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INTRODUCTION

A Message from the President

Doing only what is expected is never enough for the truly committed person. My own outlook has been that a person’s reach should always exceed his or her grasp. Without that extra stretch, not only is our own personal growth arrested, but the institution we represent is inevitably consigned to complacency and satisfaction with status quo.

Lee University can be proud of its achievements. Our program is what it is because a team of dedicated, conscientious men and women have a common goal; to do what is best for our students. We are always looking for ways to achieve that goal.

I call on you to join with me in evaluating what we have, determining what we can do to improve, and identifying what we need to make those improvements. We may never achieve all that we hope for, but at least we will not be prisoners of cynicism or hostages to despair.

Together we can accomplish much.

Paul Conn
President
Religious Position

As a Christian University operated under the auspices of the Church of God, Lee University is firmly committed to the conservative, evangelical, Pentecostal religious position of its sponsoring denomination. This position is expressed in the “Declaration of Faith” as follows:

We believe:

- In the verbal inspiration of the Bible.
- In one God eternally existing in three persons; namely, the Father, Son and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary.
- That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God, and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In the sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost.
- Holiness to be God’s standard of living for His people.
- In the baptism of the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- Divine healing is provided for all in the atonement.
- In the Lord’s Supper and washing of the saint’s feet.
- In the premillennial second coming of Jesus. First, to resurrect the dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
- In the bodily resurrection; eternal life for the righteous and eternal punishment for the wicked.

All employees are encouraged to support the church of their choice with regular church attendance and finances, especially in view of the spiritual blessing involved.

Historical Sketch of Lee University

Lee University has emerged in recent years as an institution of national standing in many areas that are typically ranked by outside observers. One of the reasons for this emergence is that Lee stands out in a select group of higher education institutions, that of Christ-centered, liberal arts colleges and universities. Another reason is that Lee’s original core values and goals have remained strong even as it has adapted to the changing landscape of academic and professional life.

Lee University’s recent success belies its humble beginnings almost a century ago. In response to its need for trained Christian workers, the Church of God considered the establishing of a Bible training school at its sixth annual General Assembly in 1911. The Assembly appointed a committee to locate a site and erect a building and established a board of education consisting of seven men. However, six years passed before these early plans bore fruit. The General Assembly of 1917 passed measures to institute a school, with classes to meet in the Council Chamber of the Church of God Publishing House.
in Cleveland, Tennessee. The Reverend A. J. Tomlinson, Superintendent of Education, opened the first term on January 1, 1918. There were twelve students with Mrs. Nora B. Chambers as the only teacher.

By the beginning of the fifth term one room was no longer sufficient to house the school. A vacant church building on Twenty-fourth and Peoples Streets was converted into classrooms and a dormitory in 1920. Again the school outgrew its facilities. In 1925 it was moved to the Church of God Auditorium on Twenty-fourth and Montgomery Avenue.

A high school division was added in 1930 and continued to be a part of the school’s program until 1965. In 1938 the Murphy Collegiate Institute was purchased, and the Bible Training School moved from Cleveland to Sevierville, Tennessee. A junior-college division was added in 1941. This division was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1960. The school returned to Cleveland in 1947 after purchasing the Bob Jones College campus, a site which as early as 1885 had housed Centenary College and Music School, a Methodist institution. Upon returning to Cleveland, Bible Training School received its new name, Lee College, in honor of its second President, the Reverend F. J. Lee.

The liberal arts experiment at Lee College came into its own in the mid-1980s with a deliberate move to embrace the broader evangelical Christian community. The shift brought an influx of new students and faculty. In the twenty-five years between 1986 and 2011, student enrollment more than tripled from just over 1200 to more than 4300.

While Lee remains committed to its denominational affiliation, the institution’s inclusive enrollment policy now attracts students with a variety of religious traditions, academic abilities and ethnic and socio-economic backgrounds. Lee draws students from every state, and the percentage of minorities and internationals is one of the highest in the Council for Christian Colleges and Universities.

The faculty has also grown and diversified to keep pace with the 100 undergraduate major and 15 graduate programs in its five schools: the College of Arts & Sciences, the Helen DeVos College of Education, the School of Music, the School of Religion, and the School of Nursing. Faculty members come from around the world and represent a wide range of academic, cultural and religious backgrounds.

Campus construction programs have added significant acreage and more than 20 major buildings to Lee’s landscape over the past twenty-four years. Among these are ten new dormitories, six classroom buildings, a student union building, a dining hall, and two recreation centers.

At the turn of the new millennium, Lee University became a higher education pioneer in incorporating benevolence and service learning, personal strengths development and cross-cultural studies as a regular part of every student’s educational experience. Lee has been recognized for its leadership in preparing students for responsible living and was included in the Honor Roll of Character-Building Colleges by the Templeton Foundation. The Institute of International Education Open Doors reports for the past few years have ranked Lee University among the top five master’s degree granting institutions nationwide for its application of global and cross-cultural studies. Lee has also been recognized by the Corporation for National and Community Service as one of the top six institutions in the nation for the service efforts of our students. Last year we received the Presidential Award in Higher Education Community Service after having been included in that institution’s Honor Roll for the past three years. In 2012, Lee was named one of the Great Colleges to Work For sponsored by the Chronicle of Higher Education.
Organization of the University

The charter and bylaws of the university authorize the Lee University Board of Directors to fulfill the governance function and to set policies for the operation of the institution. The Board of Directors consists of no more than 25 members appointed biennially by the Executive Committee of the Church of God.

As chief executive, the President is responsible for the general welfare and progress of the university. The President is responsible to the Board of Directors for the administration of the institution.

The President’s Cabinet is a body of administrators who meet periodically with the President to advise and consult on matters pertaining to the overall operation of the University. The Cabinet includes the chief officer from each of the six sectors of the University (Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Enrollment Management, Vice President for Information Services, Vice President for Student Development, and Vice President for University Relations). Its meetings are called and chaired by the President.

Vice President for Academic Affairs

The Vice President for Academic Affairs serves as the chief academic officer of the university and reports directly to the President. This person is responsible to the President for development and supervision of the faculty, the curriculum, instructional processes, academic resources, and the recognition of student achievement by the faculty culminating in the awarding of the appropriate degrees.

Vice President for Business and Finance

The Vice President for Business and Finance is the chief financial officer of the university. This person serves as the primary financial advisor to the President and performs any duties assigned by the President. Responsibilities include leadership in the areas of finance, accounting services, student financial services, human resources, campus safety, and physical plant. This Vice President is responsible for oversight of auxiliary enterprises such as food services and the campus bookstore, as well.

Vice President for Enrollment Management

The Vice President for Enrollment Management is directly responsible to the President. This person serves as the primary enrollment advisor to the President and performs duties assigned by the President. Responsibilities include leadership in the areas of Admissions, Student Financial Aid, and Graduate Enrollment.

Vice President for Information Services

The Vice President for Information Services reports directly to the President. Responsibilities include leadership in the areas of the Division of Adult Learning, Records and Registration, Information Technology, Institutional Research, Campus Post Office and Assessment, as well as the Title III Strengthening Institutions grant.
**Vice President for Student Development**

The Vice President for Student Development has the responsibility of guiding the development of policies, programs, and procedures (in cooperation with colleagues and under the leadership of the President) pertaining to the Student Development program. This person is the chief administrator of the Student Development program, and is responsible for the leadership of Residential Life and Housing, Counseling Center, Health Clinic, the Leonard Center, Student Development, Campus Ministries, Campus Recreation, and Discipline.

**Vice President for University Relations**

The Vice President for University Relations is directly responsible to the President for advancing Lee University through internal and external communications, strategic marketing, university events, fundraising and the development of relationships with key constituency groups at the local, state, and national level. This person is responsible for the leadership of Publications, Public Information, Campus Events, Community Relations, Alumni Relations, and Church Relations.

**Institutional Statement of Mission**

Lee University is a Christian institution which offers liberal arts and professional education on both the baccalaureate and graduate levels through residential and distance programs. It seeks to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which the educational enterprise is carried out. The foundational purpose of all educational programs is to develop within the students knowledge, appreciation, understanding, ability and skills which will prepare them for responsible Christian living in a complex world.

**Expanded Statement of Institutional Purpose**

Founded as the Bible Training School in 1918 by the Church of God, Cleveland, Tennessee, the institution was renamed in 1947 to honor its second president, the Reverend F. J. Lee, and attained university status in 1997. The original purpose was to provide both general and biblical training for those persons entering the Christian ministry, and through the years Lee University has continued this purpose of "ministry," ever more broadly defined to include both church and non-church vocations. Many of the students are affiliated with the Church of God; however, numerous students come from other denominations.

Enrollment consists primarily of undergraduate students. Over 70 percent of these students are recent high school graduates, while 14 percent are adults in one of our distance education programs. Over 50 percent of the traditional undergraduate students reside on campus. In order to maintain a sense of Christian community and enhance the personal, spiritual, academic, emotional and physical development of students, Lee University seeks to foster a residential campus experience, with special focus on the needs of freshmen and sophomores. The university works to create common space on the campus and a common core of residential events around which the entire community operates.

Lee University serves the Church and society by offering graduate programs in various professions and academic disciplines. These post-baccalaureate programs are designed to deepen one's understanding of a discipline and/or strengthen one's skills as a professional. The goal of all graduate degree programs is to nurture scholars and professionals who will better serve the kingdom of God and
the world. In this way, the graduate programs are a natural extension of the university's commitment to undergraduate education.

As an independent institution, Lee University is controlled by a Board of Directors appointed by the General Executive Committee of the denomination. The President is responsible to this board for facilitating an educational program presented from a theological perspective that is conservative, evangelical and Pentecostal. In keeping with the amended Charter of Incorporation (1968) and the Bylaws of Lee University (article I, sections 2 and 4), all board members, administrators and faculty members certify annually by contract that they will not advocate anything contrary to the Church of God Declaration of Faith.

Lee University endeavors to employ scholars with the highest academic credentials who present their disciplines from a distinctly Christian perspective. All truth is perceived to be God's truth and the effective presentation and integration of truth is the goal. Lee University values teaching as the most important faculty role, and excellence in teaching is the primary standard for retention, tenure and promotion. Faculty research is seen as essential to teaching excellence. It, too, is an important criterion for faculty advancement. Lee University values and rewards Christian community service and service to humankind as significant faculty responsibilities.

Lee University identifies its public service region as being generally coterminous with the geographic scope of the denomination. While most students come from the United States, the student body typically consists of representatives of a broad range of socioeconomic backgrounds from all fifty states and more than fifty countries in Central and South America, Europe, Asia and Africa. Because of this geographic span, the university serves a racially, ethnically and culturally diverse student body with fifteen percent international or minority students. The institution has adopted the policy that no person in whatever relation with Lee University shall be subject to discrimination because of race, color, national origin, age, gender or disability.

Lee University attracts students with widely varied academic skills. The university is committed to serve under-prepared students with a variety of support services. While the primary source of funding is from student revenues, the Church of God provides for the university in its annual budget. The university also receives support from alumni, businesses, churches, foundations and friends.

All baccalaureate degree students at Lee University must complete a general education and religion core. The general education courses foster intellectual development by enhancing the student's ability to observe, read and think critically and to communicate effectively. The courses also cultivate awareness, understanding and respect for cultural diversity. The religion core courses are predicated on the Reformation principle of the priesthood of the believers. The courses are designed to enable the student both to understand and articulate the Christian faith. The campus curriculum is enriched by American, Latin American, European, African and Asian studies programs, study tours, and service-to-humankind projects.

An integral part of the university mission is a commitment to training responsible citizens to contribute their God-given gifts to the community at large. A biblical understanding of service and benevolence is introduced in the general education core, actualized through planned, reflective community engagement and developed in various major courses.

Lee University takes seriously the task of preparing students for responsible Christian living in a complex world. The goal is pursued within a variety of structures provided within the widest campus context, such as classroom instruction, extracurricular activities, student development services, residential living, and distance education. The university realizes that the knowledge, appreciation,
understanding, ability and skill for such resourceful living will be evident in its students in direct proportion to the success of its programs and services whereby a healthy physical, mental, social, cultural and spiritual development is fostered.

The Lee University experience intends to demonstrate that there is a positive correlation between scholarship and wholeness; that one must approach all learning with a sense of privilege and responsibility under God; that truth is truth wherever it is found, whether test tube, literary or artistic masterpiece or Holy Scripture; that appropriate integration of truth is both intellectual and behavioral in nature; and that the pursuit and application of truth is, indeed, "ministry."

