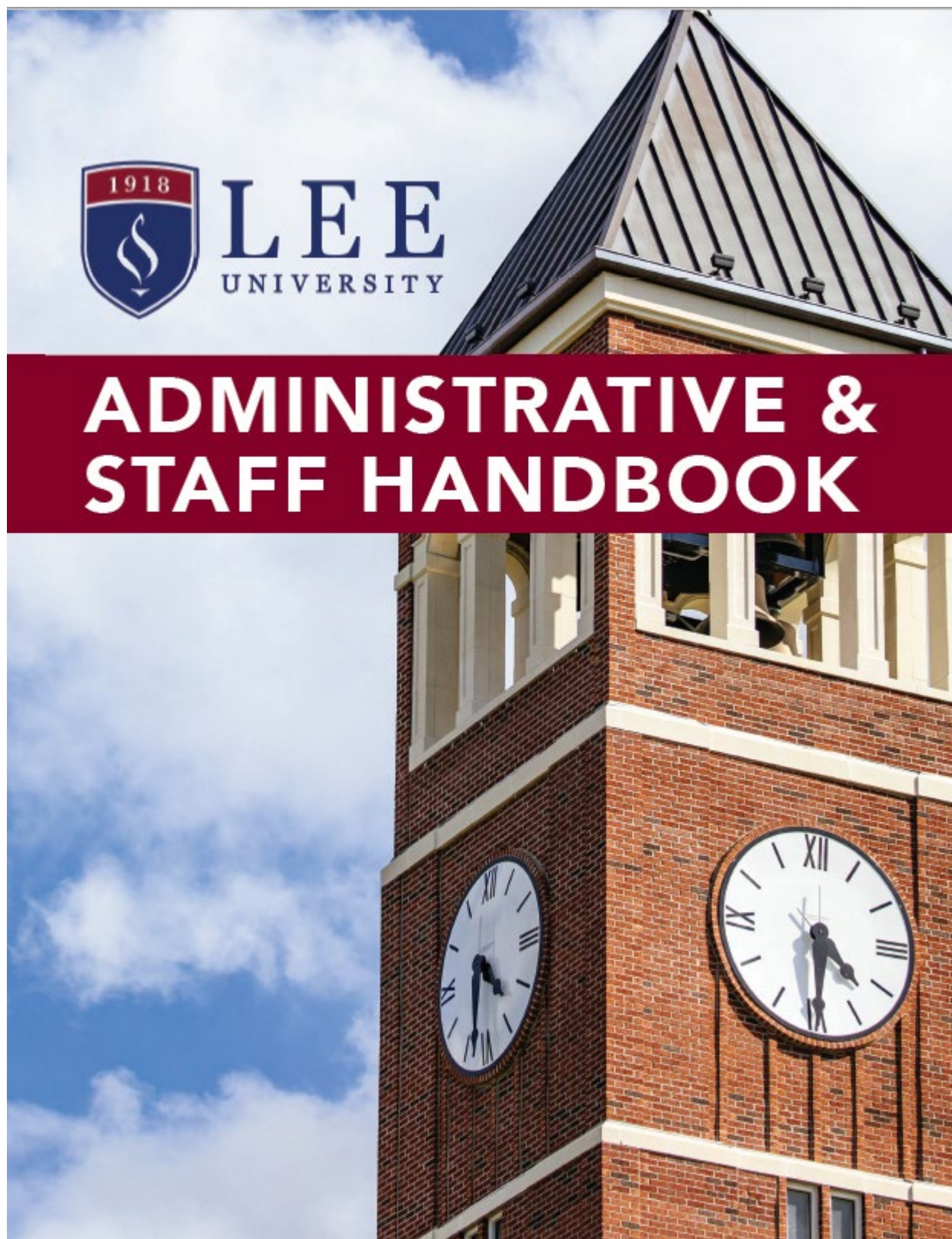




LEE
UNIVERSITY

ADMINISTRATIVE & STAFF HANDBOOK



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Message from the President

Lee Team,

With a new academic year right around the corner, this is the time we're all deep in the details - finalizing rosters, reviewing plans, checking schedules, and yes, flipping through handbooks and guides to make sure we are ready.

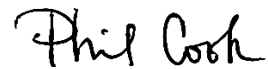
As we dive into all the prep work, I want to pause for just a moment to say thank you. The start of the year doesn't happen by accident—it's built on the effort, focus, and care each of you brings to your role.

Whether you're updating syllabi, training new staff, adjusting processes, or just making sure we're aligned on policies and expectations, it all matters. This behind-the-scenes work lays the foundation for the student experience of which we are so proud.

Our handbook is full of important information, but it can't capture the heart and dedication you bring to Lee every day. And that is what makes this place what it is.

I am excited about what's ahead in 2025–26. It's going to be a wonderful year!

Cordially,

A handwritten signature in black ink that reads "Phil Cook". The script is cursive and fluid, with the first letters of "Phil" and "Cook" being capitalized and prominent.

Phil Cook
President

Faith Statement

As a Christ-centered university operated under the auspices of the Church of God, Cleveland, Tennessee, 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:

- 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 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 with 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 saints’ feet.
- In the premillennial second coming of Jesus. First, to resurrect the righteous 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.

Mission Statement

Lee University is a Christian institution, which offers liberal arts and professional education on both the undergraduate 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 traditional, on-campus, undergraduate students; whereas degree-completion, online, and graduate programs also draw some learners who are not as close to their high school graduation. Roughly half 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 50 states and more than 50 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. To the extent consistent with its tenets as a religious organization, the university has adopted the policy that no person in whatever relation with Lee University shall be subject to unlawful discrimination because of any protected class.

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, friends, and federal programs.

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 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 to both 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 whereas Holy Scripture is the ultimate revelation of God's truth, even so, truth found in a laboratory or an artistic masterpiece is God's truth as well; 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.

Employee Moral Conduct

Lee University is committed to a Christ-centered, wholesome and safe workplace and learning environment. All employees have an essential duty to uphold and implement the university's faith statement and biblical beliefs as part of their job. They each have a shared responsibility to develop the faith-based community that Lee University offers. Religious education does not just occur in the classroom, but also in the day-to-day interactions that students will have with all categories of employees. All administration, faculty and staff play a vital role in establishing our Christian community and actively reinforcing scripture with students as part of their duties. As a result, all employees are expected to lead both work-place and personal lives that reflect the mission and values of the university. Their choices should mirror a Christ-like example for students, fellow colleagues, and the community on a daily basis.

Employees must conduct themselves with dignity, morality, integrity, honesty and in compliance with all laws, university policies, and handbooks. Employees may not engage in any activity likely to injure or damage the reputation of the employee or impede their ability to carry out their job and the university's mission. They must refrain from any behavior that reflects negatively on the university's Christian standards.

Lee affirms the importance of fidelity in marriage, and does not condone premarital or extramarital sexual relations, same-sex sexual behavior, the use of pornography, and other forms of sexual behavior which violate scripture and the university's religious beliefs. No member of the Lee University Community may reside in off-campus housing with individuals of the opposite sex, unless the individuals are (1) married, (2) children of the married couple, or (3) siblings or other close relatives.

As a Christ-centered campus committed to learning about and building healthy relationships, Lee University encourages God-honoring displays of love within the context of a committed relationship between a man and a woman, yet with consideration of the effect that displays of affection might have on others. Displays of affection that make a recipient or others feel uncomfortable are not condoned. We must be conscious of others' personal space and respectful of any unease at any time. Public displays of romantic affection between members of the same sex are a violation of Lee University policy.

Every member of the Lee University Community should diligently seek to embrace and live consistent with their God-given biological sex. No member of the Lee University Community may publicly identify or behave as a gender that does not correspond to his or her biological sex. This includes any of the following actions when taken for the purpose of identifying as a gender that does not correspond to the person's biological sex:

- Using or requesting others to use a different name or nickname;
- Using or requesting others to use pronouns that do not correspond to the person's biological sex;
- Presenting as a gender that does not correspond to the person's biological sex;

- Requesting a change to the sex/gender stated on any university or government-issued document or record; or Receiving any drug, medical service, or surgical procedure for the purpose of altering, removing, or preventing the development of physical or anatomical characteristics or features that are typical for the person's sex, and/or to instill or create physiological or anatomical characteristics that resemble a sex different from the individual's biological sex or receiving any psychological treatment to these ends

Because of the critical nature employees have in upholding our Christ-centered environment, any employee who fails to comply with this policy may be disciplined or terminated.

Employee Handbook Purpose

This handbook and its appendix articulate the employment policies and procedures for the Administrative and Support Staff of Lee University, herein referred to as “employees.” Separate sections address benefits specific to the Administrative Staff and to the Support Staff. Employees working under the title of faculty will follow the conditions, policies, procedures, and statements listed in the Faculty Handbook. The information contained in this handbook supersedes any prior conditions or statements from previous employment materials, handbooks, or notifications.

The university may amend, delete, or revise its policies and procedures contained in this handbook at any time. This handbook is not intended to form a contract or bind the university to a particular course of action. The university has sole discretion and flexibility in how it implements the provisions contained in its policies and handbooks.

The university does not waive any rights under the United States Constitution or other laws protecting the religious freedom of the university, including any rights to be exempt from laws that are contrary to the university’s religious beliefs. The university’s policies and handbooks shall be interpreted at all times within the context of the university’s religious beliefs.

Employee Agreement

I have read and understood the Lee University Administrative Staff/Support Staff Handbook and will act in accordance with the duties, regulations, policies, and procedures set forth in the university's policies and handbooks (including appendices).

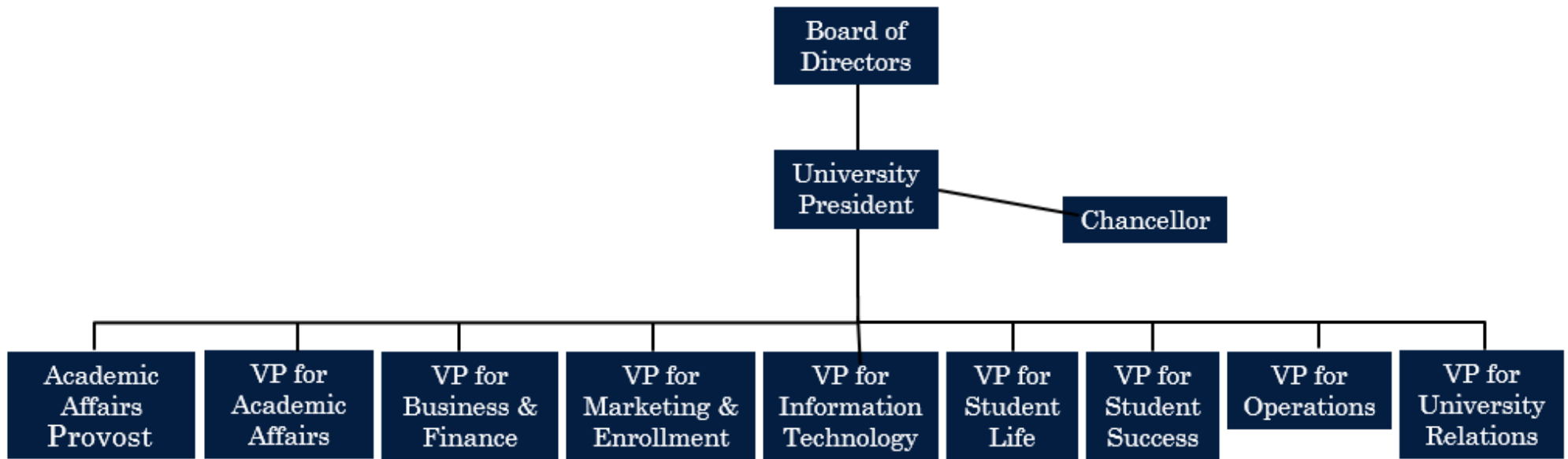
I also understand the university's policies and handbooks may be updated or amended at any time. After being notified of these updates or amendments, I agree to promptly review and understand I will be held accountable for any future changes.

Neither this Employee Agreement nor the university's policies and handbooks are a contract of employment and shall not be construed as such. I understand that the university has flexibility in how it implements these provisions and may change its policies and handbooks at any time. I understand that my employment 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 or circumstances of the offense. If I have questions or concerns about the handbook, I will consult with my direct supervisor, vice president, or the Office of Human Resources for clarification.

Employee

Date



Organization & Leadership of Lee University

Background Checks

Lee University seeks to provide a safe and professional environment for all. After reviewing job functions for the wide variety of positions on campus, it has been determined that applicants, employees, volunteers, and interns working in the departments of Building Services, Campus Security, Early Learning Center, Grounds, Information Technology, Maintenance, Residential Life, and Event Planning have the most exposure to a wide variety of venues across campus and to student contact.

All individuals working in the above-named departments must undergo a thorough background screening. These employees will be required to provide fingerprints and provide the Office of Human Resources with a signed agreement for the screenings to be conducted. The Office of Human Resources will order the background check upon receipt of the signed release.

Employees will not be permitted to begin work without satisfying the background check requirements. Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years. 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. Lee University reserves the right to modify this policy at any time without notice.

Departmental Transfers

Lee University fosters an environment that encourages employee development and promotion from within. Prior to the interview process, employees are asked to give their current supervisor notice of their intentions to apply for a different position within the university.

The prospective supervisor may request that the current supervisor be contacted as a work reference. The prospective supervisor can request attendance records, performance evaluations, and any disciplinary notes in the employee's personnel files from the Office of Human Resources.

Employment of Relatives

Employment of relatives is permitted. However, no employees who are related will be placed within the same direct line of supervision whereby one relative would be responsible for supervising the job performance or work activities of another relative. Exceptions to this policy must be approved by the sector vice president.

Termination of Employment

Voluntary Resignation:

Any support staff wishing to voluntarily resign their service at Lee University should give no less than two weeks' notice, in writing, to their supervisor. Any administrative staff should give no fewer than 30 days' notice, in writing, to the employee's direct supervisor.

After the successful completion of a new employee's 90-day probationary period, if an employee voluntarily leaves employment in good standing, their vacation and personal days that have accrued and not been taken will be paid in the final paycheck. Calculation of the days accrued will be done in accordance with the Vacation and Personal Days policies. Sick days are not paid at the time of separation.

Termination without Cause:

All employees may be terminated within the first 90 days of their probationary period without cause or notice. Thereafter, administrative staff may be terminated without cause with a 30-day notice. Support staff employees may be terminated without cause at any time. In the event an employee is terminated without cause after successfully completing their 90-day probationary period, they will be entitled to payout of their accrued vacation and personal days as if they have voluntarily resigned in good standing.

Termination for Cause:

If the university determines in its sole discretion that an employee has failed to perform their duties and responsibilities or violated the university's policies, handbooks, or religious tenets such that termination is warranted, the university may immediately terminate the employee for cause. The university will rely on the Rules of Discipline as a guide in determining whether an employee should be terminated but recognizes that every situation is different and thus retains full discretion to determine what discipline is required. See the "Rules of Discipline" for details. Employees terminated for cause forfeit any right to payout of their accrued vacation and personal days.

Return of University Property:

When an employee's employment with the university terminates, for whatever reason, the employee is required to immediately return all university-owned property used during their employment, and all documents, electronic files, and other materials containing proprietary or confidential information belonging to Lee University. This includes, without limitation, keys, credit cards, computers, data storage devices, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to the university.

Employee Rehiring

Only employees in good standing with the university upon their separation may be eligible for rehire.

The recognition of an employee's service for purposes of service awards, tuition discounts, and vacation and sick leave accruals will be reviewed on a case-by-case basis if there is a break in employment of three months or less. An employee with a break in employment greater than three months will be considered a new employee if rehired by Lee University.

Other benefit start dates, such as insurance coverage and retirement plan participation, will be based on the specific benefit plan provisions. Employees may contact the Office of Human Resources for benefit information.

Exit Interview

Full-time employees are offered the opportunity to provide feedback about their work engagement components and overall work experience while employed at Lee University.

Completion of the Exit Interview Questionnaire is highly recommended but not mandatory. Exiting employees who prefer to offer feedback in a confidential conversational setting are strongly encouraged to schedule an in-person meeting with a representative in the Office of Human Resources.

Information collected during an Exit Interview is part of the university's ongoing efforts to enhance employee experiences. This information will be kept in a confidential file and used only in generalized, non-identifiable ways to help Lee University understand the factors that may contribute to employee satisfaction, engagement, retention and turnover.

Process:

When the Office of Human Resources is notified that an employee is exiting the university, a representative from the office will distribute appropriate documentation to the employee prior to their last workday.

If the employee is unwilling or unable to meet in-person, an electronic exit interview form will be given to the employee to complete and return to the Office of Human Resources prior to departure.

In the event of an employee termination, the employee shall meet with a representative in the Office of Human Resources for an Exit Interview as soon as possible, or as deemed appropriate.

Discrimination, Harassment, and Retaliation Policy

Lee University is committed to treating all individuals with respect and dignity and providing an environment free of unlawful discrimination, harassment, or retaliation. The following provisions set forth the university's policy against discrimination, harassment, and retaliation. In addition, all individuals are expected to conduct themselves in accordance with standards of personal conduct that are consistent with the religious doctrines of the university.

1. *Notice of Non-Discrimination*

Lee University does not engage in unlawful discrimination or tolerate harassment in any employment practices or educational programs and activities on the basis of race, color, sex, pregnancy or childbirth, religion, national origin, ancestry, age, disability, genetic information, military or veteran status, or any other legally protected class as applicable to a religious organization. All applicants for employment, admissions, or participation in educational programs will be considered without regard to any classification protected by federal, Tennessee state constitutional, or statutory law as applicable to a religious organization.

Lee University is a Christian institution founded by and affiliated with the Church of God. As a religiously sponsored institution of higher education, the university is exempt from compliance with some provisions of certain civil rights laws. The university maintains its Christian mission and reserves its right to make employment and admissions decisions on the basis of religious criteria to the extent permitted by the Constitution of the United States and other relevant laws. The university prescribes standards of personal conduct that are consistent with its mission and values as a religious organization. Employees and students are required to comply with the university's policies set forth in their respective handbook.

2. *Prohibited Activities*

Lee University expects all students, faculty, and staff to comply with biblical standards of conduct, promote equal opportunity, treat all individuals professionally, and act without bias in a Christ-like fashion.

Prohibited actions include, but are not limited to, treating individuals less favorably based on their protected class or characteristics; harassment; denial of opportunities or benefits for discriminatory reasons; and retaliation against someone who reports, threatens to report, or participates in an investigation or claim.

Harassment is verbal, written, or physical conduct that degrades or shows hostility toward an individual because of his or her protected class or characteristics and that: a) has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, b) has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or c) otherwise adversely affects an individual's employment or educational opportunities.

Examples of harassing conduct include epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; disparaging jokes; name-calling; offensive objects or pictures; or electronic, written, or graphic material that shows hostility toward an individual or group. Harassment that adversely impacts a student, faculty, or staff member's environment or opportunities is prohibited regardless of where and how it takes place. This policy applies to all persons involved in the operations of the university. The university will not tolerate discrimination or harassment toward or by any faculty, supervisor, co-worker, student, visitor, or representatives of other businesses with whom one interacts as part of their employment or education at Lee University.

The university prohibits retaliation against any person who files a complaint, participates in an investigation or lawsuit, or otherwise opposes practices that they reasonably believe are discriminatory.

3. ***Reporting Procedures***

While the university encourages students, faculty, and staff to communicate directly with the alleged harasser, when possible, to make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, they are not required to do so.

Addressing Complaints About Conduct by Employees:

For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a Lee University employee should be reported to their direct supervisor.

If a faculty member's complaint involves his or her supervisor, the faculty member should contact their dean. If the complaint involves the faculty member's dean, they should contact the Provost and Vice President for Academic Affairs. If an administrator or staff member's complaint involves his or supervisor, they should contact their respective vice president. Faculty members, administrators, and staff may also contact the Office of Human Resources directly to make a report.

Janell Satterfield
Director of Human Resources
Office of Human Resources
Phone: (423) 614-8105
Email: jsatterfield@leeuniversity.edu

It is essential that employees notify their supervisor immediately even if they are not sure the offending behavior is considered discrimination or harassment. Any supervisor who is aware of discrimination or harassment must make a timely report to the Office of Human Resources.

Addressing Complaints About Conduct by a Student or Student Group:

For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a student or student group that may violate the university's Discrimination, Harassment, and Retaliation Policy should be reported to:

Chris Gates
Executive Director of Student Life
Office of Student Life
Phone: (423) 614-8410
Email: cgates@leeuniversity.edu

4. *Response by University*

Allegations of unlawful discrimination, harassment, or retaliation will be taken seriously and will be promptly investigated. The university will seek to ensure confidentiality to the extent possible under the circumstances. Any student, faculty, or staff found to be responsible for unlawful discrimination or harassment will be disciplined as appropriate, up to and including termination of employment or dismissal from the university.

