with staff from a wide variety of cultures and backgrounds. The mission and goals of the university dedicate the institution to being a community which “affirms the equality and worth of all peoples” and appreciates the “diversity of human culture, language, history and experience.”

Consistent with this philosophy:

No person is excluded from admission to Drury or otherwise treated differently on the basis of any legally protected factor, including but not limited to, gender, race, color, citizenship, national origin, religion, sexual orientation, status as a disabled veteran, Vietnam veteran or other veteran, pregnancy, exercise of legally protected rights, age, or any disability which Drury can reasonably accommodate without undue hardship and which does not create a direct threat to the person or other person.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Drury University will be based on the judgment of the employee’s merit, qualifications, and abilities.

Drury University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the university, or would create a direct threat to the person or other persons. This policy governs all aspects of employment, including, but not limited to, selection, job assignment, compensation, discipline, termination, access to benefits, and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Drury University has established an affirmative action program to continue to enhance opportunities for individuals throughout the organization.

Employees with questions or concerns about any type of discrimination or retaliation in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Retaliation against or intimidation of any employees who has filed a complaint regarding violation of this policy is prohibited. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
Drury University is committed to the concept of equal employment opportunity. Therefore, all necessary action shall be taken to ensure that applicants are employed and staff members are treated during employment on the basis of their exhibited ability and competence, without discrimination on the basis of gender, race, color, citizenship, national origin, religion, sexual orientation, status as a disabled veteran, Vietnam veteran or other veteran, pregnancy, exercise of legally protected rights, age, or any disability which Drury can reasonably accommodate without undue hardship and which does not create a direct threat to the person or other person.

In support of this policy, the university shall conduct an active affirmative action program in order to promote equal employment opportunities, and all members of the Drury community are instructed to support this commitment in both letter and spirit.

Drury University shall work towards implementing the affirmative action policy in recruitment and employment practices. All recruitment, appointments, promotions, transfers, benefits, and compensation, and educational programs and activities shall be conducted on the basis of an individual’s qualifications and performance.

This policy statement shall apply to all teaching and non-teaching staff members of Drury University.

1. It is the policy of Drury University to provide equal employment opportunity to each individual. This policy applies to recruitment and advertising; selection and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and other forms of compensation; selection for training; or the provision of any other employment services.

2. The university complies with all provisions of federal, state, and local laws enforcing nondiscrimination in employment practices.

3. The continuing progress and vitality of the university requires that we utilize all available human resources to the fullest. The continuing need for well qualified staff members dictates that individuals with talent must be recognized and encouraged to progress through equitable employment policies.

4. It is the policy of the university to encourage present staff members to apply for promotions whenever present staff members are qualified and available. Job vacancies are posted on the Drury University Human Resources website, job hotline, email, and job vacancy board. All staff members are encouraged to maintain an awareness of such postings and inquire whenever they have an interest in applying for an available position.

Responsibility for implementation of equal opportunity employment rests with the president, officers of the university, and the Human Resources Department (The Equal Opportunity Team) who will monitor and periodically review the recruitment process. Each supervisor shall be responsible for providing complete and accurate data as to job descriptions, advertisements, female and minority, veteran, and physically or mentally disabled recruitment (from the requested voluntary information) and selection of same for positions at the university. Employment statistics shall be prepared annually and reviewed towards meeting progress in employment of minorities, females, veterans, and the physically and mentally disabled.
Recruitment and Employment Procedures – Staff Members

All recruitment and employment of staff members shall be coordinated by the Drury University Human Resources Department.

Procedures for such recruitment and employment shall include:

1. All position openings shall be posted on the human resources website, job hotline, email and job vacancy board so that all existing staff members may have an opportunity to apply for jobs which become available and offer advancement potential.

2. The Human Resources Department shall endeavor to recruit minorities, females, veterans, and physically and mentally disabled applicants to fill any vacated position. Procedures to assure full consideration of minorities and females are as follows:
   A. Equal opportunity clause in all advertisements
   B. Register openings with Employment Security Division
   C. Contact handicapped and minority advocacy groups within the Springfield area
   D. Obtain voluntary equal opportunity information
   E. Maintain interview reports from supervisors and others involved in the recruiting and selection process

3. Detailed written records shall be maintained on the recruitment and employment of all staff members with particular reference to efforts to locate females, minority, veterans, and physically and mentally disabled applicants.

4. Supervisors who will ultimately select from a field of applicants shall document their selection and set forth reason(s) why the person selected was the best for the position.

5. Transfers and promotions of staff members shall be on the basis of qualifications as evidenced by performance, experience, training, education, and potential.
Drury University is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of his or her position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept confidential and separate from all other records of employment.

The university can reasonably accommodate any disability without undue hardship and which does not create a direct threat to the person or other person. The university welcomes suggestions on how and what accommodation can or should be made. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, and position descriptions. Leave of all types will be available to all staff members on an equal basis.

Drury University is also committed to not discriminating against any qualified staff members or applicants because they are related to or associated with a person who has a disability. Drury University will follow any state or local law that provides individuals with disabilities greater protection than the ADA.
**Statement of Purpose:**

The University has a vital interest in ensuring a safe, healthy and productive working environment for our faculty, our staff, and our students. The illegal or improper use of controlled substances or alcohol in the workplace imperils the health, safety, and well-being of the university community and threatens our mission. We are therefore committed to maintaining a safe and healthy work environment free from the influence of alcohol or illegal drugs. For these reasons, we have established as a condition of employment, and continued employment with the University the following Substance Abuse Policy.