Institutional Goals

The nature and range of this commitment are demonstrated in the objectives of the institution. Lee University seeks to:

1. Provide a general education program which will equip students with quantitative, verbal and technological skills; enhance their appreciation of their cultural and religious heritage; strengthen their commitment to the liberal arts; and give them a view of their responsibility as Christian scholars in the community and the wider world.
2. Provide sufficient religious education to enable students to be conversant in the Christian faith, to articulate their own beliefs and to actualize their faith through consistent growth and practice by the integration of faith with all aspects of life.
3. Provide undergraduate programs of sufficient quality to prepare students for success in graduate and professional school and in the early stages of their careers.
4. Provide graduate programs in various areas which will prepare students for success in post graduate programs.
5. Achieve the quality of instruction and resources necessary for the national accreditation of selected areas and the development of the additional graduate programs where appropriate.
6. Provide academic support through computer facilities, library resources, student support services and faculty development opportunities to ensure quality instruction and a challenging academic environment.
7. Provide a campus environment that supports and encourages students in their personal, social, spiritual, cultural and physical development.
8. Prepare students for successful personal and professional life by developing in them a commitment to Christian values in vocational goals and lifestyle choices.
9. Prepare students for citizenship as Christians in the world through reflective community interactions and teach commitment to ideals of service, benevolence, civic virtue and social justice.
10. Increase the diversity of the faculty and student body, address the unique needs of a diverse campus population, and encourage academic inquiry into minority concerns.
11. Recruit, develop and retain a diverse community of teaching professionals, administrators and support staff that demonstrate excellence in their professional roles and effectively implement the mission of the university in their lifestyles and co-curricular involvement.
12. Continue the growth of the student enrollment and development of the capital assets to optimize student opportunities.
13. Preserve the evangelical and Pentecostal heritage and message of the Church of God and provide positive direction for its future.
14. Provide quality academic, spiritual, cultural and recreational services to its various publics.
Purpose

This Handbook has been prepared to set forth the employment policies, procedures and work rules for the Administrative and Support Staff of Lee University. General employment practices, fringe benefits and employee guidelines have been stated for all employees. Sections specific to the Administrative Staff employee as well as to the Support Staff are stated separately. The information contained in this Handbook supersedes any prior conditions or statements from previous employment materials, handbooks or notification.

Legal, social, economic and other factors may require the university to amend, delete or revise its policies, procedures and work rules from time to time. In consideration of continued employment, employees shall read and keep this Handbook for ready reference, understanding the university may add, delete or revise its policies, procedures and work rules, including this Handbook, in whole or in part, at any time.
EMPLOYMENT PRACTICES

Lee is an at will employer in the State of Tennessee. The Lee University Handbook for Administrative and Support Staff is not a contract of employment and shall not be construed as such. Employees of the University are required to sign an Employee Agreement which relates to the rules and regulations set forth in the Lee University Administrative/Support Staff Handbook. Employees unwilling to abide by the terms of the Employee Agreement will face immediate discharge from their job. Any individual unwilling to sign the Employee Agreement will not be employed by the university.

Conflict of Interest Policy

This statement sets forth the policy and procedures of Lee University (the “University”) regarding conflicts of interest as they apply to all employees of the University. The policy and procedures set forth here are subject to modification from time to time as the University determines appropriate.

A. Defining Conflict of Interest

Generally, a conflict of interest occurs when an employee either (1) has an existing or potential financial or other interest which impairs, or might appear to impair, the employee’s independent judgment in the discharge of responsibilities to the University or (2) may receive a material financial or other benefit from knowledge or information confidential to the University.

An employee shall be considered as having a personal interest, not only if he/she has a direct personal interest, but also if there will be benefit to a member of his/her immediate family (by which is meant the employee’s spouse or domestic partner and dependent children) or to any business enterprise in which the employee has a substantial interest or to any business enterprise in which any member of his/her immediate family has a substantial interest or to any business enterprise in which he/she or an immediate family member serves as a director, trustee or officer.

A conflict of interest arises from the situation, rather than from the character, or even the actions, of the individual. Thus, when an employee has a financial interest at variance with his/her duty to the University, a conflict of interest will exist, even if the employee acts without regard to his/her financial interest.

Employees should conduct their affairs so as to avoid or minimize conflicts of interest and must respond appropriately when a conflict of interest arises. Any employee who has a question as to whether a situation will give rise to a conflict of interest is urged to discuss the matter promptly with the Vice President for Academic Affairs and/or the Vice President for Business and Finance.

B. Required Disclosures

All conflicts of interest must be disclosed to the Vice President for Academic Affairs and/or to the Vice President for Business and Finance. Moreover, common sense must prevail in the interpretation of the disclosure requirements of this policy. That is, if a reasonable person could be expected to question a relationship or financial interest, it should be disclosed and approval sought.

Without limiting the generality of the foregoing, the following applies to conflicts of interest relating
to any project sponsored by a governmental agency or other third party.

1. Initial Disclosures in Connection with Sponsored Projects

Prior to the University entering into any sponsored project proposal in which any employee who is an intended investigator on the project, or any member of his/her immediate family, has a “significant financial interest,” as defined below, the employee must disclose that interest to the Vice President for Academic Affairs and/or the Vice President for Business and Finance.

A “significant financial interest” means anything of monetary value, including but not limited to salary or other payment for services (e.g., consulting fees or honoraria); equity interest (e.g., stocks, stock options or other ownership interest); and intellectual property rights (e.g., patents, copyrights and royalties from such rights).

Examples of a “significant financial interest” by an employee or his/her immediate family member in a project include, but are not limited to, an employment or consulting arrangement with, and/or other financial interest in, the proposed sponsor of the project or any proposed subcontractor, vendor, collaborator or any entity affiliated with any of the foregoing.

The employee must disclose both existing and pending relationships with any of the foregoing entities, the relationship of the proposed University project or other activity to that entity and the means by which the employee will ensure separation of his or her role in the project from the role or interest of the employee (or his/her immediate family member) in the entity.

2. Subsequent Disclosures in Connection with Sponsored Projects

During the period of any sponsored project, each employee working in that project must update any initial disclosure of a “significant financial interest” annually or at such more frequent intervals as the University may require.

In addition, each employee who is involved in the project must immediately disclose any subsequent “significant financial interest” at the time it arises.

C. Review of Disclosures

The Vice President for Academic Affairs and the Vice President for Business and Finance are designated by the University to review all disclosures under this policy. In this capacity, they will determine whether a conflict of interest exists and determine what conditions or restrictions, if any, should be imposed to reduce or eliminate such conflict of interest.

In appropriate circumstances, a conflict, or potential conflict, of interest may be referred to any outside entity for management. For example, a conflict related to an NSF project may be referred to the NSF’s Office of General Counsel.

D. Enforcement of this Policy

A violation of any provision of this policy may subject an employee to sanctions, up to and including termination of employment.
Dangerous Weapons Policy

Possession, use, or display of dangerous weapons or firearms is inappropriate in this academic community unless specifically authorized by Lee University. Possession, display, or storage of a dangerous weapon, including but not limited to firearms, ammunition, destructive devices, dangerous chemicals, fireworks, knives, swords, or martial arts weaponry is prohibited on property owned or controlled by Lee University. This policy involves the prohibition of the above-referenced items on or in university property and facilities, including but not limited to academic buildings, athletic and recreation facilities, administrative offices, university housing, university parking areas, university streets, and university vehicles. It also applies to private vehicles parked or operated on university owned or controlled property. It is the intent of this policy to ensure a safe educational, social, and working environment at Lee University and property controlled by Lee University. The provisions of this policy shall apply to all faculty, staff, and students of Lee University, but shall not apply to licensed or certified state, county or federal law officers or officials acting in their official capacity. Penalties for violating this policy will be solely determined at the discretion of the university up to and including immediate termination of employment.

Discrimination

No person in whatever relation with Lee University shall be subject to discrimination because of race, color, national origin, age, sex, disability, or other basis protected by law.

Display and Distribution of Publications

All items whether notices or advertisements displayed on-campus must be approved and must be displayed on bulletin boards in the different areas. The approval for these times of postings is provided by the Dean of Students. There will be no display or distribution of information in public areas on campus except for University publications. This includes the lobbies of Dixon Center, Higginbotham Administration, Humanities Center and PCSU.

Drug Free Workplace

Lee University is committed to providing a drug and tobacco free work environment for all employees and contractors. The University maintains a strict policy prohibiting possession or use of alcoholic beverages, illegal drugs or tobacco in any form, during the course of the work day. This policy is set forth in accordance with providing a “smoke-free” environment and adherence to the Tennessee Non-smokers Protection Act effective October 1, 2007.

This Policy applies to all persons involved in the operations of the University. The University will not tolerate employees or contractors being involved in any illegal activity related to drugs or alcohol and should the employee or contractor be found in this situation will be referred to the appropriate law enforcement agency. In such instances of illegal activity, an employee may be subject to discipline, up to and including discharge.

Inasmuch as the University wishes to provide help for employees who may find themselves addicted to drugs, alcohol or tobacco, counseling is available for employees through an Employee Assistance Program. The use of tobacco during work hours will cease immediately but should an employee ask for help with a cessation plan, the University will provide the tools necessary to help the employee stop using tobacco of any form at no charge to the employee. Any employee found smoking during the course of the work day will be dealt with according to the “Rules of Discipline” stated in the Lee
Lee University Administrative/Support Staff Handbook (page 49). A work day includes time provided for breaks and lunch periods.

Lee University reserves the right to test for drugs at any time if actions of the employee warrant such a test. Employees in the Building Services, Campus Safety, Ground, Maintenance, and Residential Life are required to pass a drug test as part of the employment process. Random drug testing is required in jobs of the Physical Plant Departments.

**Reporting Abuse**

While the University encourages you to encourage your fellow employees to stop the use of either of these substances, it is in the best interest of all concerned to report any deviation of this policy to your supervisor. Assistance will be offered to help the affected employee change behavior. Appropriate investigation (in a manner that seeks to ensure confidentiality) and disciplinary action will be taken.

False allegations of abuse will be taken seriously and will be promptly investigated. Any employee found to be responsible for making a false allegation about another employee’s abuse of these substances will be disciplined as appropriate, up to and including termination of employment.

**Employee Moral Conduct**

Lee University is committed to a wholesome and safe workplace environment. Lee affirms the importance of fidelity in marriage; and does not condone premarital and extramarital sexual relations, homosexual practices and other forms of sexual behavior which violate Scripture. Engaging in these types of practices expressly condemned in Scripture will result in suspension or termination.

All employees are expected to lead personal lives that reflect the mission of the University. Additionally, their choices should mirror a Christ-like example for students on a daily basis. Any employee who fails to comply with this policy may be suspended or terminated.

**Employment of Relatives**

It shall be the policy of Lee University to employ only one member of a respective family within the same department. Exceptions to this policy must be approved by the President.

**Family Educational Rights and Privacy Act**

FERPA, Family Educational Rights and Privacy Act, is a 1974 law that protects the student’s educational records, much akin to HIPAA which protects medical records. This law outlines student rights, parent rights, and institution responsibilities. FERPA delineates between “directory information” and “non-directory” student information. Although directory information is considered public, release from the institution must still be guarded. Non-directory information is always classified as confidential and requires student signed consent to release. This law provides best practices for responding to requests for student information, including letters of recommendation or visitors on campus. It also guides institutional employees regarding how to access student information. If a student feels that his/her rights have been violated, he/she can file a complaint. Students have ready access to this information on the web, in the university catalog, and in their student handbook.

All employees are considered guardians of these records and must receive training about how to respond to release of this information. This training is accessible online and can be accessed as often as
needed. The training is informative, interactive, and meaningful for all types of educational record contact and use. The goal of training is to raise awareness of this law, its restrictions, and how to continue 100% compliance at Lee University. All new hires are provided access to the online training and are required to complete within their first 30 days of employment. Anyone needing a refresher course may gain access to the training by contacting the HR Office.

**Harassment**

Lee University is committed to providing a work environment free of harassment and/or hostility. The University maintains a strict policy prohibiting harassment because of race, color, sex, religion, disability, national origin, age, veterans’ status, or other basis protected by law.

This Policy applies to all persons involved in the operations of the University. The University will not tolerate harassment, towards or by any faculty, supervisor, co-worker, student, visitor or representatives of other businesses with whom you interact as part of your employment.

Unlawful harassment may include:

(i) racial epithets, derogatory remarks relating to one of the categories protected by federal, state, or local law (e.g., race, color, religion, sex, national origin, age, disability, and veterans’ status), and unwanted sexual advances, invitations, or comments;
(ii) any discriminatory conduct that creates a hostile work environment for employees because of their race, sex, age, national origin, religion, color, disability, veteran status, or other basis protected by law; retaliation for having reported or threatened to report harassment, or participating in an investigation.

**Sexual Harassment**

The Equal Employment Opportunity Commission (EEOC) has issued guidelines interpreting the Civil Rights Act of 1964’s (Title VII) sexual harassment prohibition. Sexual harassment is defined in these guidelines as follows:

... Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment (29 C.F.R. §1604.11 (1993)).