The university prohibits any individual from discriminating or retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse action will be taken for any individual solely for making a good faith report of alleged discrimination or harassment. Any individual found to have retaliated against an individual for making such a report will be disciplined as appropriate, up to and including termination from employment or dismissal from the university.

The university recognizes that the question of whether a particular course of conduct constitutes discrimination or harassment requires factual determination. However, knowingly making false accusations of discrimination or harassment can have serious effects on innocent persons and the educational and working environment. If an investigation reveals that an individual has knowingly, maliciously, or recklessly made false accusations, the accuser will be subject to appropriate disciplinary action up to and including termination or dismissal from the university.

5. *Special Rules for Sexual Harassment and Sex Discrimination*

In addition to other types of discrimination and harassment, Lee University prohibits any form of sexual harassment or misconduct. A summary of the sexual harassment and sex discrimination grievance procedures and policies is set forth separately in this handbook. For more information, visit our website at www.leeuniversity.edu/titleix.

6. *Maintenance of Religious Freedom*

Nothing in this policy or the university's sexual harassment and sex discrimination policies waives the university's religious freedom rights under the United States Constitution and other applicable laws. The university's policies shall be interpreted at all

times within the context of the university's religious tenets and shall not be viewed to prevent the university from enforcing or applying its religious doctrines and standards of personal conduct.

Sexual Harassment and Sex Discrimination Summary

Lee University is committed to creating and maintaining a safe learning and working environment free of sexual harassment or other prohibited conduct on the basis of sex. Insofar as it is consistent with its tenets as a religious organization, Lee University is committed to complying with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA).

Lee has adopted policies and procedures that are intended to ensure that all students, faculty, and staff impacted by an incident or complaint of sexual harassment or other prohibited conduct on the basis of sex receive appropriate support and fair treatment, and that allegations are handled in a prompt, thorough and equitable manner. Discrimination under Lee's policies will not be tolerated by Lee University and is grounds for disciplinary action, up to and including, permanent dismissal from Lee University and/or termination of employment.

Scope of Policies:

Lee University has three applicable grievance procedures and policies relating to sexual harassment and discrimination.

1. The [Title IX Sexual Harassment Policy](#) ("Title IX Policy") covers the subset of sexual harassment that must be addressed under a defined formal grievance process required by Title IX Regulations. The Title IX Policy applies to sexual harassment as defined by the Title IX regulations (see Section 2 of the linked policy) that occurs in a Lee "education program or activity," which is defined by the Regulations to include locations, events or circumstances *over which Lee exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Lee, if such conduct occurs in the United States.*
2. The [Non-Title IX Sexual Harassment and Non-Discrimination Policy](#) serves as Lee's policy against sexual harassment and other prohibited conduct on the basis of sex that is not otherwise covered by Lee's Title IX Policy. Sexual harassment and other prohibited conduct on the basis of sex that falls outside of the Regulations' definitions and jurisdictional criteria but otherwise meets the policy's definitions, such as *off-campus conduct, conduct outside of the United States, sexual exploitation and many forms of verbal harassment*, is governed by the Non-Title IX Sexual Harassment and Non-Discrimination Policy.
3. The [Title IX Non-Harassment Discrimination Policy](#) governs allegations of sex discrimination that do not involve sexual harassment or other prohibited conduct on the basis of sex.

Each of these policies shall be interpreted and applied within the context of the University's religious tenets. For more information, please see below and visit our website at www.leeuniversity.edu/titleix.

Sexual Harassment Contact Information:

For inquiries about the application of these policies, concerns about non-compliance, or to file a complaint or report, please contact Lee's Title IX Coordinator:

Kate Chapman
Assistant Director of Human Resources and Title IX Coordinator
Email: kchapman@leeuniversity.edu
Phone: (423) 614-8699
Office: LSS 104

Upon receipt of a report of potential sexual harassment or other prohibited conduct on the basis of sex, the Title IX Coordinator will promptly contact the complainant to discuss their rights and options, the processes for potentially filing a formal complaint, and available supportive measures.

Concerns can also be reported to the deputy Title IX coordinator, a Title IX liaison or a resident director, each of whom will promptly coordinate with the Title IX Coordinator. The deputy Title IX coordinator and the Title IX liaisons, along with their contact information, are:

<p>Tyler Allen Director of Campus Security & Title IX Liaison Office of Campus Security Phone: (423) 303-4444 Email: tallen@leeuniversity.edu</p>	<p>Janell Satterfield Director of Human Resources & Title IX Liaison Office of Human Resources Phone: (423) 614-8105 Email: jsatterfield@leeuniversity.edu</p>
<p>Jessica McIntyre Associate Athletic Director of Internal Affairs & Title IX Liaison Office of Athletics Phone: (423) 473-1191 Email: jmcintyre@leeuniversity.edu</p>	

Disability Discrimination and Reasonable Accommodations Policy

In accordance with the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973, as applicable, Lee University will not discriminate against applicants and individuals on the basis of disabilities, and when needed, will provide reasonable workplace accommodations to employees and applicants who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential duties of the position as long as the reasonable accommodation does not create an undue hardship to the university.

When an individual with a disability requests an accommodation and can be reasonably accommodated without creating an undue hardship, or causing a direct threat to workplace safety, the individual and the university will engage in the interactive accommodation process to determine what, if any, reasonable accommodations may be provided.

Accommodations will be determined on a case-by-case basis. Examples of reasonable accommodations may include: making the workplace accessible, modification of work schedules, acquiring or modifying equipment or devices, and limited extended leave beyond what employees are entitled to under the Family and Medical Leave Act (FMLA) as a reasonable accommodation for a physical or mental impairment. The examples provided are not meant to be all-inclusive and may not be appropriate for all jobs and positions.

The university is not obligated to adopt an applicant's or employee's preferred or requested accommodation and may instead offer alternative reasonable accommodations if the alternative accommodations would be effective. If more than one accommodation allows for the performance of the essential functions of the position, the university has the discretion to choose which accommodation it will provide.

Employees or applicants with disabilities may initiate the process to request reasonable accommodations by contacting the University's Human Resources Department. Only the Human Resources Department has the authority to respond to an employee's request for reasonable accommodations due to a disability.

Nothing in this policy waives the university's religious freedom rights under the United States Constitution and other applicable laws.

Reasonable Accommodations for Pregnant Employees

Consistent with Tennessee Code Annotated § 50-10-103, Lee University will make reasonable accommodations for medical needs arising from pregnancy, childbirth, or related medical conditions unless the accommodation would impose an undue hardship on the operation of the university or would violate its religious tenets. Employees should request such accommodations from the Office of Human Resources.

Assessment of Administrative and Student Support Units

Each employee will be part of a unit that will undergo an annual assessment of outcomes. The director/department head or person responsible for submitting the annual assessment report will communicate with each employee their expected role or responsibility in the assessment of the unit.

Personnel Performance Evaluations

Administrative Staff

Lee University is committed to regularly evaluating the effectiveness of its administrative staff. Administrative staff are evaluated by both formative and summative evaluation methods. Formative evaluation is a continuous process involving regular feedback from supervisors based on unit and employee performance as reported in unit reports and through scheduled meetings. All administrative staff are required to submit regular unit reports to their direct supervisor, and each vice president provides a bi-weekly report to the president. These reports may include updates on progress toward unit goals, status reports on projects, and regular operational matters, as well as identification of possible challenges and weaknesses that need to be addressed. These regular updates allow for supervisor feedback and instruction in a timely and effective manner.

Formal evaluations of administrative staff are conducted by sector vice presidents each summer and provide a more summative assessment of performance and effectiveness which influences decisions regarding reappointment, promotion, and salary. Performance evaluations should include a review of goals and objectives based on a current job description, evaluation of performance, and feedback, which may include coaching and counseling as needed. Due to the unique responsibilities of each sector, methods and techniques of evaluation vary and are determined by the respective vice presidents to ensure the evaluation best reflects the services provided. Completed evaluations become part of the administrative staff member's employee file. Recommended evaluation resources and guidelines may be obtained from Human Resources.

Support Staff

Lee University is committed to regularly evaluating the effectiveness of its support staff. Formal evaluations are conducted by direct supervisors annually and provide a summative assessment of performance and effectiveness which influences decisions regarding promotion and pay. Performance evaluations should include a review of goals and objectives based on a current job description, evaluation of performance, and feedback, which may include coaching and counseling as needed. Completed evaluations become part of the employee's file. Recommended evaluation resources and guidelines may be obtained from Human Resources.

Employee Conduct and Disciplinary Action

Rules of conduct for Lee University employees are intended to promote our Christian-based community, an orderly and efficient operation, and to ensure the safety of all employees. Employees are expected to conduct themselves in accordance with the university's religious tenets, policies, and handbooks at all times. Each employee should serve as a Christ-like role model to students, colleagues, and visitors. In those situations where employees have violated our work-place expectation, the university will use its discretion to carry out the disciplinary action appropriate to the circumstance. The following will guide the university in its decision-making but is not all-inclusive and may be deviated from when appropriate in the sole discretion of the university.

Verbal warning: Verbal statement to the employee of the violation of a rule and/or regulation and that such violations must cease.

Written warning: Formal notification in writing to the employee that they have violated a rule and/or regulation and that they must agree to discontinue the violation.

Suspension: An employee will experience a loss of work and wages for a specific number of hours or days depending on the severity of the offense. Notice of suspension will be provided to the employee in writing.

Discharge: The employee is relieved of their duties and responsibilities to Lee University.

	First	Second	Third	Fourth
Use of tobacco and/or electronic nicotine or smoking devices on university premises.	3-day suspension	Discharge		
Possession or consumption of alcoholic beverages on university premises.	Discharge			
Working while under the influence of drugs and/or alcohol.	Discharge			
On-person possession or use of weapons or firearms on university premises.	Discharge			
Theft of property from any university employee or from the university itself.	Discharge			
Intentionally entering fraudulent hours on another employee's timecard or having time entered for you.	Written warning	Discharge		
Assaulting an individual while on university property.	Discharge			
Falsifying university records.	Discharge			
Intentionally misusing or damaging university property assigned to another employee.	3-day suspension	Discharge		
Repeated failure to enter work hours on your own timecard.	Written warning	1-day suspension	Discharge	
Leaving the university's premises during working hours without permission.	1-day suspension	3-day suspension	Discharge	

Unauthorized use or operation of tools, machinery, or equipment.	Oral warning	Written warning	1-day suspension	3-day suspension
Disregard for safety rules.	Written warning	1-day suspension	3-day suspension	Discharge
Failure or refusal to wear specified safety equipment.	Oral warning	Written warning	1-day suspension	3-day suspension
Ending work before shift is over.	Oral warning	Written warning	1-day suspension	3-day suspension
Unauthorized absence.	Written warning	3-day suspension	Discharge	
Creating or contributing to unsanitary conditions by poor housekeeping.	Oral warning	Written warning	1-day suspension	3-day suspension
Insubordination by refusing a supervisor's lawful and reasonable request.	3-day suspension	Discharge		
Unauthorized soliciting of contributions on premises.	Oral warning	Written warning	1-day suspension	3-day suspension
Tardiness.	Oral warning	Written warning	1-day suspension	3-day suspension
Distributing printed material on university premises without permission.	Oral warning	Written warning	1-day suspension	3-day suspension
Failure to follow job instructions.	Oral warning	Written warning	1-day suspension	3-day suspension
Unwillingness to work in a civilized manner with other employees.	Oral warning	Written warning	3-day suspension	Discharge
Removal of university records from the premises or release of confidential information.	Discharge			
Misconduct: Conduct conflicting with the university's mission and established doctrine.	Discharge			
Misuse or abuse of technology or computer equipment.	Discharge			

Conflict of Interest

This statement sets forth the policy and procedures of Lee 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 the employee's immediate family (by which is meant the employee's spouse 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 their vice president.

B. Required Disclosures

All conflicts of interest must be disclosed to their vice president. 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 their vice president

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 their 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.

Reporting Misconduct and Whistleblower Policy

The purpose of this policy is to provide a process for all Lee University employees to report in good faith any actual and reasonable belief that misconduct has occurred that is wrongful, illegal, unethical, or a violation of the university's policies or handbooks. For this policy, misconduct is defined as a violation of law, the mismanagement or gross waste of university assets, the abuse of authority, or the violation of the university's policies or handbooks. University assets include physical property, financial assets, information, systems, relationships, or any other resources including the university's reputation and prestige. Directors, officers, faculty, and staff are custodians of the university's assets and must abide by ethical behaviors expected by the university. All university employees or volunteers are encouraged to report any misconduct suspected to their supervisor. If the supervisor is the subject of the allegation, university employees or volunteers are encouraged to report any misconduct to the Director of Human Resources.

This policy also serves to protect all individuals who report, in good faith, misconduct from any retaliatory behavior because of reporting. Lee University adopts the stance that any employee or volunteer will be protected from retaliation for the reporting of misconduct carried out by their supervisor, fellow employees, or contractors of the institution. Any employee with a reasonable suspicion who makes a good faith report of misconduct will be protected from any and all retaliatory acts.

This policy is also intended to protect individuals against false allegations of misconduct and against allegations not made in good faith. Any employee or volunteer who knowingly or with reckless disregard for the truth (i) gives false information, (ii) makes a false report of misconduct, or (iii) makes a false report of retaliation may be subject to disciplinary action, up to and including termination. Allegations that are not substantiated, but are made in good faith, are not subject to disciplinary action.

Lee University is generally not under any legal obligation to ensure confidentiality of complaints and cannot promise to do so. However, the university does attempt to maintain the privacy of complainants to the extent consistent with its obligation to enforce law and policy. Information related to a complaint of misconduct will be shared with a limited number of Lee University employees who need to know in order to assist in the assessment, investigation, and resolution of the complaint and any related issues. During an investigation, information may be disclosed to participants as necessary to facilitate the thoroughness and integrity of the investigation.

Nothing in this policy is intended to expand the definition or legal treatment of a "whistleblower" in any federal or state law.

Addressing Written Student Complaints

Employees must respond in writing to each written student complaint submitted to them. In compliance with SACSCOC requirements, employees will keep a record of each written student complaint and the written response given to the student. Documentation of both the written complaints and the responses will be given to the employee's supervisor who will submit it to the respective vice president upon request. If a student complaint (oral or in writing) involves a protected class or activity (e.g. complaints of sexual harassment, discrimination, retaliation, etc.), it must be immediately referred to the appropriate official for handling and the student should be informed of the office to which the complaint has been referred.

Grievance Procedure

Conflicts arise at every workplace. As a Christ-centered University, the method offered in Matthew 18:15 is still recognized and upheld at Lee University as best practice in the workplace. We encourage all employees to begin to resolve disputes as Christians, whenever possible.

If conflicts are not able to be resolved in this manner, conflicts should be handled according to the steps enumerated below. Lee University believes these steps will ensure that concerns receive full consideration and are resolved in a timely manner. The university expects all employees to follow the procedure outlined below, and expects all parties involved to conduct themselves in a professional manner. The resolutions brought forth in this process will be in the best interest of the employees and the overall well-being of the university.

1. An employee with a complaint or concern regarding employment and or performance actions should first attempt to discuss the matter with their immediate supervisor. If an acceptable solution is not reached, the employee may proceed to a formal grievance. Formal grievances should be submitted no later than fifteen (15) business days from the date the concern arose.
2. The employee will submit a formal, written grievance to their supervisor, explaining the desired resolution. The supervisor then has five (5) business days to provide the employee with a written response. If the employee is not satisfied with the response, they may submit the complaint to the next level of review.
3. The employee will present the written complaint, along with the supervisor's response, to the vice president of their sector. The vice president will have five (5) business days to review and provide the employee with a written resolution. If the employee is dissatisfied with the communicated outcome, they may advance the grievance to the university's final level of review.
4. The employee should submit the written grievance and previous resolution responses to the president of the university. The president should provide the employee a written answer within ten (10) business days of receiving the complaint. This decision of the president is final and binding to all parties. Documentation of all written grievances must be forwarded to the Office of Human Resources to be placed in the employee's permanent personnel file.

There may be circumstances where the above timeline is not feasible in order to conduct a thorough analysis of the situation or due to other extenuating circumstances. Variances in these timeframes are permitted when necessary in the sole discretion of the university.

This policy does not apply to claims of harassment, discrimination, or retaliation based on a protected class, which will be handled separately by the university. It also does not apply to claims of sexual harassment or sex discrimination, which will be addressed through the university's policies on those topics.

Confidentiality Agreement

All employees have a shared responsibility to preserve the confidential and proprietary information of the university. Employees must protect and maintain the non-public status of the university's confidential and proprietary information both during their employment and indefinitely thereafter. For purposes of this policy, "confidential information" includes, but is not limited to:

- Student educational information, discipline records, or other personally identifying information under the Family Education Rights to Privacy Act
- Non-public personal information concerning faculty, staff or students including, but not limited to, personal identification numbers and passwords, banking or financial information, medical and health information, non-public employment records, disability status, etc.
- University-related information which has not been publicly published or released with university authorization, including but not limited to internal university communication and work product
- University research data, information, and findings that have not been disclosed
- Information described as confidential under any other university policy, rule or directive
- Other information and records which are required by law to be kept confidential or that the employee is directed by the university or the employee's supervisor to not disclose

Confidential information does not include information publicly disclosed by the university or which is required to be disclosed pursuant to law or contract.

In addition to these requirements, 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 additional [Employee Confidentiality Agreement](#).

Family Educational Rights and Privacy Act

FERPA, Family Educational Rights and Privacy Act, is a federal law that protects the privacy of student's educational records. Generally, the university must have written consent prior to releasing any personally identifiable information from a student record. FERPA allows certain "directory information" to be released if the student has not opted out. And FERPA allows the university to disclose certain categories of records to specified individuals or organizations when specific conditions have been met.

All employees with access to confidential student information are considered guardians of these records and must receive training on how to respond to the release of this information. This training is accessible online and can be accessed as often as needed. All new hires who will have access to confidential student information are provided access to a computer based FERPA training and are required to complete it within their first 30 days of employment. Anyone needing a refresher course may gain access to the training by contacting the Office of Human Resources. If there is a question about whether it is appropriate to release specific information, please contact the Office of the Registrar at (423) 614-8200.

Intellectual Property

Lee University has an intellectual property policy that is applicable to all employees of the university (including faculty, administrative staff, and support staff) as well as students. Employees are expected to familiarize themselves with the contents of the policy listed [here](#).

Outside Employment (Moonlighting)

Lee University recognizes that some employees may need or want to hold additional jobs outside their employment with the university. Full-time employees of the university are permitted to engage in outside work or hold other jobs, subject to the following restrictions.

Procedures

Work-related activities and consulting opportunities conducted away from Lee University must not compete with, conflict with, or compromise the university's interests, mission, or purpose. As all university employees are expected to set Christ-like examples both on campus and in the community, no employee may accept outside employment with a business or organization that conflicts with the religious doctrines of the university. Administrators, student-facing/interacting employees, and employees whose positions at Lee University require them to work with the public or outside organizations may not work at churches or other organizations that have doctrines, beliefs, positions, or other ministry practices in conflict with the Statement of Beliefs on Human Sexuality. All employees are prohibited from performing any services for vendors of Lee that are normally performed by the vendor. If an employee's outside employment presents a conflict of interest with Lee University or if such outside employment has any potential for negative impact on Lee University, the employee will be required to terminate the outside employment.

Lee University employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or work different hours. If outside work activity causes or contributes to performance-related problems at Lee University, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

In addition, employees may not solicit or conduct any outside business during work time for Lee University. Employees may use their accrued Paid Vacation and Personal Days to conduct work outside of the university. However, employees may not use Lee University paid sick leave to perform work for another employer.

Employees must keep the university apprised of any changes in their outside employment. All full-time employees must request permission from their supervisors prior to engaging in outside employment.

Solicitation

To create an atmosphere of safety and privacy, an employee wishing to sell merchandise on campus for any outside activity or organization during the workday, should first obtain prior approval from the sector vice president. Any employees authorized to sell merchandise shall ensure that their efforts do not interfere with their job duties, disrupt the workplace or otherwise cause undue pressure on others.

Departmental solicitation of funds for gifts to employees must be approved by the supervisor and confined to the department in which the employee has been working.

Visits from Family or Friends

Lee University values family and work-life balance and strives to be a family-friendly workplace. Children, family members, or friends are welcome for occasional, brief visits in the workplace. Employee guests will be allowed in the workplace if the employee has received prior approval from their supervisor. Visits must be short, must not impede the work of the employee or others, cause privacy concerns, or create a potential liability for the university, or risk of harm to the visitors.

Anything other than short visits is not permitted due to safety and other workplace concerns. In general, the workplace is not an appropriate place for minor children on a frequent or continuing basis, as children in the workplace create an atmosphere that may not be conducive to achievement of the department's specific goals and objectives.

Special occasions that are employer-sanctioned and at which attendance by children is encouraged should be coordinated with and approved by the department. The employee's schedule for that day should take the child's presence into consideration to eliminate potential hazards. Children may be brought to workplaces by parent employees for brief visits or other times when common sense would dictate that it is more efficient for the employee to bring the child into an office (following or before a physician's appointment, for example).