**Authorized Use of Prescribed Medication:**

Employees undergoing prescribed medical treatment with any drug that may alter their behavior or physical or mental ability must report this treatment to their supervisor in order to determine whether the University should temporarily change the employee’s job assignment during the period of treatment. Employees must keep all prescribed medication in its original container, which identifies the drug, date of prescription, and the prescribing doctor.

**Prohibitions:**

University policy prohibits the following:

Use, possession, manufacture, distribution, or sale of controlled substances, illegal drugs or drug paraphernalia while on University property or University business, in University-supplied vehicles, or during working hours;

Use, possession, distribution, or sale of alcohol while on University property or University business, in University-supplied vehicles, or during working hours, except for authorized use of alcohol at University sponsored functions or activities;

Reporting to work or working, operating a University vehicle, or appearing on University property while using illegal drugs, alcohol (except during University sponsored functions or activities), or controlled substances; except when the use of a controlled substance is pursuant to a doctor’s written orders and the doctor has advised in writing, that the substance does not adversely affect our ability to safely perform your ob duties;

Obtaining a positive test result for drugs or alcohol;

Refusal to submit to testing or to submit a sample for testing when requested to do so by your supervisor;

Failing to report to your supervisor or the Human Resources Department the use of a prescribed drug that may alter your behavior or physical or mental ability.

Violation of these numbered prohibitions may result in severe disciplinary action, up to, and including discharge for a first offense at the University’s sole discretion. In addition to any disciplinary action for a positive test for alcohol or drugs, the University may, in its sole discretion, refer an employee to a treatment program for alcohol or drug abuse. Employees so referred as a result of a positive test for alcohol or drugs must immediately cease any alcohol or drug abuse, must sign and comply with a rehabilitation agreement, and must comply with all other conditions of the treatment and counseling program recommended by the treatment program. Participation in such a program will not, however, prevent disciplinary action for violation of this Substance Abuse Policy.
**Assistance For Employees Who Voluntarily Seek Help:**

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation. The University encourages employees to seek assistance before their drug or alcohol use jeopardizes the health and safety of themselves or their fellow employees. The decision to seek diagnosis and accept treatment for alcohol or drug abuse is, however, primarily the individual employee’s responsibility.

The University will attempt to assist its employees through referral to rehabilitation, appropriate leaves of absence and other measures consistent with the University’s policies and applicable federal, state, and local laws. Voluntary requests for assistance will not, however, prevent disciplinary action for violation of this Substance Abuse Policy. Employees who undergo voluntary counseling or treatment and who continue to work must meet all established standards of conduct and job performance. The University will promptly discipline or terminate any employee who fails to comply with these requirements while undergoing counseling and treatment for alcohol or drug abuse.

**Testing:**

Whenever the University suspects that an employee’s work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated this Policy, the University may require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol and drug testing. An employee who tests positive for alcohol or drugs will be in violation of this Policy.

Whenever an employee is involved in an accident or work-related injury to themselves or to another, the employee may be required to undergo appropriate testing, including a breath, saliva, urine and/or blood test for alcohol and/or drugs. An employee who tests positive for alcohol or drugs will be in violation of this policy.

An employee may refuse to undergo testing, however, refusal to undergo testing may result in disciplinary action, up to and including discharge. No employee will suffer loss of wages while undergoing such tests, and all costs associated with transportation to and from the testing site, if any, and all costs of the examination and testing will be paid for by the University. The employee has the right to explain the positive test results or to request a confirmatory retest at his or her own expense. Test results will be treated as confidential medical information.

**Inspections:**

Whenever the University suspects that an employee’s work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated this Policy, the University may search the employee, the employee’s locker, desk, other suspected areas of concealment, or other University property under the control of the employee, as well as the employee’s personal effects or automobile on the University’s premises.

**Reservation of Rights:**

The University reserves the right to interpret, change, rescind or depart from this policy in whole or in part with or without notice. Nothing in this Policy alters an employee’s at-will employment status. The University hopes each employment relationship will be a happy and enduring one. Nevertheless, employees remain free to resign their employment at any time, for any or no reason, without notice. No one can alter your status as an at-will employee except the President of the University or an authorized representative, in writing.
Acknowledgement of Substance Abuse Policy:

I have received, read, and understand this Substance Abuse Policy. I understand and acknowledge that I am subject to this Policy as an employee of the University.

________________________________________
Print Name

________________________________________
Signature

____________________
Date
It is the responsibility of each staff member to promptly notify Drury University of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of benefit eligible dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Human Resources Department.
Drury University is committed to employing only United States citizens and aliens who are authorized to work in the United States. Drury does not discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new staff member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Appendix II outlines approved documents. Former staff members who are rehired must also complete the form if they have not completed an I-9 with Drury University within the past three years, or if their previous I-9 is no longer retained or valid.