Any sexually harassing conduct in the workplace, whether committed by a supervisor, non-supervisory personnel, or customers, is strictly prohibited, including, but not limited to:

1. Unwelcome sexual flirtations, advances, or propositions;
2. Verbal or written abuse of a sexual nature;
3. Graphic verbal comments about an individual’s body;
4. Sexually degrading words used to describe an individual; and
5. The display in the workplace of sexually suggestive objects or pictures.
Reporting Harassment

While the University encourages you to communicate directly with the alleged harasser, and make it clear that the harasser’s behavior is unacceptable, offensive, or inappropriate, it is not required that you do so. It is essential, however, that you notify your supervisor and, if necessary, any other member of management or Director of Human Resources immediately even if you are not sure the offending behavior is considered harassment. If the complaint involves your supervisor, you are to contact the Director of Human Resources. If the complaint involves the Director of Human Resources, you are to contact the Vice President for Business and Finance. Appropriate investigation (in a manner that seeks to ensure confidentiality) and disciplinary action will be taken.

Allegations of unlawful harassment will be taken seriously and will be promptly investigated. Any employee found to be responsible for unlawful harassment will be disciplined as appropriate, up to and including termination of employment.

The University prohibits any employee from discriminating or retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse employment action will be taken for any employee solely for making a good faith report of alleged harassment. In fact, any employee found to be responsible for discrimination or retaliation against anyone who has raised any concern about harassment or discrimination will be disciplined as appropriate, up to and including termination from employment.

The University recognizes that the question of whether a particular course of conduct constitutes sexual harassment requires a factual determination. The University recognizes also that false accusations of sexual harassment can have serious effects on innocent persons. If an investigation results in a finding that a person who has accused another of sexual harassment has maliciously or recklessly made false accusations, the accuser will be subject to appropriate disciplinary action including discharge.

Key Replacement Policy

Lee University Physical Plant provides keys to offices and other common areas to employees at the time of their employment. The employee is expected to safeguard all key(s) provided for their use. A request for a key to an area where the employee has not previously been assigned must be approved by their supervisor and/or the sector vice president. Replacement of keys that have been misplaced or lost will be considered a personal expense for the employee. The fee for a lost key is $15. The employee responsible for the key must report the loss to their supervisor immediately and make a request for a replacement from the Department of Physical Plant. If the key is to an area that requires strict security and the decision is made to replace the locks, the Vice President for Business and Finance will determine what expense will be shared by the employee.

Misconduct

Lee University follows in the tradition set by other institutions of higher learning to maintain a tradition of integrity, honesty, professionalism and dignity and appreciates the support of all employees. Therefore, the University sets forth the following policy regarding the reporting and investigation of any acts of unprofessional or illegal conduct.

All employees of the university are required to report any alleged or suspected unprofessional or illegal activity directly to the President or an individual appointed directly by the President for this
purpose. Unprofessional or illegal activity is discouraged and appropriate disciplinary action will be taken against any of the university’s employees, volunteers or students who, after an investigation have been deemed to have participated in such unprofessional or illegal conduct. If the unprofessional or illegal conduct is of such a character that outside agencies are needed, the university, in its discretion and in its sole judgment will cooperate with appropriate federal, state and local agencies. All university employees are encouraged to report any suspected unprofessional or illegal activity in order to maintain the integrity and dignity of Lee University.

Every reasonable effort will be made to limit voluntary disclosure of information about any suspected unprofessional or illegal conduct to those within or outside the University. Certain records of the University, however, are open to the public and the University cannot limit access to those records.

Any employee believing he/she has knowledge of or suspects unprofessional or illegal activity by any employee, volunteer or student at Lee University is responsible to communicate this information to the President or the individual designated by the President to receive this information. The information will be reviewed, and if deemed necessary, an inquiry will be initiated into the allegations. All reasonable efforts will be made to protect the confidentiality of the individual who reports the alleged unprofessional or illegal activity. This includes every reasonable effort to prevent retaliation by any employee of the University. However, if the allegation is deemed to be false and motives other than those set forth in this policy are determined in the investigation, the University reserves the right to pursue disciplinary action against the individual who reported the false allegation.

As a part of the investigation process, the President or the duly appointed representative may request the individual making the allegations and the individual against whom the allegations are made to present evidence on their behalf, either orally or in writing. Additionally, a three member panel may be appointed by the President, or the duly appointed representative. The three member panel may be made up of one senior member of administration, one tenured university professor and another appropriate individual selected by the President. The three member panel will conduct an investigation and make a report to the President within sixty days regarding the allegations of unprofessional or illegal conduct. The report must include evidence the committee reviewed, including the individuals with whom the committee talked and all documents reviewed. Based on the report of the committee, the university will determine the appropriate disciplinary action to be taken.

If an allegation of unprofessional or illegal conduct, after investigation, proves to be unfounded, the President will undertake diligent efforts to give notice to all participants of the inquiry or those involved in the inquiry that the allegations against the individual were unfounded. The President, or the duly appointed representative, will initiate the appropriate disciplinary procedures.

Failure to report any unprofessional or illegal activity will result in disciplinary procedures instituted against the employee failing to report the activity.

**Personal Computer and Smart Device Purchase Policy**

With the cost of computing devices decreasing and the number of smart devices on the market expanding, the computing environment on Lee’s campus is increasing in complexity and size. This poses numerous support and financial challenges to the institution. In order to meet the many requests for secondary machines, smart devices, or computers for non-traditional work functions, it has become necessary to define an institutional policy for Personal Computer and Smart Device Purchases. This policy defines the replacement of workstation devices, sets guidelines for departmental purchases of workstation computers and/or smart devices outside of the workstation replacement program, sets a
policy for procurement of these workstations and devices, and states guidelines for maintaining these purchases outside of the Workstation Replacement Program (WRP).

**Workstation Replacement Program:**
Lee University will provide each full-time employee with one standard computing device through the Workstation Replacement Program (WRP) as deemed necessary by the supervisor based on job requirements. The WRP will also include computing devices for TECs, computer and social labs, as well as approved student worker and student kiosk workstations. Any requests for additions to the WRP must be approved by the Information Technology Steering Committee (ITSC) via the respective Vice President.

**Departmental Purchases Outside of the WRP:**
Offices requesting to purchase workstations with departmental funds outside of the WRP must provide a business case to their respective Vice President. Once approved, the Information Technology Asset Management Office will work with the department to ensure the appropriate computing device for the established need is procured. Once purchased, the workstation will be supported for the standard amount of time established in the WRP for that type of device. At the end of the cycle, the workstation will be removed from the network and the department will be given the opportunity to replace it with departmental funds.

Departmental offices wishing to purchase smart devices such as iPads, netbooks, smart phones and other similar devices must provide a business case to their respective Vice President.

These types of devices must be purchased with departmental funds. Once purchased, the smart device becomes the property of the department rather than the personal property of the employee.

**Procurement of Workstations and Smart Devices:**
Regardless of the source of funding, all computing devices (excluding smart phones) should be procured through the Information Technology Asset Management Office. This ensures that (1) all devices meet a standard that can fully access and use Lee University network resources and (2) the appropriate support to the device can be provided through Information Technology Operations.

**Prayer Request Policy**

The Campus Ministries Office collects and shares requests made by employees and outside constituents for prayer. Scriptures encourage us to carry the burdens of one another, and Lee is committed to this tenant. With the recent adoption of the Health Insurance Portability and Accountability Act (HIPAA), caution is necessary to protect the privacy of others. For that reason requests for prayer will only be shared with the Lee Family when the request can be verified by an immediate family member.

To be sure a request will be shared state "Prayer Request to be Shared" in the subject line of your correspondence. This will ensure your request will be sent to the Lee Family in an “Everyone” email on the last work day of each week so our family can begin prayer regarding the request. Information about funerals will also be shared with the Lee Family through the “Everyone” email. Delivery of this information may be at different times of the work week as deemed necessary by the administration.

If permission has not been granted by an immediate family member and/or the request does not include “Prayer Request to be Shared” in the subject line, we will assume the request is not to be shared. This type of request will only be prayed over in the Campus Ministries office among the various prayer groups. The request will not be forwarded to the Lee Family.
It is always of utmost importance to be sure the information provided is correct and appropriate. Do not include information you do not want shared with the entire Lee family in your request. Your request may be edited in order to give everyone the opportunity to be informed with the most concise, pertinent information available.

Rehire Policy

An employee with a break in service greater than 3 months will be considered a new employee if rehired by Lee University. This rehire policy applies to all benefits, vacation accrual, sick days, and seniority.

Return to Work Policy

Our goal is to prevent work-related illness and injury. However, given that on the job injuries may occur from time to time, Lee University is committed to providing a safe workplace environment for our employees. A return-to-work program has been established to help the employee who may be injured on the job to return to work at full duty.

The University will make a reasonable effort to provide suitable return-to-work opportunities for every employee who is unable to perform his/her regular duties following a work-related injury. This effort may include modification of the employee’s regular job or, if available, providing temporary alternate work depending on the employee’s mental and physical abilities. Only work that is considered productive and meaningful to the flow of business will be considered.

The returning employee should provide their supervisor with a slip from their physician stating whether they may return to work and if there are restrictions. The supervisor will determine if there is work to be done in the department that will meet the restrictions. If no accommodation can be made, the employee should be referred to the Office of Human Resources to assign the employee to any possible available work in other areas of the university.

Unpaid Leave Policy

Unpaid leave can be defined as taking leave without being paid. In the case of Family and Medical Leave, Tennessee Infant Bonding Leave, Americans with Disabilities Act, and the Uniformed Services Employment and Reemploysments Right Act, time taken away from work is guaranteed but does not carry the requirement to be paid during this leave time. The use of paid leave such as sick, vacation, or personal days may be used during these periods.

The University has provided sufficient paid leave time for fulltime employees and prorated paid leave time for part-time employees as a way to assist the employee in planning for vacation, personal business, and illness or injury. Any leave taken outside of these guidelines must be requested through their supervisor at least 30 days in advance. All accrued annual leave must have been exhausted before becoming eligible for unpaid leave. A maximum of 10 days of unpaid leave that does not fall within the guidelines of FMLA, TMIBL, ADA, and/or USERRA may be approved annually. Employees who take unapproved leave will be warned of pending discipline and/or termination (See “Rules of Discipline,” #16 p. 49).

Whistleblower Policy

Several employment laws protect employees who provide credible information about illegal practices or violations of adopted policies of an organization. Lee University adopts the stance that any
employee or volunteer will be protected from retaliation for the reporting of illegal activities carried out by their supervisor, fellow employees, or contractors of the institution. Violation of policies set forth in the Administrative and Support Staff or Faculty Handbooks are also included in this type of protection for reporting the inappropriate behavior or actions taken by others.

All university employees or volunteers are encouraged to report any suspected unprofessional or illegal activity with their supervisor or the Director of Human Resources, if the supervisor is the subject of the allegation, in order to maintain the integrity and dignity of Lee University. Once a report is made by an employee or volunteer for these types of violations or illegal practices, an investigation will be conducted. As a part of the investigation process any parties involved in the incident(s) will be asked to present evidence on their behalf either orally or in writing. Reasonable efforts will be made to protect the identity of the person(s) making the allegation. In the course of the investigation, if the information provided shows the supervisor, fellow employee, or contractor to be at fault, appropriate disciplinary action will be taken.

If the allegation proves to be unfounded, the President will undertake diligent efforts to give notice to all participants of the inquiry or those involved in the investigation that the allegations were unfounded. Appropriate disciplinary actions will be taken for reporting a false claim.
FRINGE BENEFITS

For the benefit of employees and this organization, Lee University provides certain employee benefits outlined within this handbook. All employee benefits are subject to change or elimination at any time at the discretion of the university. Benefits may also be modified in accordance with federal and state laws. You may contact the Employee Benefits Coordinator in the Office of Human Resources with any questions regarding the following benefits.

Adoption Assistance Policy

Lee University recognizes the challenges faced by employees from many different backgrounds. For this reason, the university has decided to provide a unique benefit for families adopting a child. An employee meeting eligibility and wishing to legally adopt a non-family member may apply for reimbursement of eligible adoption-related expenses.

An eligible employee is one who has been continually employed at Lee full-time for 12 months or more at the time the child is placed in the home. The child being adopted must be under the age of 18 and may not be a relative, step-child, or step-grandchild of the employee or the spouse of the employee. This benefit is not available in the case of either parent being a natural parent or if the adoption is for legal guardianship.

Domestic adoption-related expenses will be reimbursed to a maximum of $2,500 per adopted child. An international adoption or adoption of a special needs child with a permanent mental or physical disability will qualify for an additional $1,000 reimbursement per child. The additional benefit is offered for either international or special needs; not both. (Documentation from the placement organization of international and special needs will be required.) Most expenses directly related to the adoption are reimbursable. In the case where both parents are employees of the university, the benefit is applicable to only one parent.

