CONCORDIA UNIVERSITY
NEBRASKA

PROFESSIONAL/TECHNICAL
AND
SUPPORT STAFF

EMPLOYEE HANDBOOK

September 2014
President’s Message

Dear Colleague in Ministry:

The mission of Concordia University, Nebraska (CUNE) is: to equip students to learn, serve and lead in church and world. To fulfill that mission, Concordia needs the talents, abilities, ideas, energy and enthusiasm of all members of the staff.

You are an important member of the Concordia community and are a valued member of CUNE’s Professional/Technical and Support Staff. The contributions you make to help CUNE attain its vision and achieve its goals are significant and vital to the wellbeing of our students’ growth and development.

This Handbook performs an important function in unifying our efforts and in providing essential information regarding policies that impact both your work and non-work hours. Its purpose is to inform you of the current policies and procedures for members of CUNE’s Professional/Technical and Support Staff. The Handbook exists so that reason, fairness and equity might prevail.

It is my hope and prayer that you will always view your employment at Concordia University, Nebraska as sharing in the important task of equipping students to develop and live out lives of servant leadership in the church and the world. As we work and serve together may the Lord use us to accomplish His will, to expand His kingdom and to live and proclaim the Gospel of Jesus Christ, the Savior and Lord of all.

Brian L. Friedrich
President and Chief Executive Officer
Welcome to Concordia University!

Welcome to Concordia University, Nebraska (CUNE). We are happy to have you as a new member of our campus community!

CUNE is an excellent academic community dedicated to quality Christian higher education. Founded in 1894, CUNE educates more than 2,100 students on campuses in Seward and Lincoln, at additional sites across Nebraska and online.

CUNE is a member institution of the Concordia University System (CUS) that operates under the auspices of LCMS. The LCMS places responsibility for the overall governance of the institution in the hands of a Board of Regents, in part elected by the LCMS in convention, in part elected by the Nebraska District of the LCMS in convention, and the remainder selected by the elected board members. The executive officer of the Board and the “chief spiritual, academic and administrative head” of CUNE is the President. The President, with the approval of the Board, establishes and appoints administrative officers who make up the Cabinet. Faculty are charged with the core institutional task of instruction; in addition, as a group, the Faculty is responsible for the formulation of institutional academic policies. Professional/Technical Staff are those in non-instructional positions in CUNE who have managerial and administrative responsibilities. Support Staff provide a wide range of services. CUNE also contracts with several campus partners such as: Aramark for custodial, maintenance, and grounds services; Chartwells for food service; and IKON for mail and copy room service. Finally, CUNE community includes students, for whom the entire enterprise exits.

Our Mission:
Concordia University, Nebraska is an excellent academic and Christ-centered community equipping men and women for lives of learning, service and leadership in the church and world.

Our Vision:
By 2015 CUNE will grow and expand its influence to diverse populations by fostering collaboration and adapting to our changing environment while remaining faithful to our mission of excellent Christian education.

Our Values:

Christ-Centered Learning Environment
Demonstrating our commitment to one another in love by nurturing mind, body, soul and spirit through faith in Jesus Christ, our Savior and Lord.

Excellence
Striving for the highest levels of performance and integrity in all that we do, in doing so achieving a reputation of excellence.

Service
Understanding and satisfying the needs of those we serve with integrity.

Partnerships
Recognizing the inherent strength of shared objectives and working in deliberate ways to fulfill our vision.

A Spirit of Community
Humbly acknowledging and celebrating, the influence and presence of the Holy Spirit in and on the lives and collective accomplishments that unites us as members of the Concordia family.
The *Professional/Technical and Support Staff Employee Handbook*

The information presented in this handbook is intended to be a guide and general summary of University policies and practices used in the day-to-day operation of CUNE. This handbook includes policies and practices pertinent to employment law, benefits and employment procedures.

Because no two-employment situations are ever exactly alike, University policies must have some flexibility. There are times when rigid policies can be as unfair as no policies at all. Because CUNE seeks to treat employees fairly, it may modify policies summarized here on occasion when it determines that the circumstances warrant special consideration.

Concordia reserves the right, at any time, to modify, rescind, or supplement any or all of the policies, procedures or benefits described in this Handbook. No such modifications, however, shall change the at-will nature of your employment at CUNE.