Staff members who have questions or who seek more information on immigration law issues are encouraged to contact the Human Resources Department. Staff members may raise questions or complaints about immigration law compliance without fear of reprisal.
708 – Life Threatening Illnesses in the Workplace

A staff member of Drury University shall not be permitted to work if he or she is known to be afflicted with, or liable to transmit, any contagious or infectious disease, unless the Director of Human Resources has determined, based upon medical evidence, that (1) the staff member is no longer infected or liable to transmit the disease, or (2) the staff member is afflicted with a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

Any staff member with a chronic infectious disease who is permitted to work in a school setting must do so under specified conditions. Failure to adhere to the conditions will result in action to dismiss the staff member.

Staff members with a contagious or infectious disease have a right to privacy and a need for confidentiality. Only staff members who need to know the identity of condition of such staff members will be informed. Willful or negligent disclosure of confidential information about a staff member's medical condition will be cause for disciplinary action.

**Procedures:**

The university policy and procedures on communicable diseases among staff members will be made available to all staff members.

In the event a staff member is infected with a contagious or infectious disease, or if the President of the University, Vice President of Administration, or Director of Human Resources has a reasonable basis for believing a staff member's physical condition may pose a health risk to others, the staff member will be requested to undergo a medical examination by a physician mutually agreed upon by the staff member and the university to determine the nature of the staff member's health condition and the extent of the health risk to others. The staff member will be placed on medical leave (FMLA) in accordance with university policy until the case is disposed of under this policy. Refusal to submit to a medical examination will result in action to dismiss the staff member.

If the examining physician determines that the staff member is afflicted with an acute infectious disease of relatively short duration, the staff member will continue on FMLA, using accrued sick leave and/or leave without pay in accordance with university policy until a physician certifies that the staff member is no longer liable to transmit the disease.

If the examining physician determines that the staff member may be afflicted with a chronic infectious disease, the staff member will continue on FMLA using accrued sick leave and/or leave without pay in accordance with university policy until the following procedures have been concluded. The Director of Human Resources shall, within ten working days, request a team review and assessment of the staff member. The team shall be comprised of the following:

- The staff member
- The staff member's personal physician
- A public health physician designated or approved by the State Department of Health
- The Drury University Director of Human Resources
- Others mutually agreed upon
- Appropriate supervisor

The team will assess the staff member's medical condition and the risks of exposing others to the disease in the university work environment, and determine whether the staff member should:

- Continue with the current assignment with restrictions and conditions;
- Be reassigned to another position for which the staff member is qualified but which would involve less risk to himself and others;
• Be placed on sick leave, leave without pay or disability leave in accordance with university policy because the staff member is unable, at least temporarily, to perform the essential functions of his or her position or another for which the staff member is qualified;

• Be terminated because the staff member is physically incapacitated from performing duties for which he/she is qualified, or is unwilling to conform to restrictions and conditions of employment.

The team will also establish dates and/or conditions under which the staff member's status will be reviewed.

The determination of the team will be made within ten working days after the team is convened, with communication in writing to the staff member, the university President, appropriate Vice President, and the Vice President for Administration. The determination will be final unless reversed or appealed.

The staff member may appeal the determination of the team to the President of the University in accordance with policies and procedures for employment-related problem resolution, Section 710.

If a staff member with a chronic infectious disease is permitted to continue working:
• The Director of Human Resources will identify and notify those staff members and faculty members who need to know and inform them of the staff member's identity and conditions under which the person is continuing to work. Willful or negligent disclosure of confidential information by staff member will be cause for disciplinary action.

The Director of Human Resources, in consultation with a designated health professional, will develop safety, precautionary, and incident-reporting procedures and will ensure that the staff member and all staff members who have contact with the infected staff member are trained to implement them. Willful or negligent violation of safety, precautionary, and reporting procedures will be the cause of disciplinary action.
Supervisors and staff members are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of a staff member's first year in any new position. This allows the supervisor and the staff member to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and staff members the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months.
Drury is committed to providing the best possible working conditions for its staff members. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Drury supervisors and management.

Drury strives to ensure fair and honest treatment of all staff members. Supervisors, managers, and staff members are expected to treat each other with mutual respect. Staff members are encouraged to offer positive and constructive recommendations.

If staff members disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No staff member will be penalized, formally or informally, for voicing a complaint with Drury in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when staff members believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The staff member may discontinue the procedure at any step:

1. The staff member presents the problem to the immediate supervisor after the incident occurs. If the supervisor is unavailable or the staff member believes it would be inappropriate to contact that person, the staff member may present the problem to the Human Resources Department or the appropriate Vice-President.

2. The supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. The supervisor documents discussion.

3. The staff member presents the problem to the Human Resources Department if the problem is unresolved.

4. The Human Resources Department counsels and advises the staff member, assists in putting the problem in writing, visits with the staff member’s manager(s), if necessary, and directs the staff member to the Appeals Committee for review of the problem other than matters involving disciplinary action.

5. The staff member presents the problem to the Appeals Committee in writing.

6. The Appeals Committee reviews and considers the problem. The Appeals Committee informs the staff member of the decision and forwards a copy of written response to the Human Resources Department for the staff member’s file. The Appeals Committee has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can staff members and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

The Appeals Committee is comprised of senior staff members.
Drury is committed to providing a professional work and learning environment free of unlawful discrimination and harassment. Harassing action, words, jokes, or comments based on an individual’s gender, race, color, Vietnam veteran status, national background or ethnicity, disability, age, religion, sexual orientation or any other legally protected characteristic or activity will not be tolerated. While this policy primarily addresses sexual harassment, it applies equally to all types of harassment. This policy applies to harassment of university employees and students by faculty, staff, students, supervisors, co-workers or non-employees such as vendors. Drury will not tolerate harassment by anyone including but not limited to: faculty, staff, students, supervisors, co-workers or non-employees such as vendors.