These expenses may include but are not limited to:

- Home studies
- Agency and placement fees
- Legal fees and court costs
- Temporary foster care costs
- Medical expenses of the child, not covered by insurance
- Immigration, immunization and translation fees
- Transportation and lodging

Reimbursed adoption benefits will be reported in Boxes 3, 5, and 12 of the employee’s W-2 form. Though federal and state income taxes will not be withheld, FICA and FUTA taxes will be withheld consistent with federal and state regulations. The employee is responsible for accurately reporting Adoption Assistance reimbursements to federal, state, and local tax authorities. For further information on federal income tax provisions for adoption expenses, visit [www.irs.gov](http://www.irs.gov) or call (800) 829-3676.

To apply for this benefit, the employee may take a request in writing to the Director of Human Resources. The request must include the date of the placement of the child, the date of the completed adoption, and a detailed accounting of the expenses incurred in the adoption process. The payment of this benefit will be included in the employee’s next regular payroll disbursement.
Benefits Saving Plans

Flexible Spending Account

New full-time employees may elect to participate in the Flexible Benefits Plan after 90 days of employment. Flex consists of five types of accounts: Insurance Premium Redirection Account, Health Care Reimbursement Account, Dependent Care Reimbursement Account, Individual Purchased Insurance Premium Reimbursement Account, and Transportation Expenses Account. The Insurance Premium Redirection Account allows an employee to pay for insurance premiums tax-exempt. The Health Care Reimbursement Account allows an employee to set aside money tax-exempt to help pay for expenses not covered by medical insurance. The Dependent Care Reimbursement Account allows an employee to set aside money tax-exempt to help pay for dependent care services that are necessary in order for the employee or spouse to go to work. The Individual Purchased Insurance Premium Reimbursement Account offers the employee the opportunity to be reimbursed for privately purchased insurance premiums, including health, disability, cancer, and term life insurance. Group insurance premiums deducted from the employee’s paycheck for employer-sponsored plans do not qualify within this category. Nor are the insurance premiums deducted from an employee’s spouse’s employer eligible. The Transportation Expenses Account allows for reimbursement for costs associated with a commuter highway vehicle to travel to and from work each year.

Employees may elect to participate or make changes in their Flex accounts during the month of October for the following plan year (November 1-October 31). This benefit plan is covered under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. A Privacy Statement will be disseminated to all new participants of the plan at the time of enrollment.

Health Savings Account

Full-time employees who elect coverage under a high-deductible health plan (HDHP) are eligible to open a Health Savings Account (HSA). Created in 2003, HSAs enable a covered individual tax-preferred treatment of money saved for out of pocket qualified medical expenses. Unlike a flexible spending account, funds roll over and accumulate year to year if not spent. HSAs are owned by the individual account holder (not the employer) and contributions can be made through payroll deduction.

Bereavement Leave

In case of death in the immediate family, full-time employees are granted when necessary, up to three (3) days leave with pay. The pay for these days is for the normal scheduled work days of the employee. Immediate family consists of spouse, parent, child, sibling, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, spouse’s grandparent, or a relative living in the employee’s residence.

Christmas Gift

Each December if funds are available the decision may be made to provide regular employees of the university a gift of 2% of regular salary or equal to one week’s pay. The following criteria will be used to determine how a gift may be calculated:

1. Employees who have been employed before September 1, of each year may receive the full amount of the Christmas gift.
2. Those employees who have been employed after September 1, and prior to November 15, may receive 50% of the amount of the Christmas gift.

3. Employees who work less than forty hours per week shall receive a gift according to the same schedule as full-time employees based on their average weekly hours.

4. All employees eligible for this gift must be actively employed before November 15 and continually employed until December 31, in order to receive this gift.

**Computer Purchase**

A full-time employee who has completed six months of employment interested in purchasing a computer through the university should make a request with documentation of the equipment to be purchased to the Director of Human Resources. If this purchase is approved by the Vice President for Business and Finance a payroll deducted loan will be established. This loan must be paid in full before May 1 of the academic year when the loan is made. Should the employee leave the University, any unpaid balance of this loan will be due and payable immediately. As a result, the balance of the loan may be paid from the employee’s final paycheck.

Computers purchased for home use will be sold at the university’s cost plus sales tax. However, all ongoing support will be the responsibility of the employee and the vendor. If an employee wished to use his/her computer on campus and utilize the backbone for connecting to the Internet and campus related file servers, the Information Technology Operations staff will assist in the setup and maintenance of the computer, provided enterprise hardware standards are followed.

**Credit Union**

Two credit unions are available for membership by university employees and their immediate family members. Cleveland/Bradley County Teachers Federal Credit Union and Pathway Credit Union offer a full range of financial services for their members. These services include but are not limited to savings accounts, draft accounts, loans and/or automobile insurance by payroll deduction. In addition, tax deferred contributions to Individual Retirement Accounts (IRA) can be handled through payroll deduction. Applications for membership in the Pathway Credit Union are available in the Office of Human Resources. Membership applications are made directly to the Cleveland/Bradley County Teachers Federal Credit Union office at 420 Central Avenue.

**DeVos Recreation Complex**

All employees may have access to the DeVos Recreation Complex under the following guidelines: (1) Entrance is obtained by showing your Lee University staff identification card. Family members must also present a Lee University identification card. Cards may be obtained in the Campus Safety Office. (2) Children under the age of 16 MUST be supervised. (3) Guest passes may be obtained through the Student Life office and are the property of the staff member. Staff must accompany their guests when visiting the complex.
Election Leave

Employees of institutions in the State of Tennessee are allowed to take off a reasonable amount of time, not to exceed 3 hours, in order to cast their vote in an election. Lee University employees are afforded this benefit and must make a request to their supervisor by noon of the day before the election in order to be considered. If the employee’s work hours fall within 3 hours of the opening or closing of the polls, the supervisor is not required to approve this leave. Employees taking advantage of this leave may be paid for the time away from the workplace.

Employee Counseling

In an effort to help employees perform well and succeed, a cost-free counseling service is available. Employees may schedule a counseling session with a program offered through USAble and New Directions Behavioral Health. The Employee Assistance Program through USAble offers counseling for a wide range of personal and financial needs with 24-hour assistance via a toll free number and an interactive website. For more information on the USAble Employee Assistance Program please go to their website [www.ndbh.com](http://www.ndbh.com) or contact the Employee Benefits Coordinator in the Office of Human Resources.

Employee Wellness Program

All employees working 20 hours or more per week are eligible to participate in HealthQuest, the university's wellness program, at no cost to the employee. HealthQuest offers employees the accountability and educational opportunities to make positive changes in their physical health and overall well-being. Participation is dependent upon completing a Health Risk Assessment and basic fitness evaluation. During the program, participants can avail themselves of health coaching, group exercise sessions and educational sessions as well as track their individual activity to earn incentives. Participants will be assigned to teams to encourage relationship building and connect with other university employees.

Family and Medical Leave

The federal Family and Medical Leave Act of 1993 (FMLA) provides certain rights to employees who have worked for or the University a total of at least 12 months and who also have worked for the University at least 1,250 hours in the past 12 months immediately preceding their need for leave.

Any employee who meets these eligibility requirements is entitled to take up to 12 weeks of leave during a rolling look back 12-month period when (1) a son or daughter is born, (2) a son or daughter is being placed with them for adoption or foster care, (3) a son, daughter, spouse, or parent experiences a serious health condition which requires the employee’s care, (4) the employee's own serious health condition prevents him or her from working, or (5) the employee’s son, daughter, spouse, or parent is called into active military service in a foreign country and time off is needed for certain qualifying exigencies relating to this call. Questions’ regarding what qualifies as a “qualifying exigency” should be directed to the Director of Human Resources. Leave to care for a newborn, adopted or foster child must be completed within one-year of the birth or adoption/foster care placement.

Eligible employees also may qualify to take up to 26 weeks of leave during a 12-month period (which begins the first day they take leave for this purpose) to care for an injured service member or veteran (who has been discharged from the military within the past five years under conditions other than dishonorable) whose serious illness or injury arose or was aggravated in the course of active military
service. In order to take this type of leave, the employee must be the spouse, child, parent, or next of kin of the injured service member or veteran. This type of FMLA leave can only be used once per service member/veteran per illness or injury. All FMLA leave which is taken for any purpose during this 12-month period also will be counted toward the eligible employee’s 26 weeks of available FMLA leave.

If both spouses are employed by the University, they will need to “share” their 12 or 26 weeks of FMLA leave in some situations. Questions regarding this should be directed to the Director of Human Resources.

In situations where it is medically necessary to do so, eligible employees may take FMLA leave intermittently or on a reduced leave schedule. This is not permitted in connection with the birth, or placement for adoption or foster care of a child with the employee (i.e., leave for these purposes must be taken on a continuous rather than on an intermittent basis). Accrued sick leave and vacation days may be used during FMLA.

When the need for FMLA leave is foreseeable, employees must provide at least 30 days’ advance notice of such need to the Office of Human Resources. Leave involving planned medical treatment or recovery therefrom must be coordinated with the employee’s supervisor, so that it does not unduly disrupt business operations, unless it is not medically possible to do so. When the need for leave is not foreseeable, employees still must comply with the call-in or other notice policies which are applicable to their positions in letting their supervisor know they need to use FMLA leave, unless they can show it is not medically possible to give this notice. In these circumstances, notice still must be given as soon as practical to the employee’s supervisor or the human resources department.

In any situation involving leave because of a serious health condition, either the employee's or that of an applicable family member; the University is expressly authorized by law to obtain a medical certification of the condition and the need for leave from a qualified health care provider. An employee’s failure to return a medical certification form as requested by the University will result in their leave not being certified/covered by the FMLA and therefore being subject to the University’s usual attendance policies. Documentation also may be requested to support other FMLA leave requests; and the same consequences will follow from an employee’s failure to return the same upon the University’s request. Recertification forms, new certification forms, or other documentation also may be requested as permitted by law during an FMLA leave.

Employees may be asked to provide periodic updates to the University concerning their continued need for leave. Employees who take FMLA leave due to their own serious health condition also will be required to provide a return-to-work release stating that they can perform all of the essential functions of their job before being permitted to return to work. Employees who are unable to provide this at the end of their approved FMLA leave should consult with the Director of Human Resources.

Continued coverage under any group health plan will be provided for the duration of an employee's FMLA leave at the level and under the same conditions coverage would have been provided if the employee had remained at work. In other words, the employee’s group health benefits will be continued, but if the University requires employee co-payment for any part of the premium when the employee is working, the same co-payment will be required when the employee is on leave. In certain circumstances, employees who do not return to work following an FMLA leave will be required to reimburse the University for some or all amounts paid for this continued coverage during their leave.

Employees who are able to return to work at the end of an FMLA leave will be placed in the same or an equivalent position to the one they held when their leave began. Employees on an FMLA leave are not shielded from layoff, termination, or discipline, however, if they otherwise would have been laid off, disciplined, or terminated even if they had not taken FMLA leave. Employees also may not continue to
remain eligible for job protection once their FMLA leave is over even if they are placed on some other type of leave.

Initial notice of the need for FMLA leave and any questions regarding an FMLA leave should be directed to the Office of Human Resources. A form requesting leave under the FMLA may be obtained in the Benefits Office of the Human Resources Department. Fraudulent use of FMLA leave will be grounds for immediate termination.

**Group Insurance Plans**

**Health Insurance**

Health insurance is available to all full-time employees. Eligibility begins after 60 days of employment. Fifty-five percent of the employee’s premium and thirty percent of the premium for dependent coverage will be paid by the university for Plan One. Participants in Plan Two will receive a discount of sixty percent of the employee’s premium and forty-five percent of the premiums for dependent coverage. Seventy-five percent of the employee’s premium and fifty-five percent of the dependent’s coverage will be paid by the university for Plan Three.

**Dental Insurance**

All full-time employees are eligible to participate in a dental insurance plan after 60 days of employment. Fifty percent of the employee’s premium and twenty-five percent of the premiums for dependent coverage will be paid by the university.

**Consolidated Budget Reconciliation Act (COBRA) of 1985**

Under COBRA, plan participants (employees and insured family members) who receive coverage under a Group Health Plan may be eligible to elect to purchase continued coverage at group rates if a qualifying event occurs (termination of employment, reduction to part-time status, retirement, death, divorce, or disability). If requirements are met, employees may extend their coverage for 18 months. Disabled employees may extend their coverage for 29 months. If a covered dependent child ceases to be eligible for dependent coverage under a Plan, the child can elect to purchase COBRA coverage for up to 36 months. The university is permitted to charge up to two percent of the premium as an administrative fee.

**Health Insurance Portability and Accountability Act (HIPAA) of 1996**

HIPAA provides better access to health insurance coverage for those employees who change or lose their jobs; limits exclusions for pre-existing conditions; prohibits discrimination against employees and dependents based on their health status, provides for guaranteed renewability and availability of health coverage to certain employees and individuals, administrative simplification of health plans and develops privacy standards for the protection of an individual’s medical information.