It is generally not appropriate for children of any age to be in the workplace on a regular basis, such as after school each school day or on regularly scheduled school holidays.

Parent employees must supervise their children at all times and may not leave such child(ren) in the custody of another university employee, even for brief periods of time. Parents are responsible for their guest and children's behavior and safety at all times and will be required to remove them if their behavior conflicts with Lee University policies or causes a safety or disruption concern. Minor children are not permitted as visitors in any hazardous area unless appropriate precautionary measures are taken, and hazards have been fully controlled or removed during the visit.

Employees and guests may not bring animals to the university workplaces apart from service animals used to guide or assist persons with disabilities.

If an employee is faced with unusual circumstances regarding visitors at work, the employee should speak with their immediate supervisor.

Public Advocacy Policy

With the importance of our public witness in mind as a Christ-centered institution and consistent with our university's religious-based beliefs, public expressions that promote or advocate for any behaviors, beliefs, lifestyles, or activities that are in contradiction to Scripture or any other university policies derived from our religious beliefs are not permitted. This does not include appropriate coverage of material and discussion in the classroom setting or university-approved forums when different perspectives on issues are being covered.

Dress/Attire

Lee University employees should project to students, parents, and customers a professional and appropriate image that aligns with our position as a faith-based community. The appropriateness of attire will be measured by whether it is consistent with our religious tenets, is modest, and is professional. Employees should dress in a manner that is appropriate to their working environment and to the type of work performed. Employees should also maintain personal cleanliness and hygiene that is reflective of our religious and professional environment.

No member of the Lee University community may wear clothing or reveal any images on their body that contain graphics or messages that are contrary to scripture or to university policies or handbooks. Employees may not dress or outwardly present as a gender that does not correspond to the person's biological sex.

The vice president for each sector is responsible for assuring that these standards are maintained. Some employee positions require a specific dress code. Employees should check with their director or sector vice president to confirm if specific attire is required.

Business casual attire is appropriate for all employees working in professional office settings. Traditional professional business attire is highly recommended when departments or sectors are featured and/or hosting guests of Lee University.

Advertisements and Publications

All printed notices and publications to be displayed on campus must be approved by the Office of Student Engagement prior to posting. All items must be displayed only on bulletin boards in buildings across campus. All notices and publications for digital signage on campus must be approved by the Office of Publications.

University publications are the only approved publications or informative materials that may be displayed in public areas on campus. These public areas include the lobbies of all academic buildings, recital halls, Dixon Center, Higginbotham Administration Building, Conn Center, and Paul Conn Student Union.

No materials may be displayed, published, or distributed on campus or online that violate university policies, handbooks, or religious tenets. No member of the Lee University community may promote or advocate, in person, in writing, or online, for sexual acts, behaviors, or lifestyles that are contrary to scripture or any other university policy.

On-Campus Guest Speakers

All guest speakers must be vetted and approved by the department supervisor and the sector vice president prior to being invited to speak at or lead any Lee University affiliated event or activity. This includes, but is not limited to, all chapel services, guest lectures, department events, and student activities

Travel and Business-Related Expenses

Objective

This policy is intended to provide all employees with guidelines to encourage sound judgment in the manner and extent to which institutional funds are used for travel. University-related travel should be exercised with integrity and is defined as reasonable food, beverage, transportation, lodging, and other related travel expenses required while conducting Lee University business out of town. Whether an employee obtains funds via a travel advance, reimbursement, or use of their departmental purchasing card, this policy applies to ALL employees. Expenses incurred which fall outside of this policy and/or have not been approved will not be reimbursed and will be included in the employee's gross income as fringe benefits and will be added as taxable income. The university reserves the right to withhold reimbursement for any expenditure deemed too frequent or an unacceptable business expenditure. The policies and procedures described are to allow reasonable flexibility and do not cover every situation. Items of an unusual nature should be explained on the corresponding Travel Expense Form. Exceptions to this policy must be approved by the Vice President for Business and Finance or the President.

Travel Advance

A cash advance is an authorized pre-payment of funds from Lee University directly to an individual or third party in support of anticipated travel expenses out of town for university business. Virtual conferences do not qualify for travel expense reimbursements.

Travel advances to or on behalf of an individual not associated with Lee University will only be issued upon written pre-approval of the appropriate vice president. An employee may sign for an advance on behalf of a student or non-employee. In so doing, the employee is fully responsible for the entire amount of the advance and is subject to collection procedures if the advance is left unpaid. Cash advances **cannot** be used to pay for any services performed by individuals. Payments to individuals must follow standard university *payment to individuals'* procedures.

Travel advances are considered a loan. All requests for travel advance must be received by Accounts Payable no later than ten (10) days prior to the travel date.

An employee receiving an advance must submit adequate documentation supporting the use of the advance via a *Travel Expense Form* and return any unused portion of the advance to the university's Head Cashier in Student Financial Services no later than thirty (30) days following the completion of the travel for which the advance was made. A *Travel Expense Form* can be obtained from the Accounting Services website.

Any advances not cleared within ninety (90) days of the completion of the travel will be considered taxable income, and the taxes for this income will be deducted from the employee's next paycheck. **NOTICE: Cash advances *will not* be issued to individuals who have *prior outstanding advances* with the university.**

Reimbursement

A *Travel Expense Form* for reimbursement of university-related expenses must be approved by the appropriate academic administrator/director or the next higher level of authority. The

authorizing individual is accountable for ensuring compliance with all university travel policies. The *Travel Expense Form* presents all costs incurred and must have attached original receipts where required. When receipts are missing, it is up to the individual 1) to attach a *Missing Receipt Affidavit* with an explanation, and 2) to obtain duplicates before the request for reimbursement is submitted. All *Travel Expense Forms* are reviewed by Accounts Payable to determine compliance with policies concerning reimbursable travel expenses before a reimbursement will be processed.

Procedure

Within thirty (30) days of completion of university-related travel, the employee (or employee on behalf of a non-university individual) will do the following:

1. Print and complete a *Travel Expense Form*.
 - a. Any expenses which have been charged by a personal credit card or advance money used should be reported in the appropriate section. (i.e., airline tickets, registration fees, lodging, etc.) Reimbursement cannot be claimed for any expenses charged to a departmental purchasing card, since these expenses are paid directly by the university.
 - b. Expenses should be reported on the day incurred and in the appropriate line item (i.e., breakfast, lunch, dinner, taxis, tolls, etc.).
 - c. Original receipts must be attached to the *Travel Expense Form* in order of documentation.
2. If an employee receives an advance and money is owed to the university, the employee must deposit the appropriate amount directly to the university's Head Cashier in Student Financial Services. Along with the deposit and deposit slip, the *Travel Expense Form* and receipts must be attached.
3. If the expenses incurred exceed the travel advance amount, a voucher (Payment Request) must be entered into Self-Service Procurement for reimbursement. It must be approved by the appropriate academic administrator/director or next higher level of authority.
4. Employees should forward the completed voucher along with the *Travel Expense Form*, all supporting documentation, and receipts to the next level approver within the sector.

Registration Fees

An employee who plans to attend a conference/seminar will enter a voucher (Payment Request) into Self Service Procurement. The voucher is then forwarded to the appropriate academic administrator/director and next level of authority for approval. Registration materials and documentation indicating what the registration fee includes should be attached to the voucher. The payment will be issued and mailed directly to the payee along with the registration forms. A departmental purchasing card may also be used to pay for registration fees.

Lodging

Lee University will pay actual room costs only as supported by the hotel bill for each day that lodging away from home is required for business reasons. When travelling, employees are expected to use good quality, but reasonably priced accommodations whenever possible. The original hotel bill should be paid in full and attached to the *Travel Expense Form* for

reimbursement as documentation for a travel advance or as a receipt if the departmental purchasing card has been used for payment.

It is the employee's responsibility to cancel reservations in the timeframe required by the hotel. The person canceling the hotel reservation should note the cancellation number and the name of the person accepting the cancellation call. Room costs due to failure to cancel will be deducted from the employee's subsequent reimbursement. If there is a possibility that arrival will be later than the required check-in time, employees should request a guaranteed late arrival reservation.

Travel by Personal Vehicle

Individuals who use their personal vehicle for university-related travel will be reimbursed for actual miles traveled at the effective mileage rate of \$.585 per mile. Insurance coverage, gas, oil, towing, repairs, etc. are included in the mileage rate. When traveling on university business, the departure and termination point for determining the actual mileage will be the employee's home. The reasonable vicinity mileage will be reimbursed; however, *a log of vicinity mileage should be attached to the Travel Expense Form when it exceeds 100 miles.*

Individuals driving privately-owned vehicles on official university business are afforded NO protection under the university's insurance policy. Those individuals approving this mode of travel might consider air travel, which may be less expensive when time and subsistence costs are included. Employees should make every effort to travel as economically as possible.

Rental Car

The use of a rental car is justified only as an economical business necessity and not as a matter of personal convenience. All rentals should be at the corporate/government rate or the lowest possible rate per day. When traveling in groups, sharing of cars should be practiced to minimize costs. The use of rental cars is appropriate for those situations where other methods of transportation are unavailable or impractical.

All terms and conditions of the car rental agreement should be read and followed, particularly regarding the person authorized to drive the vehicle and driving on non-paved roads. Violations of the agreement or any driving regulation may leave the university responsible for additional damages. The university has preferred pricing which includes extra insurance coverage with Enterprise-Rent-A-Car. Employees who choose to use another rental car agency will need to purchase extra insurance at their own expense.

Procedure

An employee requiring the use of a rental car for university-related travel will do the following:

1. Make all necessary arrangements with Enterprise Rental online through the link below. https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=LEEU
2. Select **Enterprise Direct Bill**. Our Direct Bill Number is **17115231**.
3. Attach documentation from the rental agency and gas receipts to the *Travel Expense Form* for reimbursement, if applicable.

4. If expenses are billed to the Lee University account, employees should send a completed voucher (Payment Request) along with the rental invoice voucher to the appropriate academic administrator/director and next higher level of authority for approval. Accounts Payable will issue the payment to the rental agency.

Travel by Commercial Airlines

Employees have three options for purchasing airline tickets:

- Request an advance for travel expenses
- Departmental Purchasing Card
- Personal credit card*

Upon completion of travel, employees complete a *Travel Expense Form* indicating the charges for the airline ticket and attach the airline ticket and baggage fees. Travel by commercial airlines should be on the most reasonably priced flights available between points of departure and destination.

***No reimbursement of frequent flyers, coupons, personal vouchers, or certificates.**

Meal per Diem Rates

The university will reimburse employees for reasonable meal expenses (breakfast, lunch, dinner) incurred during out-of-town travel. Meals not covered in the conference fee are reimbursable at the per diem rates. The per diem rate includes breakfast, lunch, and dinner.

The standard maximum allowances for meals, including tips, are:

Breakfast	\$ 13
Lunch	15
Dinner	26
Incidental Expenses	<u>5</u>
Full Day Per Diem Rate	\$ 59

Business meals that are incurred while traveling must be reported on the *Travel Expense Form* under the "Meals" section. For meals that exceed the allotted per diem rate, a receipt along with proper explanation for the excess must be attached to the *Travel Expense Form*.

Employees requesting meal money for a group trip must supply a list of names, ID number, and the amount each individual will receive.

Miscellaneous Expenses

Incidental expenses, such as toll charges, parking fees, and excess baggage handling charges require receipts when the costs exceed ten dollars (\$10). These types of expenses must include an explanation and be reported on the *Travel Expense Form* under “Other Expenses.”

Taxi

The cost of taxis or other transportation to and from hotels, airports, etc. in connection with business activities is reimbursable. Taxi costs must be reported on the *Travel Expense Form* under the “Transportation” section. Receipts are required when the costs exceed ten dollars (\$10).

Non-Reimbursable Expenses

Expenses incurred that are personal in nature will not be reimbursed. Non-reimbursable expenses include, but are not limited to, travel expenses for family members or other individuals (unless approved by the sector vice president or president) and entertainment while traveling. The purchase of alcohol with university funds is prohibited.

Employee Parking

Vehicle Registration

General

Every employee that has the potential to utilize Lee University's parking facilities will be required to obtain a permit in a timely manner from the Campus Security Office at 1000 Barnes Street NE. Employees are required to have a properly displayed permit to park legally on campus. Parking permits are issued by the Office of Campus Security at no cost to employees and do not expire. Employees are eligible to receive more than one permit to allow for multiple vehicles. Permits are specific to the employee and the vehicles (license plates) to which they are registered. Permits may not be transferred to other owners, sold, or duplicated. All permits remain the property of Lee University and must be returned upon request. Permits must be returned to Human Resources or Campus Security upon leave without pay, termination, retirement, or by request of Campus Security to end responsibility for fees.

Lost/Stolen Permits

If a permit is lost or stolen, the incident should be reported immediately to the Campus Security Office. A replacement permit will be issued at no cost.

License Plate and Windshield Changes

Permit holders are responsible for reporting license plate changes to Campus Security. If a windshield has been replaced and the previous permit was not removed, employees should notify Campus Security to obtain a new permit. These changes may be reported via email to security@leeuniversity.edu.

Temporary Vehicles

If a temporary vehicle is being utilized, the Campus Security Office can issue a Temporary Parking Permit at no cost.

Regulations:

- All reserved spaces, such as ADA, service/delivery areas, Presidential Office spaces, etc., are reserved 24 hours a day, 7 days a week unless otherwise noted on the sign. This includes holidays and times when the university is not in full operation.
- Any vehicle not parked in a designated legal space is subject to citation and/or towing at the owner's expense.
- Parking permits must be properly displayed while the employee's vehicle is parked on the Lee University campus.
- Failure to register a vehicle parked on Lee University campus will result in citation.
- All parts of the vehicle must be inside the designated parking space; generally indicated by two white lines.
- Parking in grassed areas is not permitted unless at the direction of special event parking staff.

- Parking outside of a marked space is not permitted.
- Blocking another vehicle or blocking a dumpster is not permitted.
- Parking in a barricaded area or removing a cone will result in a citation.
- Any vehicle parked along curbs or on sidewalks, in designated disability parking spaces, wheelchair ramp laydown (hashed out) areas, in fire safety lanes, reserved spaces, and/or hindering/damaging university operations or property or obstructing roadways is subject to citation and/or towing at the owner's expense.
- Parking is not permitted in Americans with Disabilities Act (ADA) spaces without a state-issued disability parking placard or license plate and a Lee University parking permit. The ramp laydown (hashed out) area adjacent to the space is considered part of the space and will be enforced accordingly. Employees parked in handicap spaces must display both their ADA placard and their Lee University parking permit to be considered legally parked.

Assigned Lots

Employees that have been issued a proper parking permit are allowed to park in any lot on campus that is considered Lee University property. This policy is subject to change based on parking assessments conducted by various departments that are approved by the President's Office. Any changes in assigned lots for employee parking will be announced via email.

Parking Citations

General

Citations issued to employee vehicles registered with Campus Security are the responsibility of the permit holder, regardless of who drives the vehicle. Citations issued to vehicles NOT registered with Campus Security will be assigned to the affiliated owner after a license plate search is done with a national vehicle database by the Bradley County 911 Center.

Abuse of Parking Privileges

Effective July 2022, parking violation warnings will be issued via email to the employees that receive a citation. After four (4) emailed warnings of a citation during a given fiscal year (July 1 - June 30), the employees will be responsible for paying their parking fines.

No warnings will be given for handicap space violations. Employees will be responsible for all citations that are a result from parking in an ADA space without a proper ADA placard or state issued license plate.

Appeals

Employees' parking violations may be appealed by emailing Campus Security at security@leeuniversity.edu with the subject line of the email "Employee Citation Appeal". Failure to utilize this subject line in the email will forfeit the ability to submit a citation appeal to the Appeal Team. Photocopies of the violation must be included in the citation appeal. For employees, citation appeals must be received within twenty (20) calendar days from the date of the violation in order to be accepted and processed to the Appeals Team. Campus Security submits appeals to the appropriate Appeals Team for independent review. The appellant is notified of the committee's decision.

Payment

Citations may be paid to Student Financial Services in the Higginbotham Administration Building. The Campus Security office does not accept payment for citations. The Campus Security Office is not responsible for payments or correspondence lost in the USPS mail or via Interoffice Mail.

Non-Payment

If an employee fails to correct parking violations and does not pay for their citations, penalties may include, but are not limited to, a large fine, referral to the Office of Human Resources, referral to immediate supervisor and/or vice president, and revocation of parking privileges. Citation appeals after four (4) warnings will not be accepted. Campus Security reserves the right to write citations or tow any vehicle at the owner's expense for failure to follow direction of Campus Security personnel or blatant disregard of parking policies.

Campus Security Parking Website

<https://www.leeuniversity.edu/security/campus-parking/>

Use of Campus Facilities

Lee University has a variety of spaces that are available to reserve for private events such as the Chapel, outdoor areas, event rooms, conference rooms, computer labs, traditional classrooms, and lecture halls.

The Office of Event Planning oversees reservations and use of campus facilities apart from the Lee University Campus Recreation Complex. Employees should contact the Office of Event Planning at eventplanning@leeuniversity.edu for reservations and rental agreement details.

Lee University facilities may not be used to officiate or celebrate same-sex unions. The facilities may not be used for events where the purpose is to promote or advocate for same-sex unions or relations or for any beliefs or activities that contradict university policies. This does not apply to academic events where same-sex issues are discussed both in the classroom and in forums. Lee University encourages the discussion of these issues in a variety of academic settings on campus in order to prepare our students to live responsible Christian lives in a complex world.

In order to preserve the privacy, dignity, and safety of our community, and in line with the University's religious beliefs, all public restrooms, changing rooms, and locker rooms are designated as either women's or men's. No member of the Lee University Community may enter a facility designated for the opposite sex, unless the person is providing custodial services, rendering emergency assistance, assisting a person with a disability, or is a young child accompanying his or her parent.

Lee University has several single-user restrooms/changing rooms that may be used by any person. The location of all such single-user facilities may be obtained by contacting Campus Security at 423-303-4444.

The Campus Recreation Complex consists of the DeVos Recreation Center, the Devos Tennis Center, and the outdoor volleyball and basketball courts. Other recreational facilities include the Carroll Court Field, Operations Field, Souther Field and the Mayfield Annex Gym. To reserve facilities associated with the Campus Recreation Complex, employees should contact the Lee Campus Rec office at campusrecreation@leeuniversity.edu.

Lee University Identification Card

Each employee of Lee University will be issued a Lee University identification card. The card serves as proof of employment with Lee University and provides access to many resources provided by and available through the university community such as:

- Controlled access to campus buildings
- Dining services
- Library access and services
- Fitness and athletic access

All employees must carry a current ID for the entire period they are employed by Lee University. The cardholder is responsible for the care and safekeeping of the ID. To protect card holders, university staff will examine ID when presented for goods or services to confirm that the card is being used by the person to whom it was issued. The employee to whom the card is issued will be responsible for any activity, service, privilege or sales transactions occurring on the card. Protecting the ID reduces the risk of abuse related to privileges and funds associated with the card and extends the life of the card. Holes should not be punched in the ID and the use of stickers, pins, or other items affixed to the card is prohibited. The magnetically encoded information on the ID may be protected by keeping the card away from magnetic fields. No one other than the employee to whom the card is issued is to use the card. The ID card is the property of Lee University and must be presented upon the request of an appropriate university official. The card will be revoked by the university upon end of employment. The Campus Security office staff will dispose of any invalid cards.

Any transfer, alteration, falsification, or forgery of an ID constitutes a violation of university policy and may result in an appropriate disciplinary action to be determined by the Department Supervisor in conjunction with Human Resources and Lee University Campus Security. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.

Employee ID cards are issued by and administered through the Campus Security Office. The office is located at 1000 Barnes Street, behind Pathway Press. The initial s issued without charge. To request an ID, the employee must present to the Campus Security Office staff a government-issued picture ID or passport and his or her Lee University Colleague number. The Campus Security Office staff will verify that the employee has completed all the paperwork with Human Resources and is an active employee. A head shot photo image of the employee will be taken if one has not already been submitted by the employee and the card is then printed, encoded, laminated, and presented to the employee.

Staff Advisory Council

The Staff Advisory Council (SAC) consists of seven staff members who are elected, on rotation, every August by the employees of Lee University to represent the administrative and non-administrative staff members of Lee University.

Each cohort will be asked to serve a minimum of two academic years on the SAC. The council also includes a liaison from the Office of Event Planning and a liaison from the Office of Human Resources. A chairperson shall be elected among the seven SAC members.

The SAC functions are as follows:

- Report to the Director of Human Resources areas of interests and concerns relayed by administrative and non-administrative staff members. This information will be relayed to the VP for Business and Finance and to the President once it has vetted by the SAC and Director of Human Resources.
- Organize all the details for the monthly staff meeting.
- Plan activities such as, but not limited to, the All-Employee Summer Picnic and Full-Time Faculty and Staff Christmas Party.
- Provide on-campus enrichment opportunities to staff members by utilizing the resources available.