**Sexual Harassment**

It is the policy of Drury University that no member of the faculty or staff shall engage in amorous or sexual relations with, or make amorous or sexual overtures to, any student over whom he or she holds a position of authority with regard to academic or administrative judgments and/or decisions.

Sexual harassment includes unwelcome sexual advances or comments, requests for sexual favors or other verbal or physical conduct of a sexual nature. These actions constitute sexual harassment when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or creating an intimidating, hostile, or offensive academic or work environment; or
- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s academic or employment retention or advancement; or
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

**Process for Harassment Complaint and Investigation**

Any employee or student who feels that he or she has been subjected to any illegal harassment should follow the procedure for handling harassment complaints. Employees and students are encouraged to advise the harassing party that his/her comments and/or actions are not welcome or are inappropriate. If these direct efforts to address the questionable behavior fail, or if the person is uncomfortable confronting the harassing party, he/she should report the harassment at once, and not wait to make the report until the situation becomes severe or the behavior becomes frequent. All complaints of harassment will be promptly and thoroughly investigated. Violations of this Policy are serious disciplinary infractions and may result in disciplinary action up to and including discharge.

Any employee or student, including supervisors or managers, who believes he or she has been subjected to harassment or believes that behavior which could be perceived as harassment has occurred should promptly report the incident(s) to his/her supervisor or directly to one of the following: the Director of Human Resources, the V.P. for Academic Affairs, or the V.P. for Student Services. The report, which need not be in writing, should include all facts and the identity of all witnesses to the incident. Any supervisor or faculty member who receives any report or complaint of harassment - whether informal or formal – must immediately report it to the Director of Human Resources, the V.P. for Academic Affairs, or the V.P. for Student Services, even if the person has asked that no action be taken on the report or complaint. Drury will investigate the situation by interviewing the complainant, the alleged harasser, and other persons where appropriate. Each party to the investigation must cooperate in the investigation. We will endeavor to maintain confidentiality with respect to the complaint and investigation to the degree that it can be maintained while we conduct a thorough investigation. To enable confidentiality, each party to
the investigation must maintain in complete confidence any interviews, questions, or other matters with respect to any such investigation.

Employees and students can raise concerns and make good faith reports about harassment without fear of reprisal. Retaliation by any person against a person making a report or participating in an investigation is absolutely prohibited and will result in disciplinary action. Knowingly making false allegations of fact is also prohibited and will result in disciplinary action imposed by the University after conclusion of the investigation. No such discipline shall be imposed by the alleged harasser.

Anyone who is found to have engaged in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment, exclusion from the campus or expulsion.

Staff members are required to complete an acknowledgement of Sexual Harassment Policy form and forward a copy to the Human Resources Department.
ACKNOWLEDGEMENT OF ANTI-HARASSMENT POLICY

I have received Drury University’s “Anti-Harassment Policy.” I have read the policy; I understand it and understand the rights and responsibilities I have under the policy. I agree to follow it.

________________________________________
Staff Employee’s Signature

________________________________________
Print Name

________________________________________
Date
712 – Procedure for Handling Harassment Complaints

There may be occasions when a member of the Drury University community feels she or he has been harassed. Drury University does not tolerate harassment or retaliation against a person who makes a good faith report of harassment. Any individual feeling in some way harassed should normally advise the harassing party that the comments and/or actions are not welcome or are inappropriate.

If direct efforts to address the questionable behavior fail, or if the person is uncomfortable addressing the harassing party, the person who considers himself or herself harassed should report the alleged harassment. The complaint of harassment may be made to the complaining party's immediate supervisor or to one of the following:

Director of Human Resources
V.P. for Academic Affairs
V.P. for Student Services

If the individual makes the complaint to his/her supervisor, the supervisor will promptly report the complaint to the appropriate officer(s) of the University, who will cause an investigation of the complaint. The appropriate officer for a complaint against a faculty member is the V.P. for Academic Affairs; for a complaint against a staff member, the Director of Human Resources; and for a complaint against a student, the V.P. for Student Services. A complaint concerning the conduct of outsiders, such as vendors, employees of others, or delivery persons, should be made to the Director of Human Resources. In the event that a complaint is being made against one of those individuals, the complaint should be made to one of the other officers listed above.

The investigation of the complaint will be conducted promptly and will adhere to the following guidelines:

1. An investigation will be conducted as soon as reasonably possible after the complaint has been received.

2. The investigation will be done as discreetly as possible with the identity of the parties involved and the information collected treated as confidentially as the circumstances permit.

3. The person(s) against whom the complaint is made shall be warned that there can be no reprisal against the complaining party.

4. The investigator will interview the person making the complaint and the alleged harasser. In addition, the investigator may speak directly with any witnesses of the incident(s) and may attempt to collect other pertinent evidence.

5. The investigating officer will also consult with Human Resources, where the harassment complaint files are maintained, to determine if there have been any previous complaints filed against the individual.