The employee must show that his/her previous health insurance coverage was “creditable coverage” provided by a group health plan, an individual policy, Medicare, Medicaid, Military coverage, or state coverage such as TennCare. Creditable coverage is lost if the individual has a break in coverage that exceeds 63 days.
With the passage of HIPAA, Lee University and its employees are unable to discuss specific medical history, treatment, and/or condition of any employee. These types of questions may be discussed with our insurance plan provider directly. Contact information is available through Human Resources.

**Life Insurance**

A $50,000 Life/AD&D insurance policy is available to all full-time employees after 60 days of continuous employment. Dependent life coverage includes $5,000 for an employee’s spouse and coverage for dependents based on age. 100% of the premiums will be paid by the university.

**Long Term Disability Insurance**

Long-term Disability Insurance provides financial protection for employees in the event of disability. Eligibility for participation is open to all full-time employees after 60 days of continuous service. Fifty percent of the employee’s premium is paid by the university.

**Vision Insurance**

All full-time employees are eligible to participate in a vision insurance plan after 60 days of employment. Fifty percent of the employee’s premium and twenty-five percent of the premiums for dependent coverage will be paid by the university.

**Health Clinic**

Employees have access to health care services provided by the Lee University Health Clinic at no charge as follows: limited treatment for minor illnesses, first aid, and blood pressure checks. Allergy injections ordered by a physician may be administered by Health Clinic staff when a physician is present. An employee may make an appointment to see the attending physician after he/she has been examined by the nurse. If the medical condition requires on-going care, the employee will be referred to a private physician. Laboratory tests ordered by the physician may be administered by Health Clinic staff at a reduced cost. Flu vaccines are offered each fall at a minimal charge.

**Jury Duty**

Lee University encourages employees to serve as jurors when summoned for jury duty. In the event jury service requires the employee to be absent from his/her normal work shift, the employee should notify the supervisor immediately upon receipt of a jury summons. The University will pay the difference between jury pay and the employee’s regular pay. The State of Tennessee provides the opportunity for employees summoned to jury duty to also count their hours for travel to and from the court for the jury duty. The employee should submit a statement from the court clerk, showing travel time, hours served and amount paid for jury service, to the supervisor. Employees will accrue seniority and benefits while serving on a jury and will be reinstated to the same or an equivalent position upon their return from jury service.

**Leave of Absence**

An employee may apply to the President through his/her supervisor for professional leave without pay. In the event that a leave is approved, the employee will continue to accrue seniority. During a professional leave of absence, all fringe benefits cease. Group health and dental insurance benefits will
cease unless the employee elects to continue coverage as provided by COBRA (p. 26). COBRA election and payment of premiums may be arranged through Human Resources.

**Maternal Infant Bonding Leave**

As provided by the Tennessee Maternal Infant Bonding Leave, full-time female employees who have worked at least 12 consecutive months may take up to four months of unpaid leave for pregnancy or childbirth. Employees participating in Lee University insurance plans will continue to be covered during the leave period as long as the employee’s portion of premiums continue to be paid. The employee must give at least three months advance notice of intent to take such a leave (unless a medical emergency makes the leave necessary) in order to be reinstated to the same or equivalent position upon returning to work.

**Military Leave**

Lee University supports armed forces personnel by granting military leave when an employee is called to active duty. When the necessity for military leave is known in advance, the employee should provide his/her supervisor at least two weeks’ written notice. Otherwise, the employee should give notice as soon as possible. Military leave is unpaid. The employee will accrue seniority and benefits while on military leave. The employee should notify his/her supervisor at least two weeks prior to returning from active duty to arrange reinstatement. Upon return from military leave, the employee will be reinstated to the same or an equivalent position.

The Family and Medical Leave Act also provides for leave time for family members of returning military personnel. Review the FMLA to determine what benefits you might be eligible for as a family member. The University adheres to all Federal, State and local laws regarding the taking of military leave.

**Optional Insurance Program**

The university sponsors several optional insurance plans for permanent employees. Eligible employees may purchase insurance for short-term disability, cancer, intensive care, long-term care, accident protection, hospital indemnity, term life, home and auto at discounted rates. Premiums are paid 100 percent by the employee through payroll deduction. Enrollment materials and information are available in Human Resources.

**Paid Holidays**

- New Year’s Day
- Spring Break (Day)
- Good Friday
- Independence Day
- Fall Break (Day)
- Thanksgiving Day & Friday
- Christmas Eve & Christmas Day

When any of the above holidays fall on a weekend, a paid work day will be given as approved by the President.
Personal Days

Each full-time employee will be granted three personal days a year which must be approved by the supervisor. Pay for personal days is intended to replace the normal hours an employee is scheduled to work within their normal work day. An employee will not receive pay for personal days not taken at the end of the calendar year nor will the employee be allowed to accumulate personal days. When employment ends personal days are included in accrued benefits and will be included in the final check.

Purchase Discounts

Lee University employees will receive purchase discounts at auxiliary enterprises such as food services and the campus bookstore as follows:

- Follet Campus Store 10% discount
- Deacon Jones Dining Hall discounted meal prices

Retirement Plans

Two retirement plans are offered to employees: the Church of God Minister’s Retirement Plan and the Lee University Retirement Plan through Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). Each participant may contribute any amount of his/her salary annually through a salary-reduction agreement not to exceed the annual limits set by the Internal Revenue Service. Catch-up contributions may be made by employees over the age of 50 according to published IRS limits.

Church of God Minister’s Retirement Plan

The Church of God Retirement Plan was established January 1, 1983, to provide benefits to the plan members and their surviving spouses and beneficiaries upon the retirement, disability, or death of such members in accordance with plan provisions. The university will forward these contributions to the Church of God Benefits Board.

Lee University Retirement Plan

An employee becomes eligible to participate in the TIAA/CREF defined contribution retirement plan after their first 12-months of employment during which they are credited with at least 1,000 hours of service and have attained the age of 21. Students are not eligible to participate in the Plan if employment is incidental to an educational program. Plan contributions are made on a before-tax (salary reduction) basis.

PLAN CONTRIBUTIONS AS A PERCENTAGE OF REGULAR SALARY

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*The Institution will contribute 2% for all Eligible Employees, whether or not they elect to make a contribution. All employee contributions are voluntary. An opportunity is given twice annually, January and July, for employees to change their contribution election. The Institution will match employee contributions beyond the 2% level if the employee contributes 3, 4, or 5%. The university’s contribution percentage is paid on an employee’s base pay which does not include overtime, bonuses or other types of excess pay.

Employees receive notification from Human Resources prior to their eligibility date to allow time to complete the online application process. If the eligible employee does not complete enrollment within 90 days of their eligibility date, the employee is automatically enrolled into the retirement plan and contributions of 2% are made on their behalf to the retirement plan provider by the university.

**Service Award**

The University recognizes the value their employees lend to the experience of Lee. The fulfillment of twenty (20) years of service by administrative and/or support staff employees is regarded as a significant milestone in service to the institution. In recognition of this attainment of longevity and seniority, the university honors such persons with a modest gift and recognition during the December commencement exercises of their twentieth year.

**Tax-Deferred Annuity Plan**

Employees may participate in a Tax-Deferred Annuity Plan (TDA) through TIAA-CREF. Eligibility begins immediately following employment at the university. Students are not eligible to participate in the Plan if employment is incidental to education. Enrollment materials are available in Human Resources.

**Teladoc**

Full-time employees enrolled in either of the high-deductible health plans (Plan 2 or 3) may enroll in the telemedicine provider Teladoc without cost. Teladoc is the nation’s largest telemedicine provider with access to physicians who can diagnose common conditions including sinus problems, respiratory infections, allergies, and cold or flu symptoms. Their physicians are qualified to recommend treatment and prescribe medication if necessary. Employees not enrolled in one of these 2 plans may enroll in the Teladoc plan for a nominal fee of $8.00 per month. Enrollment is managed by the Office of Human Resources.

**Workers Compensation**

All Lee University employees are covered by insurance as specified in the Worker’s Compensation Law. In the event an employee is injured on the job, no matter how slight, he/she should report the injury to his/her supervisor within 24 hours of the occurrence. The supervisor must file an Accident Report with Human Resources and the University Health Clinic within 48 hours.

Medical treatment is available at no cost to the employee if he/she selects a doctor from the Panel of Physicians. This panel contains health care providers approved by the University for treating on-the-job injuries and is posted on the Human Resources bulletin boards, and on the Physical Plant bulletin board. The Lee University Health Clinic staff is also available to treat the employee, if he/she so desires. Human Resources will notify the Workers’ Compensation Insurance carrier when a work injury occurs.
Documentation of an injury must be reported in a timely manner in order for benefits to be paid.

Once an employee is released by the physician after a workers’ compensation claim, they have 12 months to return to the physician for additional treatment. If the employee does not make a request to return to the physician within the 12 month period, all benefits will be terminated.
GUIDELINES FOR EMPLOYEES

Absence

Regular attendance and punctuality are considered essential functions of every employee’s job. All employees are expected to arrive on time and ready to work every day. An absence is defined as failure to report for and remain at work as scheduled. This includes arriving late for work and leaving early without prior supervisory approval. Additionally, absences that exceed the permitted number of hours under the vacation, personal and sick leave plans may be considered unexcused absences. A failure to report your absence to your supervisor will result in a disciplinary action, up to and including termination of employment.

Lee University recognizes the fact that there are occasions when an employee will, of necessity, have to be away from his job. When an employee must miss work, his/her supervisor should be notified in advance, if possible, in order to give prior approval of the absence. Excessive absenteeism or tardiness will result in disciplinary action up to and including termination (See “Rules of Discipline,” p. 49).

Addressing Written Student Complaints

Written complaints by students addressed to individual staff or faculty members should be given appropriate attention and a written response by the employee. If the written complaint is signed, and the student can be located, a direct acknowledgement and response should be provided either by the employee or by an appropriate official of the university to whom the written complaint is referred. The institution encourages employees to deal directly with complaints without undue delay and without referring to other offices where feasible for effectiveness. If a referral is deemed appropriate, the student should be informed of the office to which the complaint has been referred. Students are encouraged to seek resolution of problems with a specific office or faculty member in discussion with that individual. If a satisfactory resolution cannot be achieved in such discussions, the student has the right to appeal, in person or in writing, to the employee’s supervisor. Each supervisor is committed to assist in resolving problems and complaints in accordance with professional standards. These standards include respect for the differences in viewpoints that inevitably characterize situations of disagreement, protection of rights of students to seek clarifications of policy or changes in policy and delivery of satisfactory services in accordance with stated program objectives.

Chapel Attendance

During the school year, chapel services are held each week on Sunday, Tuesday and Thursday. All employees are encouraged to attend and participate in the Tuesday and Thursday chapel services held from 10:40 a.m. until 11:30 a.m. Employees will be paid during the time they attend the week-day chapel services.

Company-Owned Equipment

Personal use of university-owned tools, equipment, property, etc. shall be governed by the management of the responsible department. Employees wishing to borrow Lee University property for personal use must receive permission from management before this equipment can be taken from the premises.
Technology Equipment Standards:
The Information Technology Steering Committee is responsible for selecting vendors and setting computing standards as it pertains to workstations on campus. For university employees, the following will be provided:

- A desktop or laptop for full-time faculty and administrative staff;
- A desktop for support staff;
- A dumb terminal with a virtual desktop or desktop equivalent for student workers.

In addition to employee-provided machines, the University will maintain:

- Technology Enhanced Classrooms (TECs) with 1 standard desktop as a part of the standard TEC package;
- Traditional computer labs with dumb terminals and virtual desktops or a desktop equivalent;
- Social labs with standard desktop workstations;
- Mobile Labs with standard Netbooks.

For all workstation computing requests that go beyond the approved standards (i.e., additional RAM, hard drive space, dual monitors, etc.), the difference in cost must be provided by the department.

Confidentiality Agreement

By the nature of some positions within the university and the exposure to certain confidential information and/or other information regarding the overall business operations and/or the overall operations of the department, an employee may be required to sign an Employee Confidentiality Agreement. This agreement asks that the employee not divulge or pass any confidential information to any other school, university, and/or other individual or entity for any reason. The consequences of breaking this agreement may be a formal reprimand or termination.

Dress/Attire

The following is a set of guidelines which will apply to all employees when they are on the job:

1. The appropriateness of apparel will be judged by two standards: modesty and professionalism. All employees should dress in a manner that meets a scriptural standard of personal modesty and which reflects the professional role which the employee plays in the workplace.
2. When these two standards are met, there is no basis for specifically prohibiting the wearing of dress slacks or pantsuits by female employees.
3. The vice president of each sector is responsible for assuring that these two standards are maintained, and will have the authority to modify guidelines, or to specify dress for any employee within his/her scope of supervision.
4. Two specific guidelines will continue to be observed throughout the university:
   a. The wearing of jeans, shorts, stretch pants, or stirrup pants will be considered inappropriate for any employee, unless specifically approved in individual cases.
   b. Male administrators will wear a coat and tie during regular office hours.