Administrative and non-administrative employees may submit recommendations or questions in writing to the SAC at sacevents@leeuniversity.edu. The SAC will meet periodically to discuss submitted recommendations pertaining to the overall well-being and development of the Lee University employee community. The council may consult with the other employees and departments as needed.

The SAC reserves the right to appoint new members to the council, as needed.

Employees who are interested in volunteering for the SAC will be considered for, but not guaranteed appointment, by the council.

Computer Hardware and Software Procurement

Lee University-owned computer hardware (computers, central processing units, memory devices, monitors, etc.) and software (digitally stored data, such as computer programs and other kinds of information read and written by computers) purchased with university funds are supported by Information Technology (IT).

DESKTOP AND LAPTOP HARDWARE AND SOFTWARE PURCHASES: To take advantage of discounts, volume pricing contracts, and ensure that technology acquisitions meet university standards, purchases of personal/departmental computer equipment and software are coordinated through IT. Consult IT when preparing to order personal/departmental computing equipment or software.

All upgrades to devices provided by the *Workstation Replacement Program* must be funded by the requesting department and will remain in the device at the end of the lease period. IT will not be responsible for storing components removed for upgrades.

NETWORK AND SYSTEMS TECHNOLOGY PURCHASES: IT will review and approve acquisitions of all departmental computer hardware, software, and networking equipment purchases. In situations where services are being considered for purchase or new systems are being considered for in-house development, IT will review and approve vendor selections, consultant engagements, and development plans to ensure that vendor or consultant competencies and system interface requirements are appropriate to protect University information and assets.

NETWORK AND COMPUTER HARDWARE: IT will review and approve any hardware technology purchase or deployment that modifies the university's network structure or could compromise the physical or logical security of the network. All networking equipment that is to be used on the university's network must be authorized and approved by IT before purchase and deployment.

Additional departmental computer hardware that requires access to or from any portion of the university's network may include, but is not limited to servers, shared storage, and other network-attached technologies must be approved by IT. This also applies to purchases of other types of equipment, such as networked video projectors or another network accessible A/V equipment.

NEW TECHNOLOGY INITIATIVES: IT will review all business applications and system implementations.

PURCHASING DEVICES: Offices requesting devices, such as iPads, netbooks, laptops, smartphones, and other similar devices purchased with departmental funds, should provide a business rationale to their respective vice president. Once purchased, the device becomes the property of Lee University and the requesting department, rather than the personal property of the employee.

PURCHASING SOFTWARE: Purchase of operating systems and software applications that will be utilized on servers or in the cloud (software as a service) connected to the campus network must be approved by IT. Administrative access is always required for all software systems. All orders for bulk licensing, including site and volume licenses for desktops, Macs, and servers, must have prior approval of IT.

SERVICES: IT requires approval of all agreements or engagements that modify or extend the function of centrally maintained systems, which require the use of any IT software or hardware system services, or that interface with centrally maintained applications or systems.

IT also requires a review and approval of systems or services to be contracted by off-campus entities (outsourced, hosted or Cloud-based) that contain or house University data or records or require interfacing with university data or records.

- IT should be involved in the initiation and discussion of the project from idea to implementation.
- Where possible, multiple vendors should be evaluated by IT.
- Requirements should be provided by the requesting office. The requirements will be used during the evaluation process to ensure the best possible solution is selected.

Technology & Internet Acceptable Use

University-supplied computers, phones, e-mail systems, internet access and other technology are to be used for business purposes in accordance with the employee's duties and responsibilities and university policies and handbooks.

The following are specific provisions on electronic equipment and technology use at Lee University. If an employee is considering engaging in an activity that employees feel might be questionable, please contact the Information Technology office and/or the employee's direct supervisor.

MISSION ALIGNMENT: Employees should use university equipment, technology and systems in a way that aligns with the university's mission and interests and abides by the university's moral conduct expectations, religious beliefs, and other provisions contained throughout its policies and handbooks. Employees' responsibilities to conduct themselves in a Christ-like fashion and as a model for students and others extends to both on and off campus activities as well as all use of electronic equipment, technologies and systems. No member of the Lee University Community may promote or advocate, in person, in writing, or online, for sexual acts, behaviors, or lifestyles that are contrary to Scripture or any other university policy. Members of the Lee University Community should regulate their own sexual drives by prudent care for what entertainment, digital platforms, and other literature or images of a sexually explicit nature they view. Therefore, the use of pornography or sexually explicit images or language is a violation of Lee University policy; it may also be illegal.

FEDERAL, STATE, AND LOCAL LAWS: Employees must comply with all federal, state, and other applicable laws. Examples include but are not limited to laws pertaining to libel, copyright, trademark, child pornography, and hacking, and all applicable software licenses.

AUTHORIZATION: Users may use only those Information Technology resources they are authorized to use, in the manner and to the extent authorized, and they must not attempt to subvert or bypass university-imposed security mechanisms. Ability to access computers, computer accounts, computer files, or other Information Technology resources does not, by itself, imply authorization to do so.

PERSONAL USE: Limited, occasional or incidental use of these systems for personal purposes is acceptable, if done in a professional manner that does not interfere with work and is consistent with the university's conduct expectations for employees and the university's religious beliefs. Personal use should not result in fees or charges being assessed to the university and material may not be downloaded or installed on university equipment without prior approval.

COMMERCIAL USE: Lee University equipment and technology systems are not to be used for the following:

- To sell or advertise commercial services or products
- To send out unauthorized mass mailings
- Initiate chain letters

- Propagate scams or hoaxes
- Solicit job applications
- Commercial announcements not authorized by Lee University
- Harassing, threatening, defaming, slandering, or intimidating messages
- Viewing or spreading indecent or inappropriate material
- Performing work for other employers or organizations

COPYRIGHTED MATERIALS: Users of the Lee University technology systems may not distribute copyrighted material (e.g., text, digital media, programs, etc.) via any file sharing method, including peer-to-peer file sharing, email, or web hosting. This also includes (but not limited to) music, images, videos, games, texts, web graphics, sound files, software, logos, film clips, and trademarks. Breaking this rule is a federal offense that could result in imprisonment. The only exception to this rule is if employees have written permission from the copyright holder to disseminate the information. Use of the university logo or any other property of the university without prior consent is also a violation.

INDECENCY: Indecent materials are prohibited. These items include (but are not limited to) any material that is pornographic, obscene, violent, hateful, or harassing in nature. This includes placing or sharing links that may lead others to indecent or inappropriate material. Employees should also avoid language or images that could be construed as racist, sexist or otherwise discriminatory. The university reserves the right to judge the appropriateness of the communication or the digital media in question and take action accordingly.

OVERUSE OF RESOURCES: Lee University reserves the right at any time to temporarily or permanently suspend websites, email accounts, network devices, or other digital resources in order to preserve system resources or in response to an employee's violation of this policy.

PASSWORD SECURITY: It is each employee's responsibility as a user to protect their password and create a password that is not easy to guess. Please refrain from revealing employee password to any other individual. If the password has been revealed to an individual through a direct or indirect manner, the password is now considered compromised and must be changed immediately. In the event of an account breach, please contact [Help Desk](#) or the [Information Technology office](#) immediately. Attempts to capture and/or distribute passwords are prohibited.

PRIVACY: All electronic equipment and technology systems are the property of the university, including all use-histories, call logs, files, data, and messages whether composed, received or accessed by the employee. Employees should have no expectation of privacy regarding their university-supplied phones, computers, or other electronic equipment or their use of university technology systems or internet. To protect from unauthorized or improper use, Lee University reserves the right with or without prior notice to monitor, review, access, examine, record, block, and preserve all information accessed, stored or transmitted through one of its technology systems. An employee's use of university-provided technology or equipment or any of the university's systems constitutes expressly consent to the aforementioned monitoring.

IDENTITY: In using any of the Lee University technology systems, employees agree that employees are representing themselves and no other person or entity. Use of, representing, or forging another identity other than the employee's own is strictly prohibited.

VIRUSES: Purposefully and/or maliciously distributing viruses, malware, or any other corrupt software meant to disable or defeat the Lee University computing and networking systems is prohibited, even if the aforementioned does not damage the system. If an employee believes that they have unintentionally distributed viruses, malware, or any other corrupt software, please contact the Help Desk or the Information Technology office immediately.

INVASION OF PRIVACY: Lee University technology systems are not to be used for the following:

- Attempts to access information that employees have not been given permission to obtain
- Intercept any form of electronic communication
- Destroy, alter, or degrade data
- Hack into another person's or the university's computer(s), email, network, or technology systems
- Capture, store, or manipulate passwords, IDs, email addresses, or any other personal information that is not the employees own

Information regarding Lee University [Brand Guidelines](#) can be found at this link.

Violation of this policy may result in a suspension of equipment or network privileges, as well as other discipline up to and including termination or referral to law enforcement as appropriate.

Phone Use

This policy describes the use of both desk and cellular phones used by Lee University employees. The university provides the use of desk phones for most employees and cellular phones for those employees whose duties and responsibilities require immediate or remote communications capabilities.

Usage of any university-provided phones must comply with the provisions of the university's Technology & Internet Use policy in addition to the provisions below.

It is the policy of Lee University that all university-owned phones are to be used for business purposes. Employees are expected to exercise discretion while using university-owned phones for personal use. Excessive incoming or outgoing personal calls from either a university-owned phone or a personal cellular phone during the workday can interfere with employee productivity and be distracting to others. Employees should make personal calls during non-work times and ensure that friends and family members are aware of the university's policy. On occasion, it is understood that personal calls will be made or received during work hours. These should be kept to a minimum in terms of the number of calls and the duration of any call.

Flexibility may be provided in circumstances demanding immediate attention as long as the employee discusses it with their supervisor.

Utilizing a cellular phone while operating a motor vehicle is a violation of university policy.

Employees who use a university-owned cellular phone are responsible for the security and maintenance of the phone and must promptly report any damage or theft to their appropriate supervisor or department head.

Violation of this policy may lead to suspension, loss of service, or other disciplinary action.

Email Use

This policy applies to all users of email systems owned or managed by Lee University as well as an employee's use of any email system to conduct university business. Lee University reserves the right to address issues on a case-by-case basis that may not be outlined within this policy.

Use of emails must comply with the provisions of the university's Technology & Internet Use policy in addition to the provisions below.

Employees are personally and individually responsible for maintaining the integrity and privacy of the electronic records and information transmitted via email.

Employees are responsible for protecting the privacy and confidentiality of records or information transmitted through email, including information protected by HIPPA, FERPA, personal health information (PHI), and other forms of protected or sensitive data. An employee's email address is to be used to conduct university business while limiting personal correspondence. Occasional personal use is permitted if it does not impact or interfere with the user's ability to conduct university business or their work responsibilities. Employees are to refrain from redirecting students, employees, alumni, or other vendors to a personal email address when conducting university business.

Employee email services will be terminated upon leaving the university. Prior to termination, the employee or vendor may not copy or export their mailbox to a personal account or to any other storage system.

MASS EMAILS: All mass emails must comply with FERPA, HIPPA, and maintain the privacy of individuals and the institution. Mass email messages must be sent using a Lee University domain, authorized email services vendor, and contain contact information of the sender/organization. Prior approval from the employee's immediate supervisor is required prior to sending a mass email.

Appropriate use of mass emails includes:

- Critical/time sensitive information
- Pertains to the safety of the students, faculty, staff, vendors, alumni, and guests of the university
- Communicates valuable information from the President, Chancellor, Provost, Vice President, other senior leadership, or designees at Lee University
- Pertains to the health of the students, faculty, staff, vendors, alumni, and/or guests of the university
- Announcements or events approved by Lee University

Social Media and Digital Platforms

Social media and digital platforms are tools that have a significant ability to impact Lee University's reputation as an institution committed to faith, scholarship, and community. The university supports the appropriate use of personal social media and other digital platforms by employees. However, employees of Lee University have the responsibility to acknowledge that personal use of social media and digital platforms often blurs the lines between the voice of the person and the voice of the institution. Respectful of the Christ-centered mission of the university, and each employee's responsibility to conduct themselves in a Christ-like fashion and as a model for students and others, employees are expected to engage social media and all digital platforms in conformity with the university's handbooks and religious beliefs.

University Accounts:

If a social media account is created or maintained on behalf of the university, a club/organization, group, or department, the following applies:

- A minimum of two Admins or Moderators will be assigned to the social media page.
- All accounts must have at least one Admin or Moderator who is a faculty or staff member of Lee University **AND** include a member of the university Marketing Team.
- Admins and Moderators will monitor the page closely for violations of acceptable behavior stated below.
- All copyright laws and intellectual rights must be observed at all times.
- Sourced materials should be linked when a source is available.
- [Branding standards](#) of Lee University (logo, color scheme, etc.) should be followed where possible.
- Posts should be checked for errors before posting. If an error occurs, it should be corrected immediately with the updated information.
- Being accurate and concise when posting about events or programs.
- Upholding the values and integrity of Lee University.
- Maintaining confidentiality: Admins and Moderators are responsible for protecting the privacy and confidentiality of records or information protected by HIPPA, FERPA, Personal Health Information (PHI), and other forms of protected or sensitive data.

University Websites:

All university websites should be created by or with the Information Technology department's support and permission. The university [branding standard's](#) website has additional details.

All university domains should be registered by the Information Technology department to ensure proper ownership. Domain names should follow the naming format of xxxxx.leeuniversity.edu or leeuxxxxxx.com when used.

Lee University requires that all websites and content published after Oct. 31, 2011, conform to the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), version 2.0, Level AA.

ACCEPTABLE BEHAVIOR ON UNIVERSITY-AFFILIATED SOCIAL MEDIA PAGES AND WEBSITES:

- Lee University digital media sites are not to be used for personal gain.
- The integrity and values of Lee University must be upheld on all platforms.
- Social media pages or accounts associated with Lee University, campus organizations, groups, or departments will not be used to slander, harass, threaten, intimidate, or spread hateful and/or intolerant information of any individual group.
- All posts must be relevant to the target audience.
- It is prohibited to engage in personal business in the name of Lee University.
- All posts must follow the terms and conditions stated by the digital media site.
- Posts are not to be used to spread false information.
- Posts are not to be used for any type of political purposes and/or political statements.
- Indecent material is prohibited.
- Spam and advertisement posts must be avoided.

Violations:

Employees must report immediately all violations of policy issues related to the health, safety, and security of the university to the IT Leadership Team or an appropriate faculty/staff member. The university reserves the right to judge the appropriateness of digital media site content in question and act accordingly.

Unauthorized Recordings

Unauthorized recordings by employees are disruptive to employee morale and inconsistent with the respectful treatment Lee University requires of its employees. For this reason, employees are prohibited from making any recordings (by any means) of faculty, staff, administrators, students, or other third parties without each of the following:

- A legitimate purpose for the recording
- A recording device in plain view
- Recorded or written consent by each individual to the conversation

This policy does not prohibit recordings of public events, marketing related recordings, or those of an instructional nature (such as chapel services, classroom lectures, labs, sporting events, public speakers, etc.).

Employees violating this policy may be required to return the unauthorized recording and to delete it at the university's direction, and may be subject to disciplinary action, including termination.

Company-Owned Equipment

This policy defines equipment and other university property, and outlines related procurement, accounting, and reporting requirements. Each department is accountable for its own equipment and other property. This includes the safeguarding, maintaining, and tracking the location and status of individual items of equipment.

University property is defined as any item of tangible property, operable or inoperable, which is purchased by or donated to a university department. Use of university property is restricted to purposes related to the university's mission. All equipment purchased or otherwise acquired by the university to conduct activities related to its mission is considered university property upon acquisition. All equipment purchased by the university to conduct activities related to its mission must follow the Accounts Payable purchasing policies. In order to maximize university resources, departments are asked to avoid purchasing items that are currently accessible, available, and suitable for sharing.

Departments should develop clear, consistent policies and procedures for management and control of all equipment. Department heads may appoint subordinates to be responsible for equipment; however, the department head is primarily responsible for all equipment assigned to the department.

Since the university acquires and disposes of equipment daily, it is necessary to employ standard operating procedures when processing the various types of acquisitions, dispositions, and transfers.

- Acquisition: Equipment acquisitions result from purchases and donations. Donated equipment should be reported to University Relations.
- Disposition: Disposal of equipment can result from decisions regarding trade-ins, cannibalizing for parts, etc. and indicates that the property will no longer be used. All disposals should be reported to the Accounting Services Department.
- Transfer: Transfers of equipment between university departments can occur only when equipment will remain property of the university and the receiving department agree to use the equipment for university purposes.
- Loss: Equipment is deemed "lost" only after a concerted effort has been made to find it. The lost asset should then be reported as "lost" to the Accounting Service Department.
- Stolen: Any university property, including items of equipment, supplies, foodstuffs, etc., stolen or otherwise missing must be reported to Campus Security at the time it is discovered missing and subsequently reported to the Accounting Services Department.

University equipment may not be removed from campus unless authorized by the sector vice president.

All university employees have the responsibilities set forth in this policy. The university is responsible for safeguarding all of its equipment. University employees have stewardship responsibilities for university property assigned to the employee. Employees are required to

use good judgment in the use of all university equipment.

University equipment may not be rented or loaned to any person, group, or organization for personal use.

University equipment and other resources may not be used for any purpose that is illegal, unethical, dishonest, potentially damaging to the reputation of the university, likely to subject the university to liability, or is otherwise contrary to university policies, handbooks, or religious tenets.

Employees observing or otherwise aware of violations of this policy should report such incidents within three days to their immediate supervisor. The supervisor shall, as soon as possible, report such information or evidence to the head of the respective department. In the event the supervisor or department head is suspected of a violation of this policy, the employee should report such information to the sector vice president.

Any theft of university property or removal of university property off campus without appropriate approval may be subject to civil and criminal penalties.

The university may proceed with disciplinary action and demonstrate a violation of this policy regardless of whether civil or criminal proceedings have been instituted or charges have been dismissed or reduced.

Restitution will be required for theft or damage done to university property or for the improper disposal of university equipment.

Remote Work

Lee University strives to provide an on-campus experience for its students, faculty, and staff where they can benefit from daily interaction as part of a Christian community. In light of the university's goal (and each employee's role in that goal) to provide in-person modeling for living in faith as well as the nature of the university's services to students, a request for remote work will not typically be granted. Except in those extreme situations where the university is forced to close its campus and shift to universal remote learning, it is generally an essential job function for most employees to be present and perform their work in person.

In those unique situations where approval of remote work would not constitute an undue hardship to the university, remote work may be approved by the university, in its sole discretion. Employees must submit a request to their supervisor and remote work may only be granted by the sector vice president.

Employees performing work functions must abide by all of the university's handbooks and policies and perform all of their responsibilities as otherwise expected. Employees must follow their normal working schedule, accurately record their time at work, and be readily available during the workday for meetings, phone calls, and responding to emails. Employees must ensure that their remote work environment is safe and free from any hazards, is free from noise or distractions, and will enable them to carry out their functions in a professional manner. Employees may not regularly perform remote work outside of the state of Tennessee without the approval of the Vice President for Business and Finance. Employees are responsible for ensuring the security and privacy of their confidential work-related information and safeguarding any university-provided equipment. The university will not be responsible for any costs associated with the setup of a remote work environment, including costs for internet access.

Employees may be required to sign and abide by a remote work agreement, and the university reserves the right to rescind approval for remote work at any time.

Workplace Safety & Security

Violence-Free Workplace

The university is committed to a work and learning environment that is both safe and secure for our faculty, staff, and students as well as providing protection for university assets. The university will not tolerate violence or abuse by any employee or other individual which in any way suggests, threatens or creates harm to any individual. Any occurrence of violence may be considered grounds for immediate discharge in addition to appropriate legal action.

Right to Search

The university reserves the right to search all university property, including but not limited to lockers, desks, offices, computers, phones, etc., assigned to individual employees. In the event of a suspicion of a threat or violation of university policy, the university also reserves the right to search vehicles, individuals and personal property of any individuals while on campus or entering or exiting university facilities or campus. Supervisors are required to consult with Human Resources before any individual search. An employee's refusal to undergo the individualized search will be grounds for disciplinary action up to and including discharge.

Weapon-Free Campus

Lee University is a weapon-free campus. Weapons of any kind are strictly prohibited on university property, in university facilities, in vehicles parked on school property, and at university events. A weapon includes any device defined by statute or the university that is capable of producing death, harm, or bodily injury to person or property. Such devices include but are not limited to guns (including starter pistols, paintball guns, those that shoot projectiles including pellets, BBs, airsoft pellets, etc.). Explosives, ammunition, bowie knives, hawk bill knives, switchblade knives and other knives with blades longer than three inches, slingshots, martial arts weapons, and bow and arrow combinations (including crossbows) are prohibited. Common items such as ice picks, razor blades, canes, and smaller knives can also be considered weapons when carried for the purpose of going armed.