6. Appropriate counseling or disciplinary action will be determined by the Vice President of Student Affairs, Vice President of Academic Affairs, or Director of Human Resources. Ordinary grievance procedures may be used to review any discipline imposed.

7. The investigating officer will make a confidential memorandum recording the complaint, the investigation, and the resolution. This memorandum will be filed in a confidential harassment complaint file maintained by Human Resources, separate from the employee's personnel file.

8. Upon conclusion of the investigation, each party will receive an appropriate written notice.
To maintain a safe and productive work environment, Drury expects staff members to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other staff members and on Drury. In the rare instances when a staff member cannot avoid being late to work or are unable to work as scheduled, he/she should notify his/her supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.
801 – Business Ethics and Conduct

General Policy:

Drury University strives to treat staff members with fairness. In return, the university expects staff members to adhere to standards of conduct and performance, which are established to enable all to work together effectively.

Supervisory counseling with staff members is designed to establish an equitable system of corrective action for staff members who do not adhere to these standards of conduct or to bring a staff member's performance to an acceptable level.

Each supervisor has the responsibility for counseling a staff member or administering corrective action and for the documentation of the counseling or corrective action.

These principles apply:

1. The standards of conduct and performance must be communicated to the staff member. This may be accomplished in writing, by discussion or other reasonable means.
2. Standards of conduct and performance must be reasonably related to the orderly, efficient or safe operation of the university.
3. A timely, fair and objective review is made before any decision to take corrective action is made.
4. Consultation with the Human Resources Department is required before imposing corrective action involving suspension or involuntary termination.

Standards:

General standards of conduct and performance apply throughout the university. These standards include, but are not necessarily limited to, the following:

1. Each staff member is to conform to the regular work schedule of the university. Regular attendance, punctuality, and conformance to scheduled lunch break periods are a responsibility of each staff member.
2. Efficient use of the normal workday.
3. Staff members are to follow recognized departmental procedures or instructions in performing their jobs. Care should be exercised in performing job duties, in the use of university property, and in the use of the property of other staff members. Departmental safety policies and procedures are to be followed.
4. University property is to be used only with proper authorization.
5. Each staff member should have respect for confidential or sensitive information they receive during the conduct of their jobs. Confidential or sensitive information should never be repeated or discussed outside the university, and should be discussed with other staff members only as necessary to the processing of daily business.

Unacceptable Behavior:

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
• Fighting or threatening violence in the workplace
• Boisterous or disruptive activity in the workplace
• Negligence or improper conduct leading to damage of employer-owned or customer-owned property
• Insubordination or other disrespectful conduct
• Violation of safety or health rules
• Smoking in prohibited areas
• Sexual or other unlawful or unwelcome harassment
• Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
• Excessive absenteeism or any absence without notice
• Unauthorized use of telephones, mail system, computers or other employer-owned equipment
• Unauthorized disclosure of business "secrets" or confidential information
• Violation of employment policies
• Unsatisfactory performance or conduct

Security Inspections:

Drury wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Drury prohibits the possession, transfer, sale, or use of such materials on its premises. Drury requires the cooperation of all staff members in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of staff members but remain the sole property of Drury. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Drury at any time, either with or without prior notice.

Drury likewise wishes to discourage theft or unauthorized possession of the property of staff members, Drury, visitors, and customers. To facilitate enforcement of this policy, Drury or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any staff member who wishes to avoid inspection of any articles or materials should not bring such items onto Drury's premises.

Code of Conduct:

At Drury, high expectations of all students, administrators, faculty and staff include certain professional and ethical standards that are essential to the purpose of this institution. Listed below are certain standards that are important to follow. While Drury is a private institution, it also is very much a public trust, and every instance of conduct must reflect and represent trust.

1) Vendor Relations: Purchasing decisions should reflect a combination of the "lowest cost and best service or product" for the university. Personal gifts or gratuities from vendors (other than small items of a promotional nature, such as calendars, pens, and pencils) are not to be accepted. Any favoritism or special consideration in awarding purchase orders must be avoided.

2) Conflict of Interest: An actual or potential conflict of interest occurs when a staff member is in a position to influence a decision that may result in a personal gain for that staff member or for a relative as a result of Drury University's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the staff member is similar to that of persons who are related by blood or marriage.
Staff members may not serve Drury well if they have an interest in an outside firm or organization with which the university is doing business. Moreover, appearances of conflict of interest may be similarly detrimental. When there is a circumstance where there is an actual conflict of interest or the potential for one, this should be disclosed to your supervisor for discussion and, if necessary, resolution. The resources of the university, including employees, facilities, supplies and equipment, are for exclusive use of Drury and may not be used for personal purposes, business or gain.

Staff members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which Drury University wishes the institution to operate. The purpose of these guidelines is to provide general direction so that staff members can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Director for more information or questions about conflict of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the offices of Drury University. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the staff member, or both. Promotional plans that could be interpreted to involve unusual gain require specific officer approval.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if staff members have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Drury University as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which Drury University does business, but also when a staff member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Drury University.

3) Personal Best: Each member of Drury's staff is expected to bring his or her best efforts to the job and to accord mutual respect and consideration to other members of the university community.