Selling Merchandise

Anyone wishing to sell merchandise on campus for organizations or for personal reasons should first obtain prior approval from the supervisor of the department visited.
Solicitation for Gifts

All solicitation of funds for gifts to employees must be approved by the supervisor and confined to the department in which he/she has been working.

Tardiness

The work schedule for Lee University employees is Monday through Friday, 8:00 a.m. until 5:00 p.m. Breaks for lunch will vary among departments. Employees should be on time and tardiness is subject to disciplinary action (See “Rules of Discipline,” p. 49).

Technology & Internet Use

Employees of the university may be provided access to technology resources such as computers, telephones, copiers, audio/video equipment and the Internet to assist in performing the employee’s job. A policy has been established to govern the use of Lee University’s technology and Internet resources.

No privacy is afforded employees in anything viewed, downloaded, created, stored, sent or received on the computer system. It is not a practice of the University to monitor all electronic communications; however, the University reserves the right to examine any electronic communication or data if inappropriate use is suspected. A decision to intercept and examine electronic communications must be by consensus of the appropriate sector Vice President and the President. As a provider of a communications service, Lee University may monitor or log usage originating from its systems and equipment.

By acknowledging receipt and acceptance of the University’s Technology and Internet Use Policy, each employee consents to Lee University’s interception of email messages and other forms of electronic communications. The computer system belongs to Lee University and is intended for business purposes. The Policy may be read in its entirety in the Office of Information Services or Human Resources. New employees who are provided access to technology resources will be given a copy of the Policy and asked to acknowledge receipt and acceptance of the Policy.

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material they wish to download or copy.

Telephone Calls

Employees should refrain from making personal calls during work hours and are instructed to advise friends and family to call only when absolutely necessary. Personal long distance calls are permitted only when the employee uses his/her personal telephone credit calling card or charges the call to his/her home telephone.

Visits from Family or Friends

Frequent visits from employee’s children, spouse or friends are discouraged.
ADMINISTRATIVE STAFF

Administrative Staff employees provide direct support to sector Vice Presidents. Responsibilities include setting departmental goals and outcomes, managing departmental budgets, directing the operations of the unit, supervising and/or recommending employees for hire, promotion, and/or termination, and exercising discretion and independent judgment in carrying out the mission of the university. This position carries an exempt status and affords the employee associate faculty status. An annual salary award letter is provided to the administrative staff employee with an understanding that either party (the employee or the institution) may end the arrangement with a 30-day notice.

Associate faculty status does not inherently include rank, tenure status or voting privileges; however, some administrators may hold certain faculty privileges as a result of prior service or as awarded through the appropriate faculty processes. Administrative staff employees are encouraged to attend all faculty meetings. In the event the administrative staff employee teaches a class, the Faculty Handbook should be consulted in reference to his/her behavior in the classroom and regarding payment for those types of services.

Administrative staff employees are expected to represent the university in their respective fields of expertise and the community in a way that upholds the mission and values of the university. They are also expected to conduct themselves in a way that does not contradict the established doctrines of the Church of God.

Assessment of Administrative and Student Support Units

In all administrative and student support units, directors (in conjunction with their employees) are responsible for assessing the administrative objectives and/or student learning outcomes of their unit(s) and reporting on these assessments. The Annual Assessment Report covers the assessment actions, data and events that occurred in the academic, calendar or fiscal year since the last annual report. These reports allow units to provide updates to their respective Vice President and the Office of Institutional Research and Assessment (OIRA) on how their assessment plans are being implemented and also cover the requirements for re-accreditation with SACS Commission on Colleges.

Assessment reporting begins with a statement of mission and objectives/outcomes. These may rarely change, but should be re-evaluated by the unit in an ongoing, systematic way. Please ensure that the appropriate VP and the OIRA have an updated copy of this document. The unit mission statement describes the general purpose of the unit within the context of the institution. Administrative objectives are the services and processes through which the unit fulfills its mission and contributes to the overall effectiveness of the institution. Student learning outcomes are statements used by Student Support Units to indicate what students should learn as a result of the services provided by or their interactions with the unit. Units will choose 2-3 objectives/outcomes to assess each year.

A unit’s mission/objectives document should include a reference to Lee’s Institutional Mission. While this statement does not vary between units, departments and programs, the inclusion of the statement is a common framework from which the institution’s efforts are focused and should be reviewed regularly by all institutional members. In addition to the Institutional Mission, units are encouraged to select all pre-identified segments of the Institutional Goals that are supported by the unit. (All goals are listed in the Lee University Catalog.) Again, this process provides a linkage of the unit to the institutional values and purposes.

The Annual Assessment Report should address the following components for each objective assessed:
1. **Define**: Why are we choosing this objective/outcome? What impact do we hope to have on students or the institution as a whole?

2. **Measure**: What forms of evidence were gathered to assess the extent to which the objective/outcome was achieved? Did we utilize at least one measure/tool for each objective/outcome?
   - Some examples of data measures are:
     - Measures of volume activity (i.e., number of clients served, circulation data, gross sales).
     - Measures of efficiency (i.e., average turnaround time for filling requests, timely service/prompt response, budget information).
     - Measures of service quality (i.e., error rates, accuracy of information provided).
     - Client satisfaction surveys (i.e., student satisfaction survey, alumni survey, employer survey, customer survey).
     - Other methods to obtain client feedback (i.e., focus groups, comments via email, evaluation forms, suggestion box, hotline).
     - Staff discussions/evaluations of services to clients.
     - Review of existing data (i.e., departmental routine records/reports, institutional data, audits).
     - Standards/guidelines provided by professional associations such as SCUP, NACUBO.
     - Standards set by federal, state, country, city or Lee regulations.
     - External evaluators/auditors.
     - Benchmark/comparisons with peer institutions.

3. **Analyze**: What were the results of the measurement? Include data here. What were our benchmarks and did we reach them? Are we accomplishing the objective/outcome?

4. **Improve**: How has the evidence or information gathered through assessment been used to improve the functioning of our unit?
   - What improvement initiatives (action steps) were undertaken as a product of the information gathered from assessment? Describe the PROCESS in detail.
   - What budgetary resources were allocated to these initiatives?
   - How will we assess the extent to which improvement initiatives have been successful?

5. **Plan**: Given the assessment activities and results to date, describe assessment plans for the next academic, calendar or fiscal year. Will we continue to assess the same objective/outcome? Which new objectives/outcomes will we choose to assess? Why?

The OIRA provides templates for both the mission/objectives document and the Annual Assessment Report. They also provide consulting services for assessment assistance. Reports are due annually at the end of the unit’s reporting cycle and are sent to the unit’s VP and the OIRA Director.

**Educational Benefits**

**Undergraduate Tuition**

Full-time employees are eligible to take 6 undergraduate credit hours tuition-free per semester (benefit does not apply to summer sessions). The number of hours that may be taken during working hours will be limited to three (3) during any one semester. Time away from the employee’s scheduled work day must be made-up or the hours not reported to payroll. Prior approval of his/her immediate supervisor must be obtained before scheduling a class. The tuition benefit applies to one off-campus study abroad trip.
Administrative staff employee’s spouse and dependent children will be entitled to a discount of 100 percent tuition remission. This does not apply to fees other than tuition. Disqualification may occur because of chapel probation (Student Handbook, p. 20). Any judgments or exceptions to this policy are to be made by the President.

**Graduate Tuition**

Full-time employees are eligible to apply for a graduate tuition scholarship provided by the university (benefit does not apply to summer sessions). Employees during their first year of employment may be eligible to receive 50 percent of the tuition expense for taking six hours of graduate level courses. After completion of one year of service, the employee may be eligible to receive 100 percent of the tuition expense for six hours of graduate level courses.

The number of hours that may be taken during working hours will be limited to three (3) during any one semester. Time away from the employee’s scheduled work day must be made-up or the hours not reported to payroll. Prior approval of his/her immediate supervisor must be obtained before scheduling a class.

Additionally, spouses and dependent children of administrative staff employees may receive a graduate scholarship equal to 100% of tuition. This does not apply to fees other than tuition. Any judgments or exceptions to this policy are to be made by the President.

Please note that enrollment in the MBA program and other graduate programs may be capped by the program director; thus enrollment is not guaranteed. The class hours for the courses in the Masters in Business Administration are evenings and will not interfere with normal work hours, thus the exclusion of tuition benefits for summer sessions in this program are waived.

**General Education Diploma**

The university will provide financial assistance, including all applicable fees, to any employee who would like to complete a GED program. A cash bonus will be awarded to an employee who earns the GED.

**Division of Adult Learning Tuition**

Full-time employees are eligible to take 6 credit hours tuition-free per semester, including summer sessions. Courses may be taken online, in an intensive format (hybrid online and onsite mix), or fully onsite at our education centers. The Division of adult learning employee tuition discount will not apply to credits taken in excess of 6 hours during any given semester (fall, spring, summer).

The number of hours that may be taken during working hours will be limited to three (3) during any one semester. Time away from the employee’s scheduled work day must be made-up or the hours not reported to payroll. Prior approval of his/her immediate supervisor must be obtained before scheduling a class.

Additionally, spouses and dependent children of administrative staff employees are eligible to receive a scholarship equal to 100% of (net) tuition for Division of Adult Learning coursework. This does not apply to fees other than tuition. Any judgments or exceptions to this policy are to be made by the President.
TUITION WAIVER BENEFITS

Undergraduate Tuition Waiver Exchange Programs (TWEP)

As a member of the Council of Christian Colleges and Universities and the Council of Independent Colleges, Lee employees or their dependents may attend other participating member institutions with a waiver of regular tuition for provision of full educational benefits. Lee University employees may be eligible for this benefit if they are employed fulltime as administrator, faculty, and/or support staff. Guidelines, student application, and list of participating institutions may be found at the websites: www.cccu.org for the Council for Christian Colleges and Universities and www.cic.org for the Council of Independent Colleges.

In order to request a slot in the TWEP at one of these participating institutions the employee should submit the student application form to the TWEP Liaison Officer, in the Department of Human Resources. The student must have made application to the accepting institution prior to submission of the student application form. The employee’s status will be evaluated and the student application validated and forwarded to the TWEP Liaison Officer. When the TWEP Liaison Officer has been notified of a successful application request, the employee and the student will be notified.

Each participating member institution is required to accept at least one new and up to three incoming students each year. Students who have been accepted by the member institution and wish to graduate from that institution may continue their studies by submitting the student application each year through the Lee TWEP Liaison Officer. Re-certification of eligibility requires that they continue to meet the academic and social standards of the host institution.

Graduate Tuition Waiver Exchange Program (GTWEP)

The Council’s TWEP is extended to graduate studies only in member institutions who have agreed to accept graduate students through the program. The list of participating institutions on the websites is noted as to whether the graduate tuition waiver will be accepted by the institution. The guidelines and procedures for making application, attaining eligibility and being re-certificated are the same for graduate studies as for undergraduate.

Tuitionexchange.org Waiver Program

Lee University subscribes to the tuition waiver exchange program with Tuition Exchange. In an attempt to offer reduced tuition costs for dependents of employees at other institutions of higher learning a membership in the Exchange was instigated. TE is a nonprofit consortium of more than 500 colleges and universities within the 47 states, the District of Columbia, and the United Kingdom. These institutions include regionally accredited nonprofit and state funded institutions of higher education. Eligible employees and/or their dependents may apply to be a student at other TE member schools without paying tuition costs in these schools.

Unlike the CIC and CCCU tuition waiver exchanges we must accept the same number of incoming students as we send to other institutions. The university will strive to send out 3 students each year and will accept 3 students from other institutions. This tuition remission is not extended to tuition related to Study Abroad Programs and/or Global Perspective requirements.

In order to request a slot in the TE program at one of the participating institutions, the employee should submit the Tuition Exchange.org export student application form to the TWEP Liaison Officer, in the Department of Human Resources. The student must have made application to the accepting institution prior to submission of the student application form. The employee’s status will be evaluated
and the student application validated and forwarded to the TE Program Liaison Officer. When the TWEP Liaison Officer has been notified of a successful application request, the employee and the student will be notified.

**Evaluations**

Lee University is committed to periodic evaluation of the performance of administrative staff to promote professional development and effectiveness of all operational units in achieving the goals of the institution. Administrative staff are evaluated in two basic ways. First, evaluation is a continuous process involving appropriate supervision and monitoring by the administrative staff’s supervisor with regular feedback as needed. As a means of monitoring progress, administrative staff members are asked to make weekly progress reports to their supervisor or vice president who in turn submits a sector progress report each week to the President.

Second, annual evaluations are used to assess the effectiveness of administrative staff and to make personnel decisions such as reappointment or promotion. Methods and techniques of evaluation of administrative staff vary and are determined by the respective vice presidents to ensure the evaluation best reflects the services provided. Each spring the vice presidents prepare evaluations of their administrative staff personnel in a report to the President, along with recommendations concerning reappointment, salary adjustments, etc. The President evaluates the effectiveness of the vice presidents and any other direct reports under his purview. The President makes his annual personnel recommendations of administrators to the Board of Directors.