In the interest of public safety, this weapon-free campus policy also prohibits items resembling weapons including but not limited to replica, non-firing, rubber, plastic, and/or toy guns. Stage props are excluded from this prohibition only as stipulated in the theatrical addendum below.

Carrying any weapon on school property for the purpose of going armed is both a violation of university policy and state law. Violation of the Weapons on School Property statute is a Class E felony and subject to criminal prosecution under TCA 39-17-1309.

Employees possessing a valid Handgun Carry Permit or who are "carrying" under the "open carry" statute are subject to this policy and are prohibited from bringing weapons onto campus or into campus facilities. Non-student employees may possess a firearm inside their vehicle while on campus property if the weapon is contained within the vehicle and is not handled by the employee or any other person while the vehicle is on school property. TCA 39-17-1309(c)(1)(B).

Hunting firearms, hunting bows and arrows, and crossbows may be kept inside a non-student employee vehicle if they are not handled by the employee or any other person while the vehicle is on school property.

Pepper and propellant sprays used for personal protection and self-defense are permitted on campus. Misuse or unauthorized use of these items will be addressed via university conduct processes and/or state and federal statutes.

Tasers and other electronic stun guns or incapacitating devices are not permitted on campus.

Exceptions to this Policy

Those who are exempt to this policy include uniformed police officers, off-duty police officers, authorized Lee University security personnel, and users of theatrical props within the provisions identified below (see addendum). Off-duty police officers are requested to notify Campus Security of their presence if they will be carrying a firearm during their time on campus.

Weapons on Campus Policy Theatrical Addendum

Stage weapons may be used in preparation and performance of theatrical productions under the restrictions and stipulations that follow:

A stage weapon refers to any device or approximation of a device described as a weapon in the university's Weapons on Campus Policy. This includes but is not limited to guns, knives, swords, spears, bow and arrows, and crossbows, whether capable of inflicting bodily injury or not. These stage weapons may be used on campus only in the context of practice for a university-sponsored theatrical event or during the performance under the authorization of university personnel. Stage weapons are permitted only in defined theatrical performance and practice venues. They must be stored and maintained by authorized university personnel and "checked-out" for use under their approval. Campus Security must be notified of each instance a stage weapon is to be used and each performance and rehearsal at least one week prior.

Blades must be blunted and dulled sufficiently to pose no actual threat to participants. Real, operable (even if unloaded) firearms are not permitted. Firearms should be rubber or nonfunctional replicas and must be mechanically incapable of firing a projectile. Starter pistols or other approved theatrical weapons designed to fire a blank, and only a blank, are also acceptable. Any strange or unusual stage weapon used in a classroom, rehearsal, or production event must receive prior approval from the director or assistant director of security. Audience members must be notified prior to the beginning of the performance when stage firearms are to be in use.

Drug and Alcohol-Free Workplace

Lee University prohibits the use of tobacco, drugs, alcohol, and electronic nicotine or smoking devices on campus. Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

The university recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting employees who seek treatment for these conditions. Counseling is available for employees through our [Employee Assistance Program \(EAP\)](#).

Lee University reserves the right to test an employee for drugs or alcohol at any time if there is reasonable suspicion to warrant such a test. Refusal to consent to such a test is grounds for termination. Employees in Building Services, Campus Security, Grounds, Maintenance, and Residential Life are required to pass a drug test as part of the employment process. Upon receipt of an offer of employment from one of these departments, candidates must complete required drug testing within 24 hours. The testing lab will retain samples in accordance with state law, so that the candidate may request a retest of the sample at their own expense if they disagree with the initial test results. Random drug testing is required for those working in Physical Plant and Campus Security. All records concerning test results will be kept in medical files that are maintained separately from employees' personnel files in the Office of Human Resources.

Worker's Compensation

All Lee University employees are covered by insurance as specified in the Worker's Compensation Law. In the event an employee receives a work-related injury or illness, a report should be made to their supervisor within 24 hours of the occurrence. The employee should then go to Human Resources, during business hours, to fill out the proper paperwork and receive further instruction. If Human Resources is closed, the employee should follow up with Human Resources the following day to move forward with the process.

If the injury requires urgent treatment, the employee should go to the emergency room or call 911. Medical treatment is available at no cost to the employee if a doctor from the [Panel of Physicians](#) is selected. The panel contains health care providers approved by the university for the treatment of work-related injuries and illnesses. Employees have 24-hour access to the panel of physicians by visiting the link provided.

Human Resources will notify the Worker's Compensation insurance carrier when a work-related injury or illness report has been received. According to law, an employee has up to fifteen (15) calendar days from when they knew or should have known about their suspected injury to notify their employer. Employees will not be retaliated against for making a good faith claim for workers compensation.

Return to Work

Lee University strives to assist employees to return to work safely following an injury or illness. Employees who have been released to return to work on a regular or reduced schedule basis but with temporary job restrictions, as supported by medical documentation on the Physician's Release to Return to Work form/note, should discuss the restrictions with their supervisor. The supervisor will determine if there is work that can be done in the department that will meet the restrictions. If no accommodation can be provided, the employee will be referred to the Office of Human Resources for further instructions.

Emergency Plan

Lee University's Campus Emergency Plan contains procedures for critical incidents that could take place while employees are on the Lee University campus. These include, but are not limited to severe weather, fire/explosion, bomb threat/attack, active shooter/armed subject, bioterrorist incident/attack. A copy of the Campus Emergency Plan can be found on the Lee University website at <https://www.leeuniversity.edu/wp-content/uploads/Emergency-Plan.pdf>. Employees should read the policy and be aware of the procedure for each incident. It is recommended that each employee keep a written copy at their desk or place of work for quick reference should one of the events occur. Any questions about the Campus Emergency Plan should be forwarded to Campus Security.

Fire Prevention

Lee University is graced by many beautiful historic buildings as well as densely populated newer buildings. A fire in any of these structures can result in significant harm to people and to property. The fire prevention policy is intended to protect persons from harm and Lee University property from damage. Even a small fire can have a devastating effect on individual lives and/or the continued functioning of one or more Lee offices/departments. It is the responsibility of every employee to comply with the following regulations in order to prevent fires on campus. Failure to comply with these regulations will result in disciplinary action at the discretion of the violator's immediate supervisor.

In order to prevent fires in work and/or break areas, the following regulations must be followed at all times.

- Burning candles is prohibited.
- Physical Plant and Campus Security employees are the only persons authorized to reset breakers. Care should be taken not to overload circuits. If office equipment is overloading the electrical system (signified by tripping the breaker), the employee should call the Physical Plant for help in solving the problem.
- No items may be stored in mechanical rooms.
- Physical Plant must approve all office/building modifications prior to their initiation. This includes electrical changes and lighting installation.
- Items may not be stored or placed so that they obstruct doorways, hallways, stairwells, exits, or pathways.
- Malfunctioning or damaged electrical equipment must not be used.
- Flammable materials may not be placed on or around electrical equipment.
- Extension cords may not be placed where they will be stepped on or pinched in any way.
- Fire suppression sprinkler heads will be maintained with a three-foot area free from obstruction in all directions at all times.
- Corridors, stairwells, and other passage areas must be kept clear of objects such as, but not limited to, bicycles, boxes, furniture, and garbage.
- When a fire alarm sounds, employees must evacuate the building. Refusal to evacuate the building when instructed by a campus security officer, fire department, and or any other emergency service personnel will result in disciplinary action by the immediate supervisor. If any employee continually refuses to evacuate a building due to the potential of a fire and or fire drill, the employee will be reported to their respective Vice President for further disciplinary action that could result in termination.

Emergency Weather

When dealing with the possibility of severe weather while working inside a Lee University-owned building, employees must remember that the health and safety of the students, faculty, staff, and guests is a priority. There are some basic safety guidelines that should be followed. Sheltering in place is the preferred tactic of building-occupant safety when confronted with severe weather conditions. First warnings will be issued through LeeU ALERT.

The LeeU ALERT system is designed to enhance and improve communication so that all members of the Lee University campus community can stay informed in the event of an emergency.

Lee University has partnered with Nixle to allow students, faculty, staff along with parents and university friends to "opt in" for text or email notifications in the event of an emergency. Employees should opt-in by texting **LEEUALERTS** to **888777**.

LeeU ALERT will not be used to distribute advertising or other unsolicited content. Subscribers to LeeU ALERT will pay no fees for this service. Standard text messaging fees from cell phone service providers may apply.

Below are guidelines to be followed when dealing with certain weather conditions:

Tornado Warning

A tornado warning is issued when a tornado has been sighted or indicated by weather radar. Campus Security will notify the administration about the warning and will work with the designated building emergency contacts to move everyone into a designated shelter area. Residential Life and Housing will move all students from on-campus dorm rooms to designated shelter areas.

Once a tornado warning has been issued, Lee University will give emergency notification to take cover immediately in appropriate locations which include:

- Interior hallways
 - Interior restrooms
 - Areas protected from flying glass and debris
- Large open rooms are not considered acceptable locations for shelter.
- Campus Security will work with Residential Life and Housing to assist students in locating and moving to safe shelters.
- Everyone should remain sheltered until the all-clear has been received. (LeeU ALERTS)
- Once the tornado warning has expired, administration and Campus Security will issue the all-clear to return to the workplace or to the appropriate Residential Life and Housing locations.

Tornado/Thunderstorm Warnings

No action is required during a watch. Employees should monitor local weather updates via radio, internet, or television and be aware that conditions may change.

Winter Weather

- Employees should monitor storm progress via National Weather Service, local media, weather radio, EMA Notifications, or LeeU ALERTS.
- If the decision is made by the Lee University President's Office to close the campus, employees should be prepared to comply per instructions from the President's Office.
- Designated building emergency contact employees will help facilitate the employees in their respective buildings to communicate any weather announcements.
- When applicable, designated building emergency contacts will encourage all students, faculty, and staff to safely leave the building, or, if conditions warrant, employees may be asked to shelter in place or move to another location.

Key Replacement

Lee University Physical Plant and Campus Security provide building, office, and other common area access to employees at the time of their employment. The Physical Plant will not issue keys for exterior entrances of buildings equipped with electronic entry devices. The employee is expected to safeguard any access devices or key(s) provided for their use. A request for door entry access 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 access devices or keys that have been misplaced or lost will be considered a personal expense for the employee at a rate of \$20.

The employee responsible for the device or key must report the loss to their supervisor immediately and make a request for a replacement from Physical Plant. If it is a key that is lost, and it 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.

Upon termination of employment or transfer to a different department, employees must return their assigned keys to their supervisor or the building administrator. The supervisor or building administrator must notify the Physical Plant when the keys are reassigned to a different employee to ensure the electronic record kept at the Physical Plant is updated. If the departing employee is not replaced, the keys must be returned to the Physical Plant.

Exempt and Non-Exempt Classification

The terms "exempt" and "non-exempt" identify whether jobs are subject to the Fair Labor Standards Act's ("FLSA") overtime and minimum wage requirements. The exempt or non-exempt status of a job is determined by Human Resources in accordance with FLSA regulations and standards. The status is determined based on legal criteria which includes the employee's job duties and the level and form of compensation that the employee receives.

Exempt Employees

To be classified as exempt, the employee must be paid on a "salary basis" and meet the requirements for the executive, administrative, professional, or computer professional under the FLSA. Exempt employees are not entitled to overtime pay and Lee University does not recognize the practice of granting compensatory time off for exempt employees.

Non-Exempt Employees

Employees in non-exempt positions are subject to the minimum wage and overtime requirements of the FLSA and, thus, are entitled to receive overtime pay for work performed beyond forty (40) hours per week. All hourly employees and those salaried employees that do not meet the FLSA's exemption tests are non-exempt. Non-exempt employees must record all hours worked.

For more information concerning whether a position is classified as non-exempt or exempt, employees may contact the Office of Human Resources.

Employee Classification: Administrative Staff

Administrative Staff employees carry exempt status and provide support to sector vice presidents. Responsibilities may 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. 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. The University may end the relationship sooner if it determines in its sole discretion that the administrative staff employee has failed to fulfill their duties or responsibilities or violated the university's handbooks or policies. Full-time administrative staff employees are eligible for benefits.

This position affords employees associate faculty status. This 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 their 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. Their choices should mirror a Christ-like example for students, and they are also expected to conduct themselves in accordance with standards of personal conduct that are consistent with the policies of the university.

Employee Classification: Support Staff

Any employee not designated as faculty or administrative staff shall be regarded as support staff.

Support staff employees serve at the discretion of the institution and are not guaranteed continued employment.

Support staff employees are expected to represent the university both on-campus and in the community in a way that upholds the mission and values of the university. Their choices should mirror a Christ-like example for students, and they are expected to conduct themselves in accordance with standards of personal conduct that are consistent with the policies of the university.

Employee Classification: Part-time Support Staff

Part-time employees are those who work fewer than 30 hours per week on a regular schedule. These employees are subject to all employment policies and practices as stated in this handbook. Part-time employees are not eligible to receive fringe benefits with the exception of paid holidays that the employee would regularly work, prorated vacation days, the "Lunch on Us" Meal Perk, and a Christmas gift.

Part-time employees are expected to conduct themselves in accordance with standards of personal conduct that are consistent with the policies of the university.

Employees Teaching Part Time

If teaching is not included as part of an employee's job description, courses should be taught outside the time frame of the usual workday (8 a.m.-5 p.m.). The teaching will be compensated at the standard pay for faculty. The employee is responsible for making up work hours missed due to teaching within the same pay period.

Employees who have been requested and wish to teach part time will submit the *Approval for Employees to Teach as Part-Time Faculty* form. The submitted form will be reviewed by the immediate supervisor and administrative officer, with final approval by the Provost and Vice President for Academic Affairs. Approval to teach part time must be obtained prior to a part-time faculty contract being issued and signed by the employee.



Approval for Employees to Teach as Part-Time Faculty

Approval to teach is required for those employees for whom teaching is not part of their job description.

Approved forms and appropriate credentials reside in the Provost and VPAA's office.

Employee Directions: Complete section 1, 2, and 3 then submit to your Supervisor/Administrator

1. Employee Information:

Employee Name _____ Employee ID _____
Position Title _____ Work Hours _____
Hourly ☐ Salaried ☐
Work Year: 12-month ☐ 11-month ☐ 10-month ☐

2. Request for Approval of Part Time Faculty Assignment for:

Fall ☐ Spring ☐ Summer ☐ Year _____

Course Location: On Campus ☐ Online ☐ Other _____

A) Course Name: _____ Credit Hours _____

Time of Course: _____ Days Course Meets: _____

B) Course Name: _____ Credit Hours _____

Time of Course: _____ Days Course Meets: _____

Teaching is contingent upon the approval of the immediate supervisor and appropriate Vice President.

Final approval is required by the Provost and Vice President of Academic Affairs.

Employee Signature _____ Date _____

My signature indicates I have read the employee handbook Section 08-21, specific to this request. I am responsible for making up all work hours missed due to teaching in the same pay period.

3. Explanation

Please include a description how you will continue to meet your work responsibilities for your primary position as a full-time, exempt staff member (use back of form if necessary).

4. Approve/Disapprove

Check the appropriate box to approve or disapprove the employee request to teach part-time for the requested semester.

_____ Immediate Supervisor Signature	_____ Date	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
_____ Appropriate Academic Administrator Signature	_____ Date	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
_____ Provost & Vice President of Academic Affairs	_____ Date		

Employee Job Titles

Employees are assigned their job/position title upon initial hiring, and that title cannot be changed without approval of the president.

Probationary Employment

The first 90 days of employment for support staff employees 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. No vacation days, personal days, or paid sick leave may be taken during the probationary period. Any sick leave taken during this time will be unpaid. Upon successful completion of the probationary period, vacation, personal days, and sick leave time will be credited retroactively for the 90 days. An employee is not guaranteed employment for the entire probationary period.

Attendance and Punctuality

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 according to the employees' assigned scheduled workday.

An absence is defined as failure to attend work as scheduled on a given day. This includes leaving work early. Additionally, absences that are not authorized by the employee's supervisor or that exceed the permitted number of hours under any leave law, vacation, personal and sick leave plans will be considered an unauthorized absence.

Absenteeism and tardiness can cause undue hardship on customers, students, peers, and the university. Lee University recognizes that there are occasions when an employee may need to be away from their job. When an employee must miss work, the supervisor should be notified in advance, if possible, in order to give prior approval of the absence. Likewise, if an employee knows they will be late coming into work, the supervisor should be notified prior to the start of the employee's scheduled workday. Poor attendance and excessive tardiness will result in disciplinary action up to and including termination.

Work Hours, Break Time, and Deductions

The university is committed to accurately paying its employees for all of their time spent working. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must correctly record all work time and review your paychecks promptly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any correction that is necessary. If you believe a mistake has occurred or if you have any questions, please contact the Offices of Human Resources immediately.

Normal business hours are 8 a.m. to 5 p.m., Monday through Friday, with a one-hour lunch. However, the hours a staff employee is expected to work will be determined by the need and established schedule in each department. Departments offer different services and work hours may vary. An employee's supervisor will inform the employee of the schedule and will give as much advance notice as possible when changes must be made.

Non-exempt Employees

Non-exempt employees are responsible for accurately recording all of their hours worked each day. They should not perform any work functions for the university without recording their time. Any time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked, is compensable and will count toward overtime eligibility as required by law. Examples of compensable time include after-hours work-related communications on cellular/mobile telephones, text messaging devices, smartphones, and computers. To avoid incurring unnecessary expense, non-exempt employees should not check for, read, send, or respond to work-related emails, texts, or phone calls outside of their normal work schedule unless specifically authorized based on their job duties or directed to do so by their supervisor. In the event a non-exempt employee is required to perform work after hours, he or she must ensure that the time is recorded.

Non-exempt employees who work six (6) hours or more in a day are expected to take a thirty (30) minute unpaid meal or rest break. These employees must take at least thirty (30) minutes and may not perform any work during their regularly scheduled meal/rest period. In the event that an employee is requested to work during their scheduled meal/rest period, it will be rescheduled, or the employee will be paid for the time that he or she worked.

Exempt Employees

Exempt employees will receive a salary to cover all of the hours worked for the university. Exempt employees will receive their full salary for any workweek in which work is performed, subject to certain deductions permitted by law. For example, exempt employees' salaries can be reduced for:

- Full day absences (vacation, personal, sick, etc.)
- Full day disciplinary suspensions for serious misconduct

- FMLA absences (full or partial day)
- To offset payment received for jury, witness, or military pay
- Working less than a full week in the first or last week of employment

However, exempt employees' salary will not be reduced for any of the following in any workweek where some work was performed:

- Partial day absences for personal reasons, sickness or non-FMLA approved disability leave
- When the university is closed on a scheduled workday
- Any other deductions prohibited by law

Please note, exempt employees will be required to use accrued vacation, personal, sick leave etc. for full or partial day absences for these reasons. However, if an exempt employee does not have sufficient accrued paid time off, their salaries will not be reduced for partial day absences.

Other approved deductions:

Both non-exempt and exempt employees may have their compensation reduced for legally permissible deductions, such as the employee's portion of health, dental, life, disability insurance premiums; state, federal or local taxes; social security; voluntary contributions to a 403(b) or retirement plan; legally required garnishments; etc.

Questions or Concerns:

Any non-exempt employee who has been asked to work off the clock and not record hours should immediately report the matter to Human Resources. Employees with questions or concerns about deductions from their pay or the accuracy of their pay should also reach out to Human Resources immediately. The university will address the concerns and will not allow any form of retaliation against individuals who report alleged violations of this policy or cooperate in an investigation.

Break Time for Nursing Mothers

Nursing mothers who need to express breast milk for their infant child may take reasonable break time each day to do so. Break time shall run concurrently with other existing break times when possible and should be coordinated with the employee's supervisor as to not unduly disrupt the operations of the university. Employees who need support with this provision or a location to express milk should contact the Office of Human Resources.

Time Spent in Travel Outside of Regular Working Hours

Employees in some departments may have as an essential job function traveling for the benefit of the institution. This travel may include attending lectures, training programs, recruitment of students to the institution, fundraising, public relations, marketing, and building strategic partnerships. In order to define how to report time during these times away from the normal workspace, the following policy has been set forth. Non-exempt employees should record their time spent traveling as designated by this policy. Compensable hours spent traveling for business is counted the same as any other hours worked and may result in overtime.

Travel away from home is worktime when it cuts across the employee's workday. Employees are simply substituting travel for other duties. Time spent in passive travel outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not considered as worktime. Nor is the usual mealtime reportable.

Non-exempt employees who drive an automobile to a travel destination related to work should record the time worked even when it occurs outside of the employee's normal workday and will be paid for the time required to reach their destination.

Travel time associated with overnight stays is generally considered compensable work time when the travel cuts across the non-exempt employee's normal work hours, regardless of what day of the week the travel takes place. If the employee normally works Monday through Friday from 8 a.m. to 5 p.m. and they are required to travel on Saturday or Sunday for business in another city, their travel time on that day between 8 a.m. and 5 p.m. is compensable and should be recorded.