Employment with Drury University is at the mutual consent of Drury University and the staff member, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

4) Employee Relationships: The university prohibits supervisors and managers from dating or otherwise entering into a personal relationship with any subordinate or any employee reporting to that supervisor or manager. Such relationship can become disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination, and claims of indirect sexual harassment. While the university has no desire to interfere in the private lives of its employees, or in their off-duty conduct, where such conduct negatively impacts the work environment, the university reserves the right to take appropriate action to protect its interests.
A. Statement of User Responsibility:

1) The use of all computer accounts and resources (including hardware, software, and network) is the personal responsibility of each account holder. Use of Academic Computing resources must be consistent with institutional policies governing how we conduct ourselves as members of the community including policies regarding cheating, plagiarism, harassment and theft. Other campus policies are not altered by the use of computer resources and shall apply to all misuse of the resources. It is the computer user's responsibility to comply with all general campus, as well as state and federal laws.

2) Academic Computing services and resources are made available to support the academic programs and activities of Drury University. Use of those services and resources is a privilege that is not to be abused and can be taken away without prior consent or when required by law or when there is a substantiated reason to believe that violations of law or policy have occurred. In time-sensitive cases, access may be restricted to meet critical operational needs. Any inappropriate, illegal, unethical or immoral use constitutes a violation of this policy whether or not it is specifically identified below. Any activity intended to damage Academic Computing resources or any individual is a violation of the policy.

3) Each computer user is responsible for the storage of personal files created on Drury computing facilities. Hard disks will be routinely cleared of files. Under no circumstances will Drury University be held responsible for any files stored on or deleted from its hard disks.

4) Each computer user is responsible for taking reasonable care of his/her account and password. For example, one should change his/her password frequently; one should not under any circumstances give his/her password to another person.

5) Internet users should take all necessary anti-virus precautions before downloading or copying any file from the Internet.

B. Examples of Uses of Computer Resources In Violation of this Policy Include:

1) Use of computer resources for any purpose unrelated to the mission of the university.

2) Use of computer facilities for cheating, including unauthorized copying, installation, sending or receiving of programs, assignments or files.

3) Sending unsolicited annoying or obscene messages or mail to another computer or computer user.

4) Utilizing a false identity in obtaining or utilizing an email account.

5) Accessing adult web sites (specifically those self-identified as such) or other obscene materials in public labs or university offices. Such conduct may be considered sexual harassment, i.e., an action "that has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creating an intimidating, hostile, or offensive academic or work environment" (from the university's harassment policy statement).

6) Examining, or attempting to examine, another computer user's files or mail, without explicit permission by the owner of those files or mail.

7) Interrupting, hindering, or otherwise interfering with the normal operation of the computer labs and other resources.

8) Posting copyrighted text or images on a web page without the owner's permission.
C. Examples of Appropriate Uses of Computer Resources Include:

1) Faculty research;
2) Student research;
3) Class assignments;
4) Instructional use in classes;
5) Employee Job Responsibilities

D. Privacy Issues and Access to Files on the Campus Servers

1) Monitoring of E-mail and Personal Electronic Files

The university and its staff shall treat all electronically stored information as confidential, but may examine or disclose information when authorized by the owner of the information, when approved by appropriate Vice-president, or required by local, state or federal law including, but not limited to, laws regarding harassment, libel and defamation of character.

2) Electronic Mail (E-mail)

The E-mail system at Drury provides a convenient (not necessarily confidential) way of communicating between students and faculty, between colleagues and between friends. It is expected that Drury computer users will use common courtesy in the use of E-mail.

Examples of inappropriate use of email include:

- Re-posting (forwarding) personal communication, intended to be confidential, without the author's prior consent.
- "Chain letters," "broadcasting" messages to lists or individuals, and other types of use which would cause congestion of the networks or otherwise interfere with the work of others are not allowed.
- Anonymous or fraudulent posting of email messages.

3) Privacy

- Electronic mail (e-mail) is a form of public communication and cannot be guaranteed to be private. Messages can be intercepted while in transit through the system. Be discreet.
- Issues of personal privacy and data confidentiality are very important to the university. Personal data will only be accessed in accordance with part IV, section A.
- The systems and network administrators do have access to all files stored on the university servers. In the course of routine system maintenance, trouble-shooting and mail delivery problem resolution, staff may inadvertently see the content of email messages. However, these individuals are prohibited from accessing personal files except as otherwise stated in part IV, section A.

E. Intellectual Property

All communications and information accessible via the Internet should be assumed to be copyrighted and should be accessed and re-distributed using regular copyright rules. When sources found on the Internet are cited, the name, date and location of the information must be included.
F. Compliance Procedure:

1) Inappropriate uses of computer resources should be reported to the Director of Academic Computing or the Director of Computer Services.
2) Anyone discovered to be hindering normal operations or making inappropriate use of computing resources will be contacted and appropriate action taken.
3) Upon report of a violation, the user may be denied access to Drury computing facilities. All pertinent information on the alleged violation will be given to the appropriate vice-president who will oversee the judicial review process.
803 – Progressive Discipline

The university may impose discipline in appropriate circumstances which may include verbal reprimand, written notice, suspension from work without pay, and immediate termination of employment. The form of discipline selected is within the discretion of the university with due regard to the employee’s work history, the nature of the misconduct, and the surrounding circumstances.

Consultation with the appropriate vice president and the Director of Human Resources is mandatory before taking corrective action involving suspension or involuntary termination.
Voluntary Termination:

1) Resignation is a voluntary act initiated by the staff member to terminate employment with Drury. To separate in good standing, although advance notice is not required, Drury requests at least 2 weeks' written notice of resignation from nonexempt staff members and a month’s notice from exempt staff members.