**Global Perspectives**

Administrative staff members may lead or accompany Lee University-sponsored off-campus study trips by meeting all of the following requirements:

- Meet the SACSCOC requirement (18 hours of graduate-level work in the respective field) for college-level instruction;
- Have the approval of his/her vice president to participate in the trip and to be away from the office during the trip;
- Have the approval of the respective department chair to teach the course(s) in question and to lead the trip;
- Have the trip approved by the Global Perspectives Office and be approved by that office to lead the trip.

For specific instructions on how to submit a study abroad program proposal to the Office of Global Perspectives, administrative staff members should refer to the Global Perspectives Faculty Manual.

**Grievance Procedure**

Lee University recognizes that problems involving employer-employee relations will arise from time to time. We believe that it is in the best interest of both Lee University and our employees to resolve these matters as soon as possible at the lowest possible level. In order that employees may be assured fair consideration of their problem(s), a means of review and appeal, without prejudice, to higher levels of authority has been established. This procedure provides an internal administrative remedy; it does not, of course, preclude outside action in the courts. Employee problems or concerns regarding Lee University rules, regulations, working conditions, or their application should be taken up in the following manner.
The employee should first attempt to adjust the grievance informally by discussing it with his or her immediate supervisor. If the matter is not adjusted to the employee’s satisfaction through informal discussion, the employee may proceed to the formal grievance stage by presenting the grievance in writing to the immediate supervisor, describing the adjustment desired. The supervisor will have 5 calendar days in which to provide the employee an answer in writing.

If the employee is not satisfied with the answer from the immediate supervisor, he or she may take the grievance to the second level of review. The grievance must be presented in writing to the second level of review - the vice president of the respective sector. The second-level reviewing officer will have 5 calendar days in which to provide the employee an answer in writing.

If the employee is not satisfied with the answer received from the second level of review, he or she may take the grievance to the third and final level review. The third level of review will be the president of the university. The president will have 10 calendar days in which to provide the employee an answer in writing. The decision of the president will be final and binding on all parties.

Copies of all written grievances must be forwarded to Human Resources to be placed in the employee’s permanent personnel file.

**Moving or Relocation Expense Process**

Recently hired administrators wishing to receive reimbursement for relocation expenses must make a request in writing detailing the expected costs associated with relocation to their Vice President. The university will reimburse these personnel for “actual relocation expenses”, not to exceed $3,000. In the event the University advances recruited personnel money for relocation expenses, all unsubstantiated and/or unspent amounts must be returned to the Office of Accounting Services. Distribution of the approved expenses will be made through the Office of Human Resources.

Questions related to the taxability of recruitment and moving expenses should be directed to the Office of Accounting Services at 614-8104. The University is required to report all moving reimbursements to the Internal Revenue Service. By January 31 of the year following the year in which taxable moving expenses are reimbursed, the employee will receive from the University a form itemizing those expenses. This form is for the employee's information only, and should not be filed with the employee's tax return. Taxable moving expense reimbursements will also be included as federal and state income on the employee's Form W-2. The IRS will not permit the deduction of those expenses by the employee.

**Salary**

Administrative salaries are set commensurate with experience within the approved university salary structure for each employee classification. Administrative salaries are paid in twelve monthly checks on the fourth Friday of the month. The December check is paid before the Christmas holidays. The period of a position appointment is from July 1 through June 30. Payroll disbursements are made by direct deposit to any banking institution of the employee’s choosing.

Merit increases will be considered an important factor in the benefits received by an employee, as recommended by the employee’s supervisor through the evaluation process and approved by the President.
Sick Leave

Sick leave may be accumulated on the basis of one day for every month of full-time employment. Accumulated sick leave may not exceed 30 work days. Sick leave should not be used for purposes other than the illness of the employee or of an immediate family member of the employee. Unused accumulated sick days will not be paid at the time of separation from employment. A physician’s statement may be required at the option of the supervisor.

Teaching as Part-Time Faculty

Administrative staff members with appropriate academic preparation are encouraged to participate as teachers in their disciplines under the following guidelines:

a. Some administrative staff members have teaching as part of their job description. In this case, courses can be scheduled during the normal work day, and administrators will not be compensated for their teaching. The agreement to teach as part of the normal workload will be made clear to the administrator at the time of hiring, and their availability to teach during the normal work day will be communicated to the appropriate department chair or dean. Upon contract renewal each year, it will be the responsibility of the president, in consultation with the appropriate vice president, to determine whether teaching is part of the job description for the upcoming contract period.

b. When teaching is not part of the job description courses should be taught outside the timeframe of the usual work day (8:00-5:00) and teaching will be compensated at the standard pay for faculty overloads. Exceptions to this time frame restriction should be approved in advance by the staff member’s immediate supervisor.

Termination of Employment

Any employee wishing to terminate his/her service at Lee University should give no less than thirty days notice, in writing, to his/her supervisor.

Involuntary termination may also occur for various violations of university employment policies and practices (See “Rules of Discipline,” p. 49). Involuntary termination concerning the employment of any administrator who has reached tenure status at Lee University only applies to the administrative position in question. Removal of tenure status must follow due process as defined in Section IV of Article V in the Faculty Constitution.

Vacation

During the first year of employment, an employee may accumulate one day per month. Vacation pay is intended to replace the normal hours an employee is scheduled to work. Paid vacations are granted to employees according to the following scale:

- Full 12 months: 2 weeks
- Five consecutive years: 3 weeks
- Ten consecutive years: 4 weeks
- Twenty or more consecutive years: 5 weeks

The above scale is merely a guideline and not exclusive. This scale is not intended to imply the Administrative Staff employee may only receive the stated amount of time off. According to the
workload of the department and requirements of the position, vacation time may be altered at the discretion of the sector Vice President or President in order to benefit the institution or the employee. Employees are asked to reserve at least 5 days of their vacation to be taken during the Christmas Break. All vacation time must be approved by the sector Vice President and must be taken within the calendar year. (Exceptions must be approved by the President).
SUPPORT STAFF

Support Staff employees fall into two categories, exempt and non-exempt employees. Non-exempt employees are eligible for overtime pay and one and one half times his/her regular pay rate for hours worked more than 40 hours per week. An exempt employee is paid a salary and is exempt from any overtime pay.

It should be noted that the first 90 days of employment are considered to be a probationary period. During this time, the supervisor will discuss expectations and responsibilities as well as the University’s policies and procedures. Upon successful completion of the probationary period, personal leave time will be credited retroactively for the 90 days. No vacation, personal or sick days may be taken during the probationary period. It is important to note that an employee is not guaranteed employment for the entire probationary period.

Support staff employees are expected to represent the University in the Community in a way that upholds the mission and values of the University. They are also expected to conduct themselves in a way that does not contradict the established doctrines of the Church of God.

Background Checks for Service Employees

Lee University has a vital interest in maintaining safe and effective working conditions for all employees. After reviewing job functions for the wide variety of positions on campus it has been determined that employees working in the department of Building Services, Campus Safety, Early Learning Center, Grounds, Information Services, Maintenance, and Residential Life have the most exposure to a wide variety of venues across campus. These employees most often have the opportunity to view secure areas and access to items of value. Therefore, this policy has been established for the hiring of these employees.

All employees hired in the above named departments are subjected to a thorough background screening. It is recognized that obtaining the required information may take an extended time. The best candidate will be required to provide fingerprints and a signed agreement for the screenings to be conducted. Though the candidate may be employed immediately; their employment could be terminated should an adverse report be received within the 90 day probationary time after employment. The employee receiving an adverse report will be notified in writing within 30 days about the decision with notation of the source of the information gathered.

All employment documents, hiring processes, and procedures for these positions will carry the proper documentation of this policy and the consequences for providing false information.

Departmental Transfers

An employee may apply for a position in a different department if he/she so chooses. It is requested that the employee give his/her supervisor prior notification of this application.
Educational Benefits

Undergraduate Tuition

Full-time employees are eligible to take 6 undergraduate credit hours tuition-free per semester (benefit does not apply to summer sessions). The number of hours that may be taken during working hours will be limited to three (3) during any one semester. Time away from the employee’s scheduled work day must be made-up or the hours not reported to payroll. Prior approval of his/her immediate supervisor must be obtained before scheduling a class. The tuition benefit applies to one off-campus study abroad trip.

When the employee has been continuously employed by the university for four years, the employee’s spouse and dependent children will be entitled to a 50 percent tuition discount. After eight years of continuous employment, the discount will be 100 percent. This does not apply to fees other than tuition. Disqualification may occur because of chapel probation (Student Handbook, p. 20). Any judgments or exceptions to this policy are to be made by the President.

Graduate Tuition

Full-time employees are eligible to apply for a graduate tuition scholarship provided by the university (benefit does not apply to summer sessions). Employees during their first year of employment may be eligible to receive 50 percent of the tuition expense for taking six hours of graduate level courses. After completion of one year of service, the employee may be eligible to receive 100 percent of the tuition expense for six hours of graduate level courses.

The number of hours that may be taken during working hours will be limited to three (3) during any one semester. Time away from the employee’s scheduled work day must be made-up or the hours not reported to payroll. Prior approval of his/her immediate supervisor must be obtained before scheduling a class.

Additionally, spouses and dependent children of employees continuously employed for four years are eligible to receive a graduate scholarship equal to 50% of tuition and after eight years of continuous service may receive 100% of tuition for graduate coursework. This does not apply to fees other than tuition. Any judgments or exceptions to this policy are to be made by the President.

Please note that enrollment in the MBA program and other graduate programs may be capped by the program director; thus enrollment is not guaranteed. The class hours for the courses in the Masters in Business Administration are evenings and will not interfere with normal work hours, thus the exclusion of tuition benefits for summer sessions in this program is waived.

General Education Diploma

The university will provide financial assistance, including all applicable fees, to any employee would like to complete a GED program. A cash bonus will be awarded to an employee who earns the GED.

Division of Adult Learning Tuition

Full-time employees are eligible to take 6 credit hours tuition-free per semester, including summer sessions. Courses may be taken online, in an intensive format (hybrid online and onsite mix), or fully
onsite at our education centers. The Division of adult learning employee tuition discount will not apply to
credits taken in excess of 6 hours during any given semester (fall, spring, summer).

The number of hours that may be taken during working hours will be limited to three (3) during any
one semester. Time away from the employee’s scheduled work day must be made-up or the hours not
reported to payroll. Prior approval of his/her immediate supervisor must be obtained before scheduling a
class.

Additionally, spouses and dependent children of employees continuously employed for four years are
eligible to receive a scholarship equal to 50% of the Division of Adult Learning (net) tuition and after
eight years of continuous service may receive 100% of (net) tuition for Division of Adult Learning
coursework. This does not apply to fees other than tuition. Any judgments or exceptions to this policy
are to be made by the President.

Resident Directors Tuition Benefits Program

As part of the salary package, Resident Directors receive 100% tuition discount for undergraduate or
graduate tuition. If the employee is enrolled in graduate classes, the maximum credit load is 9 credit hours
(full-time) per semester for the fall, spring, and summer semesters, for an annual total of 27 maximum
graduate credit hours. If the employee is enrolled in undergraduate classes, the maximum credit load is 12
credit hours (full-time) per semester and 6 hours during the summer, for an annual total of 30 maximum
undergraduate credit hours. Total graduate and undergraduate credits must also include any required
coursework for the Resident Director program. Resident Directors may enroll in a maximum of one class
in May and July and a maximum of two classes in June.

If the employee chooses to not take full advantage of the maximum credit hours within a semester, the
employee’s spouse may use the remaining credit hours within that given semester. If the employee does
not use the summer semester credits the spouse may use the credit hours with no limitations on when the
classes can be taken during the summer sessions.

Due to program requirements, a resident Director may need to enroll in 12 graduate semester credit
hours within a semester. However, enrolling in 12 graduate credit hours will be allowed one time
throughout the course of the degree program. This also must have the approval of the Director if
Residential Life and the Vice President for Student Development, and these specific exceptions would be
granted to the Resident Director and not the spouse.

TUITION WAIVER EXCHANGE BENEFITS

Undergraduate Tuition Waiver Exchange Programs (TWEP)

As a member of the Council of Christian Colleges and Universities and the Council of Independent
Colleges, Lee employees or their dependents may attend other participating member institutions with a
waiver of regular tuition for provision of full educational benefits. Lee University employees may be
eligible for this benefit if they are employed full-time as administrator, faculty, and/or support staff.
Guidelines, student application, and list of participating institutions may be found at the websites:
www.cccu.org for the Council for Christian Colleges and Universities and www.cic.org for the Council of
Independent Colleges.