Of course, any time the employee is actively working (as opposed to passively traveling) is worktime regardless of when it occurs. For example, an employee whose regular schedule ends at 5:00 p.m., but who attends a work-related program that ends at 6:00 p.m. and then spends the night, should record their time working until 6:00 p.m. Attendance at lectures, meetings and/or training programs may be counted as worktime only if the employee's attendance at the course, lecture, or meeting is directly related to the employee's job. Prior approval by the supervisor must be given before plans for attendance can be made.

This policy only applies to work-related travel. Normal commute time between an employee's home and work is not compensable.

Overtime

Overtime will be allowed when working conditions demand it in order to maintain work schedules. Overtime is defined as any hours worked in excess of 40 hours per workweek for non-exempt employees. All overtime hours must be pre-approved by the employee's supervisor. Hours over 40 worked in a workweek by a non-exempt employee will be paid at one and one half (1 ½) times the employee's regular hourly rate. For employees who normally work a 30-hour week, the first 10 hours over the regular hours will be paid at the regular hourly rate. Overtime will be calculated on "actual hours worked" and does not include paid vacation, personal or sick days.

Non-exempt employees who work extra hours on a given workday may be permitted or required to take an equal number of hours off within the same workweek. Taking time off in lieu of overtime pay must be approved by the employee's supervisor and must be taken within the same work week. If the time off within the same work week is not taken, overtime pay will be given. The regular workweek commences at 12:00 a.m. on Saturday and ends at 11:59 p.m. the following Friday.

Make-Up Time

If approved by the supervisor, any work hours missed from the employee's normal work schedule may be made up by working additional hours during the same workweek. An employee is still required to record hours absent from work using the appropriate leave type if they fail to make up any hours missed during the workweek in order to be paid for those hours.

Payment of Wages to Support Staff

Lee University provides a total compensation package to support staff employees composed of base compensation and benefits. Base compensation includes wages paid for hours worked. Benefits include all indirect compensation programs such as paid time off, insurance programs, and retirement contributions.

Changes to staff employees' base pay are made in accordance with the university's compensation structure. The responsibilities and duties that appear on an employee's position description serve as the basis for placing the job within one of the university's compensation groups.

Non-exempt support staff wages are paid bi-weekly on every other Friday. The pay period week begins on Saturday 12:00 a.m. and ends on Friday 11:59 p.m. If the pay date is on a holiday the actual payment is adjusted to the closest business day. The first week's paycheck is held until the second payroll period of employment. Hours worked are reported through self-service time entry in Portico and must be entered and submitted for their supervisor's approval by noon on Monday 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. of 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 fourth Friday of the month depending on the Christmas holiday schedule.

Special pay requests will be included in the employee's regular paycheck.

All payroll disbursements are made by direct deposit to any banking institution of the employee's choosing. Forms for direct deposit enrollment may be found in the Office of Human Resources and can also be found in Self-Service in Portico. The forms must be submitted to the Payroll Manager 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.

Final pay checks for departing employees will be paid no later than the next regular pay day for the employee or twenty-one (21) days following the employee's separation date, whichever occurs later.

Payment of Salaries to Administrative Staff

Lee University provides a total compensation package to administrative staff employees composed of base compensation and benefits. Base compensation includes salary paid for a job performed. Benefits include all indirect compensation programs such as paid time off, insurance programs, and retirement contributions.

Administrative salaries are set commensurate with experience within the approved university salary structure for each employee classification. Merit increases may be considered as a potential benefit received by an employee, upon recommendation by the employee's supervisor through the evaluation process and approved by the President.

Administrative salaries are paid in twelve monthly checks on the fourth Friday of the month. The December check is paid before the fourth Friday of the month depending on the Christmas holiday schedule. The period of a position appointment is from July 1 through June 30.

Special pay requests will be included in the employee's regular paycheck.

All payroll disbursements are made by direct deposit to any banking institution of the employee's choosing. Forms for direct deposit enrollment may be found in the Office of Human Resources and can also be found in Self-Service in Portico. The forms must be submitted to the Payroll Manager at least 7 days prior to a payroll disbursement date.

Final pay checks for departing employees will be paid no later than the next regular pay day for the employee or twenty-one (21) days following the employee's separation date, whichever occurs later.

General

The university is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure, and maintain a positive work/life balance. The university's benefit offerings, including the deductibles, premiums, amount and types of benefits may change at any time. Information in this handbook and the Benefit Guide is intended to serve as an overview of the options currently available for employees. In the case of any discrepancies between this handbook, the Benefit Guide, and the actual plan documents, the plan documents will prevail. The ultimate decisions as to whether someone or something is covered under a policy are made by the insurance companies.

For more plan details, employees should refer to the Benefit Guide provided by the Office of Human Resources.

Health Insurance

Health insurance is available to all full-time employees. Lee University offers the choice of three different health insurance plans through Cigna Healthcare. These plans include two High Deductible Health Plans (HDHPs) and one Preferred Provider Organization (PPO) plan. For more plan details, employees should refer to the Benefit Guide provided by the Office of Human Resources.

Premiums for the health insurance benefit will be deducted from the employee's paycheck one month prior to the coverage effective date.

Administrative Staff

- Coverage can begin on the date of hire or the first of the month following 30 days of employment, based on the employee's preference.

Support Staff

- Coverage begins on the first of the month following 60 days of employment.

Dental Insurance

Dental Insurance is available to all full-time employees. Lee University offers this coverage through Guardian. For more plan details, employees should refer to the Benefit Guide, provided by the Office of Human Resources.

Premiums for this benefit will be deducted from the employee's paycheck one month prior to the effective date.

Administrative Staff

- Coverage can begin on the date of hire or the first of the month following 30 days of employment, based on the employee's preference.

Support Staff

- Coverage begins on the first of the month following 60 days of employment.

Vision Insurance

Vision Insurance is available to all full-time employees. Lee University offers this coverage through Guardian. For more plan details, employees should refer to the Benefit Guide, provided by the Office of Human Resources.

Premiums for this benefit will be deducted from the employee's paycheck one month prior to the coverage effective date.

Administrative Staff

- Coverage can begin on the date of hire or the first of the month following 30 days of employment, based on the employee's preference.

Support Staff

- Coverage begins on the first of the month following 60 days of employment.

Flexible Spending Account

Full-time employees may elect to participate in the Flexible Spending Account (FSA) benefit. Employees are eligible to participate in this benefit on the first of the month following 60 days of employment. The FSA benefit consists of three types of accounts: *Health Care Reimbursement Account*, *Non-Employer Sponsored Premium Reimbursement Plan (NESIP)* and *Dependent Care Reimbursement Account*.

All FSA account types allow employees to set aside tax-exempt money to help pay for applicable expenses.

- *Health Care Reimbursement Account* - allows employees to pay for expenses not covered by medical insurance. Employees can enroll in either a Standard Health FSA or a Limited Health FSA. A list of eligible expenses for each account can be obtained from the Office of Human Resources.
- *Non -Employer Sponsored Premium Reimbursement (NESIP)* – offers employees the opportunity to be reimbursed for privately purchased insurance premiums, including health and disability insurance.
- *Dependent Care Reimbursement Account* – provides the opportunity for employees to pay for dependent care services that are necessary for the employee or spouse to work.

To continue participation in these benefits, employees must re-enroll during every open enrollment period prior to the start of the new plan year on November 1 of each year.

Health Savings Account

Full-time employees enrolled in a high deductible health plan (HDHP) at Lee University may elect to participate in the Health Savings Account (HSA). Employees are eligible to participate in this benefit on the first of the month following 60 days of employment.

This benefit allows employees the opportunity to set aside money on a pre-tax basis to pay for qualified medical expenses. If an employee is enrolled in an HSA, they will be limited on their use of the Flexible Spending Account (FSA) benefit. The HSA benefit does not require an open enrollment to continue participation and allows contribution updates to be made prior to each payroll period end date.

Disability Insurance

Short-term and long-term disability insurance is available to all full-time employees. Disability insurance can help protect your income when you cannot work due to illness or injury. Eligibility for both insurances can begin first of the month following 60 days of employment.

Premiums for both insurances will be deducted from the employee's paycheck one month prior to the coverage effective date. For additional details, employees should refer to the Benefit Guide.

Short-term disability

- Pays 60% of your weekly earnings, not to exceed \$750
- Benefit payout begins after 14 days of a covered illness or accident
- Maximum benefit payout period is 26 weeks

Long-term disability

- Pays 60% of your monthly earnings, not to exceed \$5,000
- Benefit payout begins after 180 days of a covered illness or accident
- Maximum benefit payout period is up to the employees Social Security Normal Retirement Age (SSNRA)

Life Insurance

Lee University covers 100% of a \$50,000 Life and Accidental Death & Dismemberment (AD&D) insurance policy for all full-time employees, \$5,000 for eligible spouses and up to \$2,500 for eligible dependents. Eligibility for this benefit begins on the first of the month following 60 days of employment. Employees should contact the Office of Human Resources for additional information.

Employee Assistance Program

Lee University offers a confidential Employee Assistance Program (EAP) through Guardian and ComPsych. This program provides a wide range of work-life services, including but not limited to, child/elder care, financial resources, daily living, family resources, career and work, and emergency resources. Services are cost-free to employees and individuals within their household. For more information on the Guardian Employee Assistance Program, employees should visit www.guiandceresources.com or contact the [Office of Human Resources](#).

Optional Insurance

Optional Insurance is available to all full-time employees. Eligible employees may purchase the following insurance: critical illness, accidental injury, and hospital indemnity through Guardian, as well as additional life insurance through Guardian. Premiums are paid by the employee through payroll deductions. Additional information and enrollment materials are available in the Office of Human Resources.

Continuation of Insurance Benefits (COBRA)

Federal and state law gives certain rights to continue an employee's group health and welfare insurance coverage beyond the date when the coverage would otherwise end. The employee must have a qualifying event to continue coverage at the employee's expense under COBRA. Qualifying events are certain events that would cause an employee to lose health coverage under a group health plan. The following are examples of a qualifying event:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction of the employee's work hours below plan eligibility requirements
- The employee becomes eligible for Medicare
- Death of the employee
- Divorce or legal separation of the employee and the employee's spouse*
- Loss of dependent child status at age 26*

**The employee, the employee's spouse, or the employee's dependent is responsible for notifying the Office of Human Resources of any events marked with an asterisk*

Retirement Plans

Employees of the university may participate in the retirement plan administered by the Teachers Insurance and Annuity Association (TIAA) or may be covered under the Church of God Benefits Board (COGBB). 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 (IRS). Catch-up contributions may be made by employees over the age of 50 according to published IRS limits.

Description of the Lee University Defined Contribution Retirement Plan (the “Plan”)

The Plan is a participant-directed defined contribution plan, adopted on July 1, 1971, to provide retirement benefits for employees of Lee University. The Plan is a 403(b) plan covering all eligible employees of the university on their date of hire (participants). However, the participants cannot receive employer contributions until they reach age 21 and complete one year of service. Students are not eligible to participate in the Plan if employment is incidental to an educational program. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions

Participants may voluntarily make qualified retirement contributions to the Plan. These contributions are federal income tax deductible under Section 403(b) of the Internal Revenue Code (IRC). Participants may also contribute amounts representing distributions from other qualified defined benefit or defined contribution plans. Catch-up contributions may be made by employees over the age of 50 according to published IRS limits. An opportunity is given twice annually, January and July, for employees to change their contribution election.

The university makes a minimum non-elective contribution of 2% for each eligible participant that enrolls in the Plan, even for eligible participants electing a zero percent deferral. Non-elective contributions are unrelated to elective deferrals and may be made anytime at the university's discretion. Participants may direct these non-elective contributions to a variety of investment options offered by TIAA. All newly eligible participants will be automatically enrolled in the Plan with a 2% deferral election, unless the participant requests otherwise.

The university matches an amount equal to 100% of each participant's contributions beyond the 2% level, up to 5% of each participant's compensation after a year of service. 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.

All Lee University employees, including staff and faculty who work at least 1,000 hours annually are eligible for the university funded retirement plan matching contributions.

Participant accounts

Each participant's account is credited (charged) with the participant's contributions, Plan Sponsor contributions, allocations of investment earnings (losses), and administrative

expenses. Allocations are based on participant account balances as defined in the plan agreement. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Participants are immediately vested in their elective salary deferral and Plan Sponsor matching and non-elective contributions plus actual earnings (losses) thereon.

Participant loans

Effective January 1, 2020, participants may borrow from their fund accounts a minimum of \$1,000 up to a maximum equal to the lesser of \$50,000 or 50% of their account balance. The loans are secured by the balance in the participant's account and bear interest at rates of 4.25%, which are commensurate with local prevailing rates as determined quarterly by the plan administrator. Principal and interest are paid ratably through payroll deductions.

Payment of benefits

On termination of service due to death, permanent disability, or retirement, a participant (or his/her beneficiaries) may elect to receive either a lump-sum amount equal to the value of the participant's interest in his/her account, or in monthly, quarterly, semiannual, or annual installments over a period not to exceed the participant's (or beneficiaries') life expectancy or a joint and survivor annuity. For termination of service due to other reasons, a participant may receive the value of the interest in his/her account as a lump-sum distribution.

Hardship withdrawals

The Plan permits distributions in the event of a hardship, as defined in the plan agreement. These distributions are taxable and subject to a tax penalty equal to 10% of the hardship distribution amount if the participant is younger than age 59½. Hardship withdrawals are limited to the participant's elective account balance.

Administrative expenses

Certain expenses of maintaining the Plan are paid directly by the university. Fees related to recordkeeping, advisory, and certain other expenses are included in administrative expenses and allocated among the participant accounts. Investment-related expenses are included in net appreciation in fair value of investments.

University-funded matching and non-elective discretionary contributions

Lee's employer funded retirement plan contribution is subject to change if the President, in consultation with the Board of Directors, enacts reductions or increases to its retirement plan contribution.

Plan termination

Although it has not expressed any intent to do so, the University has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants will become 100% vested in their accounts.

Enrollment

Employees receive notification from the Office of 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 provided by the university.

Employees should contact the Office of Human Resources for complete information on these benefits or see the Benefits section of the Human Resources webpages in Portico for more information.

Vacation

Lee University believes all employees need a healthy balance between work and family life by taking time away from work. The university therefore encourages employees to take their earned vacation leave. Paid vacation time is provided to employees as an opportunity to refresh their spirits and to allow them time to get away from their work for their personal rejuvenation.

Accrual of Vacation Time:

Vacation time is accrued on a monthly basis from the date of hire. Below are the monthly accrual and annual number of vacation days and hours earned for full-time administrative and full-time support staff:

<u>Years of Service</u>	<u>Total Annual Accrued Days</u>	<u>Monthly Accrual (Days)</u>	<u>Monthly Accrual (Hours)</u>
Start date to 12 months	.83 days to 10 days	0.83	6.67
Full 12 months	10 days	0.83	6.67
Five consecutive years	15 days	1.25	10.00
Ten consecutive years	20 days	1.67	13.33
Twenty or more consecutive years	25 days	2.08	16.67

The amount of vacation increases on January 1 of the employee's anniversary year at 5, 10 and 20 years. Employees working 10- or 11-month schedules and employees who work fewer than 8 hours or fewer than five (5) days per week will receive a proration of vacation time.

Use of Vacation Leave:

All vacation leave must be approved and scheduled in advance with the employee's supervisor. Vacation time may not be scheduled until the successful completion of a new employee's 90-day probationary period. Supervisors reserve the right to make adjustments to or deny a vacation request based on critical needs of the university. Employees may not use more than five (5) vacation days consecutively without prior authorization of the sector Vice President. Vacation time for all employees must be used or forfeited by December 31 of the current calendar year or it will be forfeited.

Pay-Out of Vacation Leave at Time of Separation:

After the initial 90-day probationary period, if an employee voluntarily leaves employment in good standing, vacation days that have accrued during the calendar year and not been taken will be paid in the final paycheck. To determine the total vacation days accrued at the time of separation, employees should refer to the Monthly Accrual (Days) and multiply by the number of months worked within the calendar year of the separation. The number of vacation days used within the current year will be deducted from the total days accrued.

Personal Days

Each full-time employee will be granted three (3) personal days a year, accrued at the start of each year, which must be approved and scheduled in advance with the employee's supervisor. Pay for personal days is intended to replace the normal hours an employee is scheduled to work within their normal workday and may be taken in increments. Personal days must be used or forfeited within the calendar year for all employees.

Personal days may not be used until the successful completion of a new employee's 90-day probationary period. After the initial 90-day probationary period, if an employee voluntarily leaves employment in good standing, personal days that have accrued during the calendar year and not been taken will be paid in the final paycheck.

Paid Holidays

Paid holidays are national, state, religious or other holidays that are offered by an employer to employees. The following days are approved paid holidays offered by Lee University to hourly and salaried employees (excluding faculty):

New Year's Day Spring Break (Friday) Good Friday Independence Day	Fall Break (Friday) Thanksgiving Day & Friday After Christmas Eve & Christmas Day Christmas Break (Actual days determined by Lee's President)
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When any of the above holidays fall on a weekend, a paid workday will be given as approved by the President.

Employees on 10- or 11-month schedules and those working fewer than 8 hours or five days per week will receive prorated holiday pay.

For all paid holidays, employees who work under a 9-, 10- or 11-month contract are not eligible to receive pay for holidays that do not fall within the period of their job assignment.

Employees who are terminated or choose to separate from the university will not receive the benefit of Paid Holidays if their last day of employment is prior to the paid holiday.

Paid Christmas Leave

Full-time administrative and support staff receive at least five paid days (40 hours) off during the university's designated Christmas break. Any additional paid days are decided annually by the President.

Bereavement Leave

Lee University will grant a maximum of five (5) working days off with pay in the case of a death of a member of a full-time employee's immediate family. Immediate family is defined as spouse, parent, child, sibling, step-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. This policy includes "step" of child/parent/sibling relationships.

In the case of a death of relatives other than members of the immediate family, one (1) day's absence with pay will be granted.

Part-Time employees who work over 20 hours but less than 29 hours per week will receive one working day off (8 hours) with pay.

Election Leave

According to Tennessee Code § 2-1-106, employees of institutions in the State of Tennessee are allowed to take time away from work to vote in elections. An employee's time away from work is not to exceed three hours and is paid leave. Employees must first make a request to their supervisor by noon (12 p.m.) of the day before the election. If the employee's work hours begin three or more hours after the opening of the polls or end three or more hours before the closing of the polls, the supervisor is not required to approve this leave.

Jury Duty

Lee University encourages employees to serve their community when summoned for jury duty. When jury service requires the employee to be absent from work, the employee should notify their supervisor within one workday upon receipt of a jury summons. Employees who satisfy this notice requirement 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.

For employees on jury leave, Lee 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. To be compensated, the employee should submit a statement from the court clerk, showing travel time, hours served, and amount paid for jury service, to their supervisor.

Employees serving more than three (3) hours of jury duty on a particular day are permitted to take the entire day off but will only be paid for the time spent within their regular work day serving and traveling to and from jury duty.

Paid Sick Leave

Lee University recognizes the need to provide paid time off for administrative and support staff for reasons relating to the illness of an employee, medical reasons, and an illness involving the employee's spouse, child, or parent who is dependent on the employee for care. This policy includes "step" of child/parent relationships.

- An illness or other need for sick time must be reported as soon as possible to the employee's supervisor. Sick leave should not be used for purposes other than the illness of the employee or of an immediate family member of the employee as described above.
- A physician's statement may be required at the option of the supervisor or Human Resources.
- Employees are not eligible to use paid sick leave during the first 90-days of their probationary period.
- Employees will be allowed to accumulate up to thirty (30) days of sick leave.
- Employees do not receive payment for unused sick leave time when they terminate their employment with the University.

Administrative Staff

Paid Sick leave may be accumulated at the rate of one day for every month of full-time employment. Employees working 10- or 11-month schedules and employees who work fewer than 8 hours or fewer than five (5) days per week will receive proration of sick leave.

Support Staff

Below are the annual number of paid sick days granted for full-time support staff. Days are accrued and available at the beginning of each year.:

<u>Years of Service</u>	<u>Granted days of sick leave with pay</u>
3 months to 1 year	3 days
1 year	4 days
2 years	6 days
3 years	8 days
4 years	10 days

Birthday Leave

Each full-time administrative and support staff employee will be granted eight (8) hours leave each year in recognition of their birthday. This entitlement for Birthday Leave must be taken within 1 month of the employee's birth date. Birthday Leave will be awarded on day one of the month of the employee's birthday.

For 10-and 11-month employees whose birthday falls in the month of June or July, Birthday Leave must be taken in the month prior or following their birthday, as approved by their supervisor.

After a new employee has completed 90 days of probationary employment, they will be eligible for Birthday Leave. If their birthday falls within the 90-day probationary timeframe, Birthday Leave would be awarded and need to be taken in the month following the 90 days, with the approval of their supervisor. Birthday Leave will not be given retroactively to new employees whose birthdays occur prior to their start date as a Lee University employee.