2) If a staff member does not provide advance notice as requested, the staff member will be considered ineligible for rehire.

3) A resignation letter is required. The letter should include date of resignation, last workday (physically present), and the reason for departure (i.e., another job, moving, etc.). The letter is prepared for the supervisor and copied to Human Resources. The last day the staff member is physically present on the job is considered his/her last day of work, resignation date. The staff member is responsible for scheduling a meeting with Human Resources before the last day of work. Human Resources will review final paycheck, benefit continuation, employment experience, and collect all university property.

4) Eligible staff members receive pay for accrued vacation, up to a maximum of 12 x the monthly factor.

5) Sick leave is not reimbursed at termination.

6) Pay for staff who voluntarily terminate employment shall be available at the next regular pay date for all staff.

Involuntary Termination:

1) Involuntary termination requires prior review and concurrence by the Human Resources Department. All relevant facts and circumstances must be fully documented.

2) Staff members who, after appropriate counseling, demonstrate inability to meet the established standards of performance for a position, may be terminated. In certain circumstances, termination may be the appropriate action even for a first offense.

Reduction in Force:

Regular staff members terminated because of the lack of funds or abolishment of a position, will be given written notice as far in advance as possible, but no less than one month. If these individuals are rehired by the university within six months following termination, they retain all benefit eligibility from last prior service. Employment data remains the same as it was prior to termination.

Retirement:

The normal retirement date for all university staff members is June 1st coincident with, or next following, the individual's 65th birthday.

Termination date:

Termination date is the last day of work on which the staff member is (physically present and completed assigned job duties), exclusive of days of vacation to be paid.
Final Monthly Pay Calculation:

If a staff member terminates employment on a day other than the last day of a monthly pay period, actual working hours are used to calculate the individual's gross pay for the partial pay period. The formula is as follows:

Gross pay = Actual hours worked x Hourly wage rate

Records:

Upon termination of a staff member, all pertinent employment records are to be forwarded to the Human Resources Department.
805 – Return of Property

Staff members are responsible for all Drury property, materials, or written information issued to them or in their possession or control. All Drury property must be returned by staff members on or before their last day of work. Where permitted by applicable laws, Drury may withhold from the staff member’s check or final paycheck the cost of any items that are not returned when required. Drury may also take all action deemed appropriate to recover or protect its property.
Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, staff members are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Staff members operating a motor vehicle are required to possess a valid driver’s license.

A staff member must notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to staff members or others. The supervisor can answer any questions about a staff member's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Staff members are prohibited from operating vehicles without a valid license as required by law. Staff members may not possess alcohol, controlled, or illegal substances while operating university vehicles. Staff members may not operate vehicles under the influence of alcohol, controlled, or illegal substances.
All regular full-time staff members are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Staff members will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Staffing needs and operation demands may necessitate staff members to work their shift without a scheduled 60 minute meal period. Staff members may be required to eat and work during their scheduled shift.
The protection of confidential and sensitive information is vital to the interests and the success of Drury University. Such confidential information includes, but is not limited to, the following examples:

* compensation data
* computer programs and codes
* constituency, student, alumni booster, etc. lists
* financial information
* marketing strategies
* pending projects and proposals
* lists of potential donors
* grant opportunities and data
* fund raising plans
* employment records
* academic records
* INS records/data
* medical information on participants
* student records
* security records
* telephone number lists

Staff members who improperly use or disclose confidential and sensitive information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. If there is any doubt regarding disclosure, check with the appropriate vice-president.
A staff member may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Drury University. All staff members will be judged by the same performance standards and will be subject to Drury University's scheduling demands, regardless of any existing outside work requirements.

From time to time, Drury may modify a staff member’s schedule. If such modifications conflict with outside work, the staff member may be asked to terminate the outside employment if he or she wishes to remain with Drury University.
During business hours or when representing Drury, staff members are expected to present a clean, neat, and tasteful appearance. Staff members should dress and groom according to the requirements of his/her position and accepted social standards. This is particularly true if the job involves dealing with customers or visitors in person.

The supervisor or department head is responsible for establishing a reasonable dress code appropriate to the jobs performed. If a supervisor feels that a staff member’s appearance is inappropriate, he/she may be asked to leave the workplace until properly dressed or groomed. Under such circumstance, the staff member will not be compensated for the time away from work. Supervisors may be consulted if there is a question regarding appropriate dress or appearance. When necessary, reasonable accommodation may be made to a person with a disability.

**Casual Days:**

The following information is intended to serve as a guide to help define appropriate casual business wear for all staff members during designated casual days at Drury. The first Friday of each month will be a designated casual day. Other days, such as certain holidays or days preceding holidays, may be designated as casual days with prior notification from the immediate supervisor.

The primary objective is to have staff members project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire. Casual attire includes Drury logo clothing or colors (scarlet & gray).

Not all casual clothing, however, is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. A staff member would be wise to make inquiry if there is any question in regard to what is appropriate.

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be up to the individual. It is simply hoped and fully expected that casual days will help make the workplace more enjoyable and productive.
In keeping with Drury's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all staff members, faculty, students, and visitors.
In an effort to ensure a productive and harmonious work environment, persons not employed by Drury may not solicit or distribute literature in the workplace at any time for any purpose.