In order to request a slot in the TWEP at one of these participating institutions the employee must
submit the Tuition Exchange.org export student application form to the TWEP Liaison Officer, in the
Department of Human Resources. The student must have made application to the accepting institution
prior to submission of the student application form. The employee’s status will be evaluated and the
student application validated and forwarded to the TWEP Liaison Officer of the participating member institution. When the TWEP Liaison Officer has been notified of a successful application request, the employee and the student will be notified.

Each participating member institution is required to accept at least one new and up to three incoming students each year. Students who have been accepted by the member institution and wish to graduate from that institution may continue their studies by submitting the student application each year through the Lee TWEP Liaison Officer. Re-certification of eligibility requires that they continue to meet the academic and social standards of the host institution.

**Graduate Tuition Waiver Exchange Program (GTWEP)**

The Council’s TWEP is extended to graduate studies only in member institutions who have agreed to accept graduate students through the program. The list of participating institutions on the websites is noted as to whether the graduate tuition waiver will be accepted by the institution. The guidelines and procedures for making application, attaining eligibility and being re-certificated are the same for graduate studies as for undergraduate.

**Tuitionexchange.org Waiver Program**

Lee University subscribes to the tuition waiver exchange program with Tuition Exchange. In an attempt to offer reduced tuition costs for dependents of employees at other institutions of higher learning a membership in the Exchange was instigated. TE is a nonprofit consortium of more than 500 colleges and universities within the 47 states, the District of Columbia, and the United Kingdom. These institutions include regionally accredited nonprofit and state funded institutions of higher education. Eligible employees and/or their dependents may apply to be a student at other TE member schools without paying tuition costs in these schools.

Unlike the CIC and CCCU tuition waiver exchanges Lee must accept the same number of incoming students as it sends to other institutions. The university will strive to send out 3 students each year and will accept 3 students from other institutions. This tuition remission is not extended to tuition related to Study Abroad Programs and/or Global Perspective requirements.

In order to request a slot in the TE program at one of the participating institutions, the employee should submit the student application form to the TWEP Liaison Officer, in the Department of Human Resources. The student must have made application to the accepting institution prior to submission of the student application form. The employee’s status will be evaluated and the student application validated and forwarded to the TE Program Liaison Officer. When the TWEP Liaison Officer has been notified of a successful application request, the employee and the student will be notified.

**Evaluations**

Lee University provides department directors with recommended resources and guidelines for an annual evaluation to assess the performance of support staff to promote development and effectiveness in achieving goals and maintaining the successful operation of the institution. This type of evaluation is provided for employees to receive feedback relating to their individual performance and recognition of areas which may need improvement at various stages of their employment. Evaluations are done at the discretion of the director in the means they see most appropriate for the given position. Any completed evaluations become part of the employee’s file.
Lee University Administrative/Support Staff Handbook

Grievance Procedure

Lee University recognizes that problems involving employer-employee relations will arise from time to time. We believe that it is in the best interest of both Lee University and our employees to resolve these matters as soon as possible at the lowest possible level. In order that employees may be assured fair consideration of their problem(s), a means of review and appeal, without prejudice, to higher levels of authority has been established. This procedure provides an internal administrative remedy; it does not, of course, preclude outside action in the courts. Employee problems or concerns regarding Lee University rules, regulations, working conditions, or their application should be taken up in the following manner.

The employee should first attempt to adjust the grievance informally by discussing it with his or her immediate supervisor. If the matter is not adjusted to the employee’s satisfaction through informal discussion, the employee may proceed to the formal grievance stage by presenting the grievance in writing to the immediate supervisor, describing the adjustment desired. The supervisor will have 5 calendar days in which to provide the employee an answer in writing.

If the employee is not satisfied with the answer from the immediate supervisor, he or she may take the grievance to the second level of review. The grievance must be presented in writing to the second level of review - the immediate supervisor’s superior. The second-level reviewing officer will have 5 calendar days in which to provide the employee an answer in writing.

If the employee is not satisfied with the answer received from the second level of review, he or she may take the grievance to the third and final level review. The third level of review will be the vice president of the respective sector. The vice president will have 10 calendar days in which to provide the employee an answer in writing. The decision of the vice president will be final and binding on all parties.

Copies of all written grievances must be forwarded to Human Resources to be placed in the employee’s permanent personnel file.

Make-Up Time

An employee will be allowed to make-up any time lost in order to maintain the work schedule. Prior permission must be granted by the supervisor.

Overtime

Overtime will be allowed when working conditions demand it in order to maintain work schedules. An employee will be paid one and one half times his/her regular hourly rate for all approved time worked in excess of forty hours in one work week. The regular workweek runs from Saturday to Friday. Paid vacation, personal and sick days cannot be substituted for actual hours worked. Overtime must be approved by the supervisor and the sector Vice President.

Part-Time Employees

Part-time employees are those persons who work less than 30 hours a week on a regular schedule. These employees are subject to all employment policies and practices as stated in the Handbook. Part-time employees are not eligible to receive fringe benefits, with the exception of paid holidays, prorated vacation days, and Christmas Gift.
Payment of Wages

Nonexempt support staff wages are paid bi-weekly on every other Friday. The December check is paid before the Christmas holidays. The first week’s paycheck is held until the second payroll period of employment. Hours worked are reported through web-time entry in Portico and must be ready for their supervisor’s approval before Monday morning following the end of each work week. The supervisor is then required to approve the time entry electronically through Portico before 5:00 p.m. the same day.

Exempt support staff salaries are paid on a 12 month basis and payments are made on the fourth Friday of each month. The December check is paid before the Christmas holidays. Special pay requests will be at regular pay periods.

All payroll disbursements are made by direct deposit to any banking institution of the employee’s choosing. Forms may be found in the Office of Human Resources and must be submitted to the Payroll Bookkeeper at least 7 days prior to a payroll disbursement date.

All salary increases are given in accordance with the salary structure. Merit increases will be considered an important factor in the benefits received by an employee, as approved by the President.

Sick Leave

Sick leave may be used for illnesses suffered by a full-time employee. Sick leave is intended to replace the normal hours an employee is scheduled to work. Employees who work less than 8 hour days or fewer than 5 days per week will receive prorated sick leave equivalent to their regular work week schedule. Unused accrued sick days are not paid at the time of separation from employment. Employee sick leave shall be given according to the following schedule, based on the calendar year:

- Employees with three months service be granted two days sick leave with pay.
- Employees with one year’s service be granted three days sick leave with pay.
- Employees with two years of unbroken service be granted four days sick leave per year with pay.
- Employees with three years of unbroken service be granted six days sick leave per year with pay.
- Employees with four years of unbroken service be granted eight days sick leave per year with pay.
- Employees with five years of unbroken service be granted ten days sick leave per year with pay.
- Employees will be allowed to accumulate up to thirty days of sick leave.
- Unused sick days will not be paid at the time of employment ceasing.
- A physician’s statement may be required at the option of the supervisor.

Staff Advisory Council

The Staff Advisory Council consists of six staff members who are elected every April by the Support Staff. The Council shall consist of full-time, non-administrative employees. The chair person shall be elected among these members. Staff members may submit recommendations or questions in writing to the Council. The Staff Advisory Council will meet periodically to discuss these recommendations and any other issues pertaining to the overall development of the Support Staff.
The SSAC functions are (1) to advise the President concerning staff interests, (2) to schedule meetings with the president to discuss staff interest and concerns, and (3) plan activities pertaining to the entire Lee employee family including but not limited to: Employee summer picnic and Christmas banquet. The Council may consult with the other staff members as needed.

**Termination of Employment**

Any employee wishing to terminate his/her service at Lee University should give no less than two weeks notice, in writing, to his/her supervisor. The final paycheck will include accrued personal and/or vacation time. Sick days are not paid at time of separation.

Involuntary termination may also occur for various violations of university employment policies and practices (See “Rules of Discipline,” p. 49). Partial year’s employment will entail proration of vacation time.

**Vacation**

During the first and final year of employment, an employee may accumulate one day per month. Vacation pay is intended to replace the normal hours an employee is scheduled to work. Employees who work less than 8 hour days or fewer than 5 days per week will receive prorated vacation days equivalent to their regular work week schedule. At least five (5) days must be reserved to be used during the Christmas break when the University is closed for the holidays.

Paid vacations are granted to employees according to the following scale:

- Full 12 months: 2 weeks
- Five consecutive years: 3 weeks
- Ten consecutive years: 4 weeks
- Twenty or more consecutive years: 5 weeks

All vacation time must be approved by the supervisor and must be taken within the calendar year. (Exceptions must be approved by the President).
### RULES OF DISCIPLINE

**NOTE:** Disciplinary action generally consistent with certain specific violations is listed below and on the following pages. This list of violations and discipline is not exclusive and is not intended to imply any employee may only be disciplined or terminated for the reasons specified and only in the manner specified. **ALL SUSPENSIONS ARE WITHOUT PAY.**

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<th>FIRST</th>
<th>SECOND</th>
<th>THIRD</th>
<th>FOURTH</th>
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<tbody>
<tr>
<td>1. Use of tobacco products on company premises.</td>
<td>3-day suspension</td>
<td>Discharge</td>
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<tr>
<td>2. Possession or use of alcoholic beverages on company premises.</td>
<td>Discharge</td>
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<td>3. Reporting for work under the influence of alcohol or drugs.</td>
<td>Discharge</td>
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<td>4. Possession of illegal weapons or firearms on company premises.</td>
<td>Discharge</td>
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<td>5. Theft of property from company or other employee.</td>
<td>Written warning</td>
<td>Discharge</td>
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<td>6. Intentionally punching another employee’s time card or having one’s own time card punched by another.</td>
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<td>7. Assault on supervisor or other employee.</td>
<td>Discharge</td>
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<td>8. Falsifying company records.</td>
<td>Discharge</td>
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<td>9. Intentionally misusing or damaging company property of another employee.</td>
<td>3-day suspension</td>
<td>Discharge</td>
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<td>10. Repeated failure to punch time card.</td>
<td>Written warning</td>
<td>1-day suspension</td>
<td>Discharge</td>
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<td>11. Leaving premises during working hours without permission.</td>
<td>1-day suspension</td>
<td>3-day suspension</td>
<td>Discharge</td>
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<td>12. Unauthorized operation of tools, machinery or equipment.</td>
<td>Oral warning</td>
<td>Written warning</td>
<td>1-day suspension</td>
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<td>13. Disregard of safety rules.</td>
<td>Written warning</td>
<td>1-day suspension</td>
<td>Discharge</td>
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<td>14. Failure to wear specified safety equipment.</td>
<td>Oral warning</td>
<td>Written warning</td>
<td>3-day suspension</td>
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<td>15. Stopping work before shift ends.</td>
<td>Oral warning</td>
<td>Written warning</td>
<td>1-day suspension</td>
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<td>16. Unauthorized absence.</td>
<td>Written warning</td>
<td>3-day suspension</td>
<td>Discharge</td>
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<td>17. Creating or contributing to unsanitary conditions by poor housekeeping.</td>
<td>Oral warning</td>
<td>Written warning</td>
<td>1-day suspension</td>
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<td>18. Insubordination by refusing supervisor’s order.</td>
<td>3-day suspension</td>
<td>Discharge</td>
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<td>FIRST</td>
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<td>19. Unauthorized soliciting of contributions on premises.</td>
<td>Oral warning</td>
<td>Written warning</td>
<td>1-day suspension</td>
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<td>20. Lateness.</td>
<td>Oral warning</td>
<td>Written warning</td>
<td>1-day suspension</td>
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<td>21. Distributing printed matter on company premises without permission.</td>
<td>Oral warning</td>
<td>Written warning</td>
<td>1-day suspension</td>
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<td>22. Failure to follow job instructions.</td>
<td>Oral warning</td>
<td>Written warning</td>
<td>1-day suspension</td>
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<td>23. Inability or unwillingness to work harmoniously with other employees.</td>
<td>Oral warning</td>
<td>Written warning</td>
<td>3-day suspension</td>
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<td>24. Removal of company records or release of confidential information.</td>
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<td>25. Personal conduct directly in conflict with the mission and established doctrine.</td>
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<td>26. Misuse or abuse technology or computer equipment.</td>
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EMPLOYEE AGREEMENT

I HAVE READ THE “LEE UNIVERSITY ADMINISTRATIVE STAFF/SUPPORT STAFF HANDBOOK” AND UNDERSTAND THE DUTIES, REGULATIONS AND POLICIES SET FORTH IN THE HANDBOOK. THE LEE UNIVERSITY EMPLOYEE AGREEMENT IS NOT A CONTRACT OF EMPLOYMENT AND SHALL NOT BE CONSTRUED AS SUCH. I understand that my employment is at will and can be terminated either by me or the University at any time and for any lawful reason.

I understand that, Lee University reserves the right to skip any step in the discipline process depending upon the severity of the offense.

_________________________________________
Employee’s Name (please print)

_________________________________________
Employee’s Signature                      Date Signed

_________________________________________
Witness’ Signature                         Date Signed

NOTE: Return Original to Human Resources