Birthday Leave cannot be accrued from year to year and unused Birthday leave will not be paid at the time of separation.

Parental Leave

Lee University encourages new parents to take time off from work to recover from child birth and spend time to bond with new family members. In order to facilitate such time, Lee University offers paid parental leave for eligible faculty and staff. Eligible mothers giving birth to a child are entitled to six weeks (30 days or 240 hours) of paid parental leave immediately following childbirth. Eligible faculty and staff that did not personally give birth are entitled to 2 weeks (10 days or 80 hours) of paid parental leave within the first twelve weeks following childbirth or adoption. Eligible grandparents are entitled to three days (up to 24 hours) grandparent leave within the first six weeks.

Eligibility

1. This benefit is available to regular, full-time active employees, who work at least 30 hours per week on a regular schedule and on payroll for at least 12 consecutive months prior to the start of the requested leave.
2. If both parents are employees of the University at the time of the birth or adoption of the child, both parents are eligible for separate paid parental leave. Parents may use their paid parental leave concurrently or during separate periods.
3. Benefits associated with this policy end if/when the employee separates from the University. Employees will not be paid for any unused paid parental leave in the event of separation.
4. The birth of multiples (e.g. twins) or adoption of siblings does not increase the total amount of paid parental leave granted for that event.

Use period

A birth mother's parental leave must be taken at the time of birth, and all other parental leave must be used within 12 weeks after the birth or adoption of a child. However, adoptive parents may use their paid parental leave before the placement if necessary to fulfill the legal requirements of the adoption process. Paid parental leave may not be used or extended beyond this 12-week period.

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the leave period. Any unused paid parental leave will be forfeited at the end of the period.

Grandparents

Eligible employees who are celebrating the birth of a grandchild may take up to three paid days off of Grandparent Leave within 6 weeks of the arrival of a new grandchild. Days must be taken consecutively, and any unused days will be forfeited at the end of the period.

Procedure

An employee must provide his/her supervisor at least 30 days advance notice before parental or grandparent leave is to begin if leave is foreseeable. If leave is not foreseeable, notice must be given as soon as possible.

The employee must contact the Office of Human Resources to initiate a request for Paid Parental or Grandparent Leave and must fill out a Leave Request form. The University may require written confirmation and/or documentation of the family relationship in order for Paid Parental or Grandparent Leave to be granted.

Interaction with related policies

1. Parental leave is concurrent with statutory entitlements to unpaid leave: The paid parental leave under this policy will run concurrent with the 12 weeks (480 hours) of unpaid leave provided by the Family and Medical Leave Act (FMLA) and the four months of unpaid leave provided by Tenn. Code Ann. § 4-21-408.

If employees wish to remain on paid leave after the expiration of their paid parental leave period, they may use other accrued leave benefits for the remainder of their leave entitlement periods.

2. No impact on health insurance or other group health benefits: During paid parental leave, the employee's health insurance and other group health benefits (e.g., flexible spending accounts, health saving accounts) will continue just as if the employee were not on leave.
3. Regular pay during leave: During paid parental leave under this policy, the employee's pay will be the employee's hourly or monthly salary, which includes pay increases and bonuses but does not include overtime, extra service pay, or other compensation.
 - a. Restricted funding sources: For employees paid through grant funds or other restricted funding, the University may be required to change the source of funding during paid parental leave. Such a change of funding source will not affect the employee's pay during the leave.
 - b. Holidays and administrative closures during parental leave: Employees will be paid for holidays and administrative closures during parental leave, which will extend the period of paid parental leave by the number of days covered by holiday pay.
 - c. Retirement service credit: Parental leave will be treated as continuous service for purposes of retirement service and any other service credit policies or programs.

4. Sick Leave, Vacation and Personal Leave

- a. The paid parental leave under this policy is available without regard to the amount of sick or annual leave accrued by the employee, and the use of paid parental leave will not overlap the use of other paid leave.

Employees may use their accrued Sick Leave, Vacation or Personal Leave to extend the total period of paid leave related to birth or adoption up to the maximum amount of leave provided by the relevant statute (12 weeks under the FMLA and 4 months under Tenn. Code Ann. § 4-21-408).

Family and Medical Leave

The University is committed to providing employees with the leave and protections afforded by the Family and Medical Leave Act (FMLA). Details on the conditions, eligibility, benefit continuation and other information are described below.

Eligibility

To be eligible for FMLA benefits, an employee must (1) have worked for the university for a total of 12 months, and (2) have worked for at least 1,250 hours over the previous 12 months.

Types of FMLA Coverage

a. Birth/Adoption/Foster Care Leave

An employee may take up to 12 weeks for the birth of the employee's natural child or the placement of a child with the employee for adoption or foster care. Generally, the leave period will begin the first day of work that is missed and end when the employee returns to work. Intermittent leave or reduced working hours to care for or bond with a newborn or newly placed child will only be granted at the discretion of the university. The leave entitlement for birth, adoption, or foster care placement extends only until one year from the birth or the placement.

b. Medical Leave

An employee may take up to 12 weeks if they suffer from a serious health condition, including any period of incapacity due to pregnancy, prenatal medical care, or childbirth, which makes the employee unable to perform one or more of the essential functions of their job. A "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

c. Family Care Leave

An employee may take up to 12 weeks to care for a family member suffering from a serious health condition (as described above). For these purposes, the term "family member" means an employee's spouse, parent, or child under the age of 18, as well as an adult son or daughter over the age of 18 who is disabled or incapable of self-care. The definition of "child" under the FMLA includes not only a biological or adopted child, but also a foster child, stepchild, a legal ward, or a child of a person standing *in loco parentis*. *In loco parentis* means the employee intends to assume the responsibilities of a parent and provides either day-to-day care or financial support for the child.

d. Qualifying Exigency for Military Family Leave

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for

alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

e. Leave to Care for Covered Service Member

An employee who is next of kin, spouse, parent, son, or daughter to a covered service member who becomes seriously ill or injured because of active military service may take up to 26 weeks leave in a single 12-month period to care for the service member. This leave is combined with all other FMLA leaves in that period, resulting in a maximum total leave entitlement of 26 weeks within a 12-month period. The definitions for a covered service member (including eligible veterans) and a serious injury or illness will be applied as defined in the FMLA.

Maximum Period for Leave

a. Generally

FMLA leave may not exceed 12 weeks (or 26 weeks to care for a covered service member) in a 12-month period, measured backward on a rolling basis (i.e., looking back to see how much leave has been used in the previous 12-month period). For example, if an employee uses 12 weeks of FMLA leave between August 2, 2021, and October 24, 2021, then they would not be eligible again for any FMLA leave until after August 2, 2022, except when requesting leave to care for a covered service member. Leave to care for a covered service member will be measured forward from the first day of leave. The leave entitlement for birth, adoption or foster care placement extends only until one year from the birth or the placement.

b. Intermittent Leave

Intermittent leave or reduced working hour arrangements may be provided for family care leaves or medical leaves when required as part of a medically necessary course of conduct, provided adequate medical certification of such need is obtained. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment in order not to unduly disrupt the university's operations. The university reserves the right to temporarily transfer an employee to an alternate position with equivalent pay and benefits to accommodate scheduled intermittent leaves.

c. Two-employee Households

In the event two employees working for the university are married to each other, they may only take a combined total of 12 weeks of FMLA leave in connection with a birth, adoption, foster care, or the care for an ill parent. They may take a combined total of 26 weeks to care for a covered ill or wounded service member.

Eligible spouses are each entitled to up to 12 weeks of FMLA leave without regard to the amount of leave their spouse uses, for the care of a spouse or child with a serious health condition, the employee's own serious health condition, and any qualifying exigency for military family leave.

Overlap with Other Benefits

FMLA leave itself is unpaid. However, as described below, employees may be permitted or required to overlap certain leave, workers compensation, or disability benefits with FMLA leave.

- a. Employees who take FMLA leave to care for a family member or for the birth or placement of a child for adoption or foster care must utilize all earned vacation and personal days at the beginning of any such leave and all such time will run concurrently with the FMLA leave of absence.
- b. Employees who are out due to their own serious health condition will be required to use all sick days before using any other accrued benefits or commencing Short-Term Disability Compensation. Any sick leave or short-term disability will run concurrently with the FMLA leave of absence.
- c. Employees injured on the job will have their workers compensation leave run concurrently with their FMLA leave if their injury qualifies as a serious health condition under the FMLA.
- d. The university may in its sole discretion require employees to exhaust all earned vacation and personal days before taking unpaid leave of any sort.
- e. Employees on a leave of absence will not accrue any new vacation, personal, or sick days until they have returned to work for five consecutive business days.
- f. During FMLA leave, the employee will continue to receive health benefits coverage; however, for periods of unpaid FMLA leave, the employee will be responsible for paying the employee portion of benefits upon return to work.

Scheduling/Notice and Certification

The Initial request for FMLA and any questions regarding FMLA leave should be directed to the Office of Human Resources. An employee intending to take FMLA leave must give 30 days' advance notice if the leave is foreseeable, and if not foreseeable, as much advance notice as possible. The appropriate forms to request leave may be obtained in the Employee Benefits Office. Employees may be required to provide medical certification and proof of the qualifying condition for leave to be approved. Fraudulent use of FMLA can lead to the termination of employment.

Return to Work

The university may require an employee on Family/Medical leave to report periodically on their status and intent to return to work. The university also may require an employee returning to work from their own serious health condition to furnish a fitness-for-duty certification from their health care provider. With limited exceptions, employees who return to work following an approved FMLA absence and who are capable of performing the essential functions of their job will be returned to their same or equivalent positions.

Protection of Rights

This policy is meant to comply with the FMLA and other required laws. It should not be read to provide benefits beyond required law. The university will not: 1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; or 2) discharge or discriminate against any

employee for opposing any practice made unlawful by FMLA or retaliate against any employee involved in any proceeding under or relating to the FMLA. Any employee who believes that the employee's FMLA rights have been violated should contact the Office of Human Resources immediately.

Military Leave

Lee University will grant a military leave of absence to employees who are absent from work because of active service in the uniformed armed services of the United States in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Military leave is unpaid; however, employees will accrue seniority and benefits while on leave. The employee should notify their supervisor at least two weeks prior to their return to work. Upon return from military leave, employees will be reinstated to the same or equivalent position.

Service in the Tennessee army and air national guard, The Tennessee state guard, or civil air patrol.

In compliance with Tennessee Code § 8-22-110, University employees on active state duty are entitled to the following unpaid leave in addition to the leave of absence and protections provided under USERRA.

- If the period of service is for thirty (30) days or less, the employee must report to work not later than the first full regularly scheduled work period following a period of eight (8) hours after completion of service and safe return home;
- If the period of service is between thirty-one (31) days and one hundred eighty (180) days, the employee must submit an application for reemployment within fourteen (14) days after completion of service; and
- If the period of service is more than one hundred eighty (180) days, the employee must submit an application for reemployment within ninety (90) days after completion of service.

Professional Leave of Absence

In unique situations where the business interests of the university are adequately protected, an employee may be granted a leave of absence for a clearly specified period of time without pay in order to pursue professional interests that would not otherwise be considered working time for the university. Requests to take professional leave without pay must be submitted to the president through the employee's supervisor. The decision of whether to grant a professional leave and the timing or length of such leave rests solely with the President. While on a professional leave of absence, the employee will continue to accrue seniority, but all fringe benefits will stop. University-offered health, dental, and vision insurance coverage will terminate, unless the employee elects and pays for COBRA. The Office of Human Resources can assist with COBRA election and premium payment options. Any failure to return from professional leave on the date specified will be considered abandonment of the job and is grounds for immediate dismissal.

Unpaid Leave

Employees may be eligible for unpaid leave under certain state and federal laws. Employees who have exhausted their paid leave and are not otherwise eligible for unpaid leave under a state or federal law may request up to 10 days of unpaid leave from the university in a given year. The request for unpaid leave must be submitted to the employee's supervisor at least 30 days in advance. This leave is not a matter of right and will only be granted if, in the sole discretion of the university, it does not disrupt business operations. Employees who take unapproved leave will subject to discipline up to and including termination.

Veterans Day Leave Policy

In accordance with Tennessee's House Bill 2733, this policy ensures that all qualifying veteran employees are granted the opportunity to take an unpaid day off on **Veterans Day (November 11th)** in recognition of their service to the nation.

Eligibility

This policy applies to all employees who have served in the United States Armed Forces and former or current members of a reserved or a Tennessee National Guard Unit called into active military service of the U.S.

Request Procedure

1. **Advance Notice:** Eligible employees must submit a request to their immediate supervisor at least 1 month in advance of Veterans Day.
2. **Verification:** Supervisors may request proof of military service, such as DD-214 form or other official documentation, to confirm eligibility.
3. **Approval Process:** Requests will be granted unless the employee's absence would cause the University significant economic or operational disruption.

Compensation & Benefits

- This leave is **unpaid**; however, employees may choose to use available paid leave (such as vacation or personal time).

Educational Benefits

Undergraduate Tuition (Traditional On-Campus)

Full-time employees, administrative and support staff, are eligible to take six (6) undergraduate credit hours tuition-free per semester. This benefit does not apply to traditional, in-person classes during summer sessions, unless the class meets after working hours. The number of hours that may be taken during working hours is limited to three (3) during any one semester. The time away from the employee's scheduled workday must be made up or the hours not reported to payroll. Prior approval of the immediate supervisor must be obtained before registering for a class.

Administrative Staff

- The spouse and never-married, dependent children of full-time administrative staff are entitled to a 100% tuition remission immediately with no credit hour limit.

Support Staff

- The spouse and never-married, dependents of full-time support staff are eligible to receive a 50% tuition discount after the staff member has been continuously employed by Lee for four (4) years. After eight (8) years of continuous employment, the discount will be 100% for undergraduate classes. Spouses and dependents have no credit hour limit.

The Lee University Cabinet has set a one (1) trip maximum for employees using their tuition benefit for payment toward a study abroad trip.

Any judgments or exceptions to this policy will be made by the president.

Graduate Tuition (Traditional On-Campus)

Full-time employees, administrative and support staff, are eligible to receive a 50% tuition discount during their first year of employment. After the first year of employment, the discount increases to 100% for graduate studies. Employees are allowed to take six (6) graduate credit hours per semester. This benefit does not apply to traditional in-person classes during summer sessions unless the class meets after working hours. The number of hours that may be taken during working hours is limited to three (3) during any one semester. The time away from the employee's scheduled workday must be made-up or the hours not reported to payroll. Prior approval of the immediate supervisor must be obtained before registering for a class.

Administrative Staff

- A graduate tuition discount is also provided for spouses and never-married, dependent children of full-time administrators with no credit hour limit. Spouses and never-married, dependent children can receive a 100% tuition discount on graduate courses.

Support Staff

- A graduate tuition discount is also provided for spouses and never-married, dependent children of full-time support staff with no credit hour limit. Spouses and never-married dependents can receive a 50% tuition discount after the employee has been employed four (4) years and 100% after eight (8) continuous years of service.

Please note that enrollment in any graduate program may be capped by the program director, and enrollment is not guaranteed. Any judgments or interpretation regarding this policy will be made by the president.

Lee Online Tuition (Undergraduate/Graduate)

Full-time employees, administrative and support staff, are eligible immediately upon hire for a 100% tuition discount for Lee Online courses. Employees will be allowed six (6) credit hours per semester. Online courses are eligible for summer sessions. Prior approval of the immediate supervisor must be obtained before registering for a class.

Administrative Staff

- The spouse and never-married, dependent children of full-time administrative staff are entitled to a 100% tuition remission immediately with no credit hour limit.

Support Staff

- The spouse and never-married, dependents of full-time support staff are eligible to receive a 50% tuition discount after the staff member has been continuously employed by Lee for four (4) years. After eight (8) years of continuous employment, the discount will be 100% for Lee Online classes. Spouses and dependents have no credit hour limit.

Please note that enrollment in any graduate program may be capped by the program director, and enrollment is not guaranteed. Any judgments or interpretation regarding this policy will be made by the president.

Administrative Staff Tuition Discount					
	Undergraduate	Graduate	Lee Online	Applicable Semesters	Credit Hour Limit
Employee	100%	50% first yr. 100% after 1 yr.	100%	Fall/ Spring*	6
Spouse	100%	100%	100%	All	No limit
Dependent	100%	100%	100%	All	No limit

**Summer courses are eligible if the class is online or after work hours.*

Support Staff Tuition Discount					
	Undergraduate	Graduate	Lee Online	Applicable Semesters	Credit Hour Limit
Employee	100%	50% first yr. 100% after 1 yr.	100%	Fall/ Spring*	6
Spouse	50% after 4 yrs. 100% after 8 yrs.	50% after 4 yrs. 100% after 8 yrs.	50% after 4 yrs. 100% after 8 yrs.	All	No limit
Dependent	50% after 4 yrs. 100% after 8 yrs.	50% after 4 yrs. 100% after 8 yrs.	50% after 4 yrs. 100% after 8 yrs.	All	No limit

**Summer courses are eligible if the class is online or after work hours.*

Using the Tuition Discount

To use this benefit, employees must complete the [Application for Employee Tuition Discount](#) at the beginning of each semester. Forms should be submitted to the Office of Human Resources for initial processing by the final day of each semester's registration. Discounts may not be applied retroactively. Employees should ensure that classes will not adversely affect job performance and the ability to fulfill all responsibilities to Lee.

This discount is for tuition only. All other expenses (i.e., fees, books, room and board) are the responsibility of the student. The employee tuition discount and other institutional aid (academic scholarships and grants) cannot exceed the cost of tuition.

Resident Directors Tuition Benefits Program

As part of the salary package, resident directors receive a 100% tuition discount for undergraduate or graduate tuition. Total graduate and undergraduate credits must also include any required coursework for the resident director (RD) program.

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

RDs enrolled in an undergraduate program are allowed a full-time load of 12 credit hours for fall and spring semesters with 6 hours during the summer, for an annual total of 30 maximum undergraduate credit hours. RDs may enroll in any combination of summer classes but are limited to a maximum of one class in May, one class in July, and a maximum of two classes in June, not to exceed a total of six credit hours during the summer.

RDs may take a full-time load of 9 graduate credit hours per semester, including summer sessions, for a total of 27 maximum graduate credit hours. For the summer semester, RDs may take any combination of hours; however, they are limited to a maximum of one class in May, one class in July, and a maximum of two classes in June, not to exceed a total of six credit hours during the summer. Due to program requirements, an RD may need to enroll in 12 graduate credit hours within a semester. This exception of 12 graduate credit hours is allowed one time throughout the course of the degree program. This one-time exception requires the approval of the [Director of Residential Life](#) and the [Vice President for Student Life](#). This exception would be granted to the RD and not the spouse.

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 any employee who earns their GED after submission of the appropriate paperwork to the Office of Human Resources.

TUITION WAIVER EXCHANGE BENEFITS

Undergraduate Tuition Waiver Exchange Programs (TWEP)

Lee University offers full-time employees and their dependents the Tuition Waiver Exchange Program (TWEP) through participation in three (3) coalitions. As a member of The Council for Independent Colleges (CIC), the Council for Christian Colleges & Universities (CCCU), and the Tuition Exchange (TE), Lee employees or their dependents may attend other participating member institutions with a waiver of regular tuition for provision of full educational benefits. Guidelines, student application, and a list of participating institutions may be found at these websites:

- (CIC) www.cic.edu/member-services/tuition-exchange-program
- (CCCU) www.cccu.org/programs-services/#heading-tuition-waiver-exchange-8
- (TE) www.tuitionexchange.org

Students can create applications through the CIC and TE websites. Applications for CCCU require assistance through the university's TWEP liaison in the Office of Human Resources. Applications made through the CIC and TE portals will be validated by Lee's TWEP liaison and forwarded to the accepting institution. Students must have applied to the accepting institution prior to submission of the student TWEP application form. When the Lee University TWEP liaison has been notified of a successful application request, the employee and the student will be notified.

The TWEP program requires recertification of eligibility each academic year. Recertification of eligibility will be forwarded to the accepting institution on the student's behalf in April of each year. The student's continued eligibility requires that he/ she continue to meet the academic and social standards of the host institution. The student, student's parent, or student's spouse must continue to be employed by Lee University to be eligible for TWEP benefits.

Graduate Tuition Waiver Exchange Program

Certain institutions in the TWEP have expanded to graduate studies. These institutions participate in the Council of Independent Colleges (CIC), the Tuition Exchange (TE) (CCCU is undergraduate studies only). The ACA (Appalachian College Association) also offers tuition discounts with several institutions for graduate studies. The list of participating institutions can be found on the respective websites, seen above. The guidelines and procedures for making application, attaining eligibility, and being recertified are the same for both undergraduate and graduate studies.

Christmas Gift

Each December, if funds are available, the decision may be made to provide employees of the university a gift of 1% of their regular salary, with no one receiving less than \$500 or more than \$1,000. Seasonal / temporary employees are not eligible for this gift. The following criteria will be used to determine how a gift may be calculated:

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

Employees who work less than forty (40) hours per week shall receive a prorated gift based on their average weekly hours.