Drury recognizes that staff members may have interests in events and organizations outside the workplace. However, staff members may not solicit or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which staff members are not on duty and may not distribute literature in working areas of the offices at any time.

In addition, the posting of written solicitations on university bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on items such as the following:

* Equal Employment and Affirmative Action Plan
* Employment and/or benefit announcements
* Internal memoranda
* Job openings
* Organization announcements
* Payday notice
* Workers' compensation insurance information
* State disability insurance/unemployment insurance information
* Campus activities
* Classroom changes
Staff members may be required to reimburse Drury for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, staff members should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.
Computers, cabinets, desks, and other storage facilities, furnished to staff members are the property of Drury. Computer usage and files may be monitored. Desks, files, cabinets and other university property may be accessed when necessary to ensure the safety, health, security or safeguard the policies of the university.

Because Drury is sensitive to the legitimate privacy rights of staff members, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.
Drury is concerned for the safety of its students, faculties, and other citizens. In order to ensure that the environment at Drury avoids violence and to protect students, faculty, and other citizens of our learning community, the following Violence in Higher Education policy applies to all students, faculty, staff, visitors and others who are on the Drury campus or whose communications or actions affect Drury or its students, faculty, staff, visitors and other citizens with any connection to Drury.

- Threats or implied threats of physical violence, physical intimidation in any form, and violent behavior by or at the direction of a person are strictly prohibited.
- Possession of any type of weapon on university property, including parking lots and green space, is strictly prohibited unless the individual has university approval through association with a public law enforcement agency, or has registered the weapon with the director of security, and has written permission from a vice president or the president. In the case of firearms, the policy applies whether or not the weapon is loaded and whether or not it is capable of being fired.
- Any person who feels that he or she or another person has been threatened in any way on Drury property, at any Drury activity, or by any person related to Drury in any way must immediately report the threat to the director of security or another member of the administration. Drury will investigate the threat and take appropriate action. Students, faculty and other Drury citizens are required to cooperate fully with any investigation by or at the request of Drury.
- Former employees who left involuntarily or students who have been dismissed from the university or denied admission for reasons other than academic performance are prohibited from Drury property and will constitute trespassers, unless they are participating in a public university program and have not been requested to depart.

Any violation of this policy will be dealt with through disciplinary action, up to and including separation from the university.
Appendix I – Definitions of Affinity and Consanguinity

Chart of Relations

<table>
<thead>
<tr>
<th>Self or Spouse</th>
<th>Parents 1</th>
<th>Grandparents 2</th>
<th>Great Grandparents 3</th>
<th>Great Great Grandparents 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td>Brother or Sister 2</td>
<td>Aunt or Uncle 3</td>
<td>Great Aunt or Uncle 4</td>
<td></td>
</tr>
<tr>
<td>Grandchild 2</td>
<td>Niece or Nephew 3</td>
<td>First Cousin 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Great Grandchild 3</td>
<td>Grand Niece or Nephew 4</td>
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</table>

1. A husband is related by marriage (affinity) to his wife’s relatives in the same way that she is related to them by blood (consanguinity), and she to his in the same manner, but the kindred of the spouses are not related to one another. (A brother of the husband is not related to a brother of the wife, et cetera.)

2. Half relationship is the same as a whole relationship.

3. Step relationship is the same as a blood relationship.

4. A relationship by marriage (affinity) terminates if death or divorce occurs.
Appendix II – I-9 Employment Eligibility Verification Instructions, Form and Approved Document List
Appendix III – Workers’ Compensation – Report of Injury
Appendix IV – Computer and Email Usage Acknowledgement Form
Appendix V – Catastrophic Illness and Injury Assistance Form

Employee: ____________________________________________

SSN: ____________________________________________  Telephone #: ____________________

Department: ____________________________________________

Eligibility for emergency assistance is limited to full-time regular employees on regular appointment with Drury University who have satisfactorily completed one year of continuous regular full-time employment, who have applied for and been approved for Family and Medical Leave, and who have exhausted all of their paid leave.

Catastrophic illness or injury is one which is life threatening, terminal, or likely to result in a substantial permanent disability.

I request catastrophic assistance beginning on _______________________.

I certify that:  I have an injury or illness which is life threatening, terminal, or likely to result in a substantial permanent disability.

I am a regular, full-time employee who has been employed by Drury University for at least one year on a regular full-time basis; and

  I have applied for and been approved for Family and Medical Leave relating to my current illness or injury; and

  I have completed the Long Term Disability claim form and submitted it to Human Resources; and

  I have exhausted all of my paid leave days.

Signature of Employee: _____________________________  Date: ________________

Verification of eligibility:  (To Be Completed By Human Resources)

Verification of eligibility:  (To Be Completed By Human Resources)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Current, continuous, regular, full-time employee, for at least one year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied for and approved for FMLA relating to current condition?</td>
<td></td>
<td></td>
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<tr>
<td>All paid leave has been exhausted?</td>
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<tr>
<td>LTD application and physicians statements received by HR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Verified By: _____________________________  Date: ________________

Leave is:  ____  Approved

  ____  Denied, for the following reason(s): ________________________________

Approved By: _____________________________  Date: ________________

Title: __________________________________