As your employer we also reserve the right to change wages, change or eliminate benefits as well as be able to change or terminate any particular employment relationship at will, at any time, with or without cause.

As CUNE employees, you have a responsibility to read this handbook and abide by the guidelines and general principals presented in this handbook. If you need further clarification or interpretation, please contact the Human Resource department (HR) for assistance.

To the extent that any policy may conflict with federal, state or local laws, the organization will abide by the applicable federal, state or local law.

It is the general responsibility of all supervisors to administrate these guidelines and policies. Should complaints and differences arise, employees should address them initially with their supervisors. If the issue cannot be resolved, the Director of HR should be consulted.

This handbook is *not* intended to administrate Faculty. However, Faculty may make use of this handbook if they serve in an administrative/supervisor capacity to professional/technical and support staff.

This handbook is *not* a contract of employment. Nothing contained in this handbook or any other statements of University philosophy, including oral statements, should be considered as promise of continuing employment. Rather, both CUNE and the employee are free to terminate the employment relationship at any time for any or no reason.
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1. Work Regulations

1.1 Equal Employment Opportunity
You have been selected as an employee based on an available position; your experience, skills, references, personal interview; and your stated desire to do a good job. Your position is summarized in a position description provided to you. You have been selected because you are qualified and have the ability to learn and perform the job to which you have been assigned.

CUNE strives to provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal opportunity rules, regulations and governing bodies.

If any employee or applicant for employment believes he or she has been discriminated against, you must bring the matter to CUNE’s attention by following the Complaint Procedure set forth in section 1.3.3 below.

1.2 Non-Discrimination
CUNE will not discriminate against or harass any applicant or employee in our hiring, compensating, promoting, or terminating practices because of race, color, national or ethnic origin, disability, age or sex (except where ministerial positions are required), veteran status, marital status, pregnancy, or genetic information. However, as an entity of the LCMS, we are exempt from the provision of the Civil Rights Act of 1964, which forbids discrimination in employment based on religion; therefore we retain the right to give preference in hiring persons who are Christian, and/or members in good standing of LCMS congregations.

Preference in holding certain employment positions is given to ordained or commissioned ministers of LCMS. The LCMS upholds the doctrinal belief that women may not serve as ordained ministers. Therefore, women will not be considered for such positions.

1.3 Harassment
As we work in ministry, it is important that all employees work as a team, so that the rights and interests of both the organization and the employees are honored. This is more critical for institutions associated with the church, where any failure to maintain high standards of behavior may affect the church body as a whole. It is for this reason that rules of conduct have been established; it is your responsibility to know and follow them both on- and off-duty. Common sense, good judgment and acceptable personal behavior on the part of all employees is expected.

1.3.1 Unlawful Harassment
CUNE is committed to offering employment opportunity based on ability and performance, in a productive climate, free of unlawful discrimination and harassment. Accordingly, unlawful harassment of any kind by supervisors or co-workers will not be tolerated. In addition, CUNE will protect employees, to the extent possible, from reported unlawful harassment by students and other non-employees in the workplace.

1.3.2 Zero Tolerance for Unlawful Harassment
Harassment because of a person’s race, color, age, sex, national origin, marital status, or disability has been defined by federal and state courts and agencies as a form of unlawful discrimination. Unlawful harassment exists when:

- Supervisors or managers make submission to such conduct either an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention);
Section 1: Work Regulations

- Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignments, etc.

- Unlawful harassment may also exist when co-workers (or non-employees, such as students or vendors) engage in such conduct, when the conduct unreasonably interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.

Examples of unlawful harassment include, but are not limited to: unwelcome sexual flirtations (by members of the same or opposite sex), advances or propositions, unnecessary or unwelcome touching, graphic or verbal comments regarding a person’s body, sexually or racially degrading terms or language, explicit or offensive jokes, verbal abuse because of a person’s race, color, age, sex, national origin, marital status, or disability, or any other conduct that has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive work environment.

1.3.3 Complaint Procedure

Any employee or applicant who feels that he or she is being harassed by another employee, supervisor or any other person because of his or her race, color, age, sex, national origin, marital status, or disability must immediately bring the incident to the attention of the Connie Butler, Director of HR, who may be reached at 402-643-7332.

If that would prove to be uncomfortable or if the employee/applicant is not satisfied with the handling of the complaint, he or she must promptly bring the matter to the attention of Dave Kumm