Adoption Assistance Policy

Lee University wishes to assist employees adopting a child by providing financial assistance. To be eligible for this benefit, the employee must be full-time and continuously employed 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, stepchild, or step-grandchild of the employee or the spouse of the employee.

Once the eligibility requirements have been met, the university will provide the following financial assistance:

Domestic adoption-related expenses will be reimbursed to a maximum of \$2,500 per adopted child. An international adoption or adoption of a child with special needs such as a permanent mental or physical disability, will qualify for an additional \$1,000 reimbursement per child. The additional benefit of \$1,000 is offered for either international or special needs; not both.

This policy is subject to be amended or terminated at any time. For additional information, employees should contact the Office of Human Resources.

Burgundy Bucks

Burgundy Bucks work just like cash - dollar for dollar. The Burgundy Bucks advantage is that meals are not taxed - saving employees money at all on-campus dining locations.

Employees can add money to their Lee University Identification Card via Sodexo's website or in-person at all on-campus dining locations. The funds do not expire. Unused funds will be refunded to the employee upon request

Personal Computer Purchase

A full-time employee who has completed six months of employment and who is interested in purchasing a computer through the university should make a request with documentation of the equipment to be purchased to the Office 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 their last pay period in May 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.

Personal computers may be purchased at the university's cost, plus sales tax. However, all ongoing support will be the responsibility of the employee. If an employee wishes to use their computer on campus and utilize the backbone for connecting to the Internet and campus-related file servers, the Information Technology staff can assist in the set-up and maintenance of the computer, provided enterprise hardware standards are followed.

Chapel Attendance

Chapel services are held each week on Tuesday and Thursday during the school year. All employees are encouraged to participate in chapel services by attending in person or participating via Livestream, subject to approval by supervisor.

Chapel services are held from 10:45 a.m. until 11:30 a.m. Offices may be closed during chapel times if employees are engaged in chapel services. Employees will be paid during the time they attend chapel services.

Prayer Requests

The Office of Campus Ministries gathers and shares prayer requests with the Lee University community every Friday afternoon. Employees may email prayer requests to campusministries@leeuniversity.edu by 8 a.m. on Friday morning.

Global Perspectives

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

- Meet the SACSCOC requirement (master's degree + 18 credit hours of graduate course work in the respective field) for college-level instruction; (if teaching a course for the trip)
- 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

Administrative and support staff without the required teaching credentials may help lead cross-cultural experiences with students. They can serve as trip directors and/or chaperones working with a faculty member qualified to teach the courses. The staff employee must have the approval of their supervisor and respective vice president to participate in the trip and therefore to be away from the office during 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 website in the *Faculty & Staff Propose a Trip* section.

Moving Expenses

Newly hired full-time administrative staff members requesting that the university pay relocation expenses must submit a written request to their supervisor who will forward the request to their sector vice president. Approval of the vice president is required prior to the university making commitment to pay or reimburse the employee's moving expenses.

This benefit is limited to the first \$3,000 of the reasonable costs of transporting the employee and their family to the new residence and of moving ordinary and customary household goods and personal effects.

In the event the university advances money for relocation expenses, all unsubstantiated and/or unspent amounts must be returned to the Office of Accounting Services. Employer funded moving expenses are considered a taxable fringe benefit, and the university is required to report all moving reimbursements to the Internal Revenue Service on the employee's Form W-2. Questions related to the taxability of moving and relocation expenses should be directed to the Office of Accounting Services at 614-8104.

Service Award

The university recognizes the value that employees lend to the experience of Lee; therefore, it provides a one-time service award to administrators and support staff (at the fulfillment of twenty (20) years of full-time service), and to faculty (at the fulfillment of twenty-five (25) years of full-time service).

Administrative and support staff who reach this milestone will be recognized at the Faculty and Staff Christmas event held in December. Faculty members will be recognized at the Spring Commencement of their twenty-fifth year.

Employees can only be recognized for one service award during their time of employment.

Staff Awards

The university also recognizes the value of peer-to-peer recognition; therefore, staff awards are given annually to distinguish administrative directors and support staff who exemplify service to the university. The university president, president's cabinet members and college deans are not eligible for staff awards. Eligible employees will be nominated by their colleagues in the following categories:

- Employees with 2-9 years of service
- Employees with 10+ years of service
- Administrative staff with 2+ years of service in their administrative role

Nominations for the three awards will be voted upon by all faculty, administrative and support staff in November, with recognition of the winners at the Faculty and Staff Christmas event held in December.

Support staff are eligible to receive one service award in each category during their time of employment.

Administrative staff are eligible to receive one staff award per category as a support staff member and one staff award as a member of the administrative staff.

Employee Wellness Program

The university supports an employee wellness program and encourages each member of the university family to take personal responsibility for their health and well-being. All employees working 20 or more hours per week are eligible to participate in the university's employee wellness program at no cost.

Program activities are planned to promote and encourage healthy lifestyles and to provide information that may help limit illness and promote a higher quality of life. Registration is available on the Portico website under Administrative Apps. To earn rewards, participants must complete a basic wellness assessment, attend program events, and reach fitness goals.

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, automobile insurance, and Individual Retirement Accounts (IRA). To obtain membership at either credit union, employees should visit the locations or websites below.

- Cleveland/Bradley County Teachers Federal Credit Union
420 Central Ave. NW
Cleveland, TN 37311
www.cbctfcu.com
- Pathway Credit Union
2751 Ralph Buckner Blvd. NE.
Cleveland, TN 37311
www.pathwaycredit.com

Purchase Discounts

Lee University employees are eligible to receive purchase discounts at auxiliary enterprises such as food service and the campus bookstore as follows:

- Follette Campus Bookstore – 10% Discount
- Deacon Jones Dining Hall – discounted meal prices

Campus Security

Lee University Campus Security is a non-law enforcement entity tasked with the safety and security of all persons on university property. Several officers are trained and armed and will conduct their duties on campus while armed with firearms and other less lethal tools. All other Campus Security officers are trained and unarmed and will conduct similar responsibilities.

Campus Security officers respond to varied emergency situations including, but not limited to, reports of fire or smoke, medical emergencies, suspicious persons, and safety concerns voiced by the campus community. Additionally, Campus Security officers take reports requiring documentation such as injury or theft. Campus Security officers also act as a liaison with the local state and federal law enforcement and local emergency services as needed.

Services provided by the Department of Campus Security are:

- Routine patrol of campus
- Unlock and lock of buildings and classrooms
- Safety rides for anyone who may be injured, incapacitated, or concerned for their wellbeing
- Assist with flat tires and vehicle battery boosts
- Assist with students and staff with identification card creation
- Motor Vehicle Registration
- Lost and Found
- CampusRide Bus transportation

Campus Security officers complete annual training in areas such as first aid/CPR, investigations, critical incident response, firearms, less lethal munitions, tactical medicine, and use of force procedures. Staff in the office have been trained to monitor security cameras and the LiveSafe app on campus and can alert Campus Security officers of potential threats to the campus community. For more information, employees should contact Campus Security at 423-303-4444.

Campus Recreation Complex

Lee University provides employees opportunities to improve their health and well-being through the services and facilities offered at the Campus Recreation Complex and the DeVos Recreation Center.

The Campus Recreation Complex consists of the DeVos Student Recreation Center, the DeVos Tennis Center, and outdoor volleyball and basketball courts. The DeVos Recreation Center houses a full-size basketball court, racquetball courts, group fitness studios and weight room. Additional facilities included in the Campus Recreation Complex are the Carroll Court Field, Operations Field, Souther Field, and Mayfield Annex Gym.

Annual memberships are free to employees, employee spouses and employee children under the age of 18 with the completion of the Annual Membership Form and a valid Lee University ID.

Programs Include:

- **Fitness Classes:** Employees and eligible members can register for group fitness classes and personal training through IMLeagues or the LeeU Rec app. Full class schedules, fees, and policies can be found online or on the app.
- **Outdoor Programs:** Employees are eligible to rent available outdoor equipment through the DeVos Recreation Center front desk. Academic classes have first priority, but any remaining unused equipment is available for member use.
- **Intramural Sports:** Employees are eligible to participate in all Intramural events by registering through IMLeagues or the LeeU Rec app. Applicable fees and rules outlined in IMSports handbook apply to all participants.
- **Club Sports:** Employees are eligible to participate in club sports when allowed by the club constitution and/or the respective governing bodies. These are student organizations and rules for participation vary from club to club.

For more information about memberships, programs, and the LeeU Rec App please contact the Office of Campus Recreation at campusrecreation@leeuniversity.edu.

Health Clinic

The Lee University Health Clinic provides on-campus health care services to employees of the university. The clinic does not accept or file medical insurance. The clinic provides limited treatment for acute illnesses and offers first aid and blood pressure checks. Individuals with chronic conditions that require on-going care will be referred to a private physician.

After being examined by the nurse, employees can schedule an appointment to see the attending physician. When the physician is present, health clinic staff can administer allergy injections and laboratory tests ordered by the physician. These tests may be administered at a reduced cost. Flu vaccines are offered each fall for a minimal charge.

The Office of Racial & Ethnic Relations

The Office of Racial and Ethnic Relations (R&ER) is available to all employees, students and alumni of racially, ethnically, and internationally diverse backgrounds to know they are valued members of the Lee University community.

The mission of R&ER is based on the Scriptural principles that:

- Each human being is created in God's image.
- The kingdom of God includes and values people from diverse backgrounds.
- God calls for the just treatment of all people.

R&ER offers assistance to employees, students, and alumni from racially, ethnically, and internationally diverse backgrounds with their concerns, while advocating for the university's development in racial and ethnic relations (e.g., strategic concerns, governance, human resources, curricular enhancements, constituent relations, student recruitment and retention, student services).

This office encourages and models an incorporated mindset consistently working with all employees to provide a complete, integrated approach to racial relations.

Employees should contact the Office of Racial and Ethnic Relations at 423-614-8238 for more information.

Statement of Beliefs Concerning Human Sexuality and Gender

Overview

As a Christ-centered institution under the auspices of the Church of God denomination, Lee University's beliefs concerning human sexuality and gender¹ arise from contexts and commitments seen as timeless truths written in God's Word, the Bible. First of all, and of highest importance to us, the Bible is God's revelation to His people for the purpose of knowing His will in all areas of life; it is not silent on human sexuality, it is our primary guide. In addition, the standards of the Church of God (located in Cleveland, TN), which gave birth to Lee in the early 1900s, are found in its established doctrines and in its *Declaration of Faith*; the university and the denomination align on issues of faith and practice. Lee is also guided by a nearly 2000-year-old consistent history of scriptural interpretation by the Christian church.

In alignment with the Word of God, Lee University acknowledges that God created humans as male and female in His image (Genesis 1:26-27); He himself called what He made "very good" (Genesis 1:31). Thus, Lee University recognizes that all people have inherent value and dignity and that all are loved by God without condition. Genesis declares biological and physiological distinctions between the two sexes are integral to God's created order for humanity. We profess that humans are sexual beings and that sex, within the guidance set forth in Scripture, is good. We celebrate sexuality as God's gift to humanity that fulfills the directive to be fruitful and multiply (Genesis 1:28) and provides intimacy and pleasure. As a Christ-centered community, we view human sexuality as one part of God's plan for human flourishing on earth (Psalm 19:7-14). Since an essential aspect of our educational task at Lee University is to nurture students to understand God's intentions as outlined in His Word, discussion about sexuality and gender is framed within a specific context of Christian development and living. All administration, faculty and staff play a vital role in establishing our Christian community and actively reinforcing scripture with students as part of their duties.

One may ask: If gender and sexuality are gifts from our Creator, why are there limits to their expression? A biblical response lies in the account of the fall of humans (the Fall) into sin (Genesis 3) where God's perfect order and creation are distorted by human choices. As Christians, we recognize that the Fall affected the natural and intended order of everything that came after it. Rather than embrace and celebrate God-designed differences between the two sexes, male and female, the Fall has caused humans to reject these differences, and even seek to identify as a gender other than the one rooted in biology at conception. The act of sex itself can also be used to include forbidden same sex sexual relations. Further, due to the Fall, sex can be used as an instrument of power, abusing another person for one's selfish desires. As people made in the image of God, humans are worthy of respect and love, and should never be devalued and reduced to sexual objects.

Lee University recognizes that engaging questions about sexuality and gender is an important part of students' development. To this end, we work to provide opportunities for conversations on these issues. Further, we acknowledge that the university's position as outlined in this statement may raise challenges for those who experience same-sex attraction or have questions about their gender/sexuality.

¹ For purposes of this Statement, we use the word "gender" to refer to a person's biological sex, which is determined by a person's genetics and physiology. We recognize that "gender" may be used in a variety of ways in our current culture, but that is not the focus of our statements here.

- As stated in Lee University's [Community Covenant](#), we commit to treating each person with respect and dignity regardless of any differences of belief on this subject. Jesus Christ is our model who consistently loved all people with a balance of grace and truth. Therefore, we commit to loving one another in like manner, while respecting and upholding the biblical design for gender and sexuality.
- We believe that Christian communities should offer kindness to those who experience same-sex attraction or identify with a gender other than their biological sex; thus, any form of harassment will not be tolerated at Lee University.
 - Sexual harassment is not tolerated.
 - Harassment is not tolerated.
- We commit to engaging in discussion of topics such as sexuality, same-sex sexual behavior, same-sex attraction, sexual orientation, sexual identity, and gender identity with grace and humility, always directing each other toward God's grace and truth in this fallen world.
- We commit to hold students accountable for disregarding the sexual limits of Scripture, yet we will also work with them to support repentance as well as restoration in their relationship with Christ and others. Every year, Lee University welcomes students from a diverse set of backgrounds and life experiences who choose Lee for, among many reasons, our unique religious tradition and environment. Our students are our "mission field." And those with questions about their sexuality and gender identity will find at Lee a community of faculty, staff, and students willing to walk with them in love as they seek answers. Our approach to such students will be to consistently and compassionately explain God's biblical standard for human sexuality and gender as outlined in this Statement of Beliefs.
- Students wanting resources to help process the relationship and experiences of faith and sexuality may choose several options on the Lee University campus, including but not limited to the following: 1) the [Lee University Counseling Center](#); 2) the Health Clinic and 3) the Campus Ministries Office.
- We commit to upholding the values of a Christ-centered community, asking students to adhere to the Community Covenant and policies as set forth in this Statement of Belief and the Student Handbook in order to benefit the entire institution.
- Similarly, administration, faculty, and staff will abide by the behavior expectations as set forth in this Statement of Beliefs, the Declaration of Faith, and their respective [handbooks](#). All administration, faculty, and staff, share an obligation to model and support the expectations of our Christ-centered community.

All expectations for the Lee University Board, Administration, Faculty, Staff, and Students (the Lee University Community) are rooted in the below biblical/theological understanding; the policies related to them are ultimately interpreted by the Lee University Cabinet.

Theology and Policy Implications

I. Lee University believes that God created humans in His image as male and female.

This belief stems from the description of creation in Genesis 1:27:

“So God created humankind in his image,
in the image of God he created them;
male and female he created them” (NRSV).

God’s design is not accidental; males and females are specific, and complement each other physically, emotionally, and spiritually in order to fulfill God’s commission for them; “be fruitful and multiply,” (Genesis 1:28). Males and females bear God’s image (Genesis 1:27), equal in personhood. Therefore, despite current cultural suggestions that gender is a mental or cultural construct that may be removed from bodily or biological considerations, we believe gender is determined by one’s body.² One’s biological sex should be understood as binary—male or female, as God created them. Therefore, humans do not have an ability, or observed right, to choose a gender; it is chosen for them by their Creator, who knit them together in their mother’s womb as a biological male or female (Psalm 139; Gen. 1:27).

II. Lee University believes that God created humans as male and female for the purpose of procreation, cooperation, companionship, and pleasure.

In Genesis it is evident that male and female were blessed by God to unite for a central purpose of sexual intercourse in order to procreate.³ “God blessed them and said to them, ‘Be fruitful and multiply!’” (Genesis 1:28 NRSV). Genesis 2 provides a clarification of this union when it describes God making the woman from the side of the man: “Therefore a man leaves his father and his mother and clings to his wife, and they shall become one flesh” (Genesis 2:24 NRSV). They unite physically in order to generate offspring who will help to take care of God’s earth as well as form a covenant people through whom God will bless the whole world (Genesis 12:1-3).

We believe that God’s intention in marriage is the union between one man and one woman so that God’s purpose of procreation may be fulfilled; it is also in alignment with God’s plan that humans should not be alone (Genesis 2:18; 1 Corinthians 11:9). Marriage is, therefore, more than a contractual agreement that can be entered into by persons of either gender. It is a covenant between a male and female that is witnessed by God (Malachi 2:14). The Scriptures mention the covenant love between a husband and wife several times. Therefore, we conclude that unions blessed by God are solely those between one man and one woman and do not include those of same-sex because such unions, even if they may be legal, are not the unions as described by God.

III. Lee University believes that our bodies are the temple of the Holy Spirit and that Christians are responsible to their faith community for sexual behavior.

² W. Ross Hastings, *Theological Ethics: The Moral Life of the Gospel in Contemporary Context* (Grand Rapids: Zondervan, 2021), 167.

³ Procreation is not the only purpose for sexuality, but it is a central one referenced in the Bible.

For Christians, sexual behavior impacts the body of Christ and in particular the local faith community of which we are a part. Sex is a gift from God, but like any gift it can be abused or misused. Instead of being vulgar or disrespectful to describe sex, as is common in culture, the biblical phrase most used to imply sexual relationships that are within God's parameters is "to know" (Genesis 4:1).⁴ It is not merely an intellectual understanding of the other person but a knowledge based on experience.

In Scripture, the Apostle Paul encourages the Corinthians to see that how they behave sexually affects their union with Christ and His community: "glorify God in your body" (1 Corinthians 6:20 NRSV). A common cultural narrative says that what I do in my sex life is a private, individual matter; however, we believe that followers of Christ are called to be accountable for their sexual choices and behaviors. Being followers of Christ means that there are some activities and behaviors that remain off-limits to us because they are prohibited by Scripture. While the local church and Lee University may not monitor sexual behavior, once it has become public knowledge that someone has erred, the church and/or Christian institution (such as Lee University) seeks to address the individual/s involved so as to foster repentance and restoration.

Christians view prohibitions concerning sexual acts in Scripture as important directives from the Creator and the Covenant God to His people for how best to live their lives. Such prohibitions include sexual activity outside of the marriage covenant between a man and a woman such as extra marital sex, or sexual immorality [πορνεία *porneia*] (1 Corinthians 6:13; Ephesians 5:3; Colossians 3:5-6); same-sex relations and behaviors (Leviticus 18:22; Romans 1:26-27; 1 Corinthians 6:9-11); incest and lewdness. Violent behaviors related to sexuality are prohibited (Galatians 5:19-21), as is prostitution (the selling or bartering of one's sexual being for money or profit) and pornography.

We also believe that expressing love for others is important in this educational community; yet we should always exercise care in such behaviors in order to honor Christ and each other. The limits on sexual activity as prescribed in scripture are for God's purposes *and* human benefit. Christians can support displays of love for one another in public, mindful that 1) Displays of affection can be healthy but may also be taken too far by married and unmarried couples and therefore should be considered by the couples involved in order to honor Christ; 2) cultural and personal backgrounds may influence what is considered acceptable or non-acceptable within a diverse community such as ours; therefore, we should live with awareness and act with wisdom.

Conclusion

Living in a Christ-centered community requires humans to consider aspects of their individual lives that affect others. As an institution of Christian higher learning, we aim to focus the attention of the minds and lives of our Lee University Community on how we honor God and each other, and how we develop a definition of human flourishing for the work that God has called us each to do (Ephesians 2:10). In this way, we believe Christian higher education is more than an exchange of information; it is learning a way of life while in a community dedicated both to Christ and His cause in the world.

⁴ The Hebrew word *yada'* can refer to intimate knowledge as one would have in sexual intercourse. For example, "Adam knew Eve his wife" and she bore a son (Gen 4:1). See "*yada*" (848) in *Theological Wordbook of the Old Testament*, 2 vols., ed. R. Laird Harris, Gleason Archer, Jr., and Bruce Waltke (Chicago: Moody Press, 1980), I:366.

Learning about the Creator's gift of gender—male and female as an image of God—is a vital aspect of a student's education at Lee. Learning God's rationale for biblical limits on sexual behavior is one essential part of an overall education at this university. Learning how to live as sexual beings in a community with many different understandings of what might be appropriate is necessary for navigation in the modern world as Christians. It is to this task that we all agree, evidenced by the Lee University policy and to which students agree, when signing the [Community Covenant](#).

When it comes to sexuality, the Lee University Community is committed to treating everyone with respect, loving each other as Christ loves us, and holding ourselves accountable that we might honor Christ, who is at the center of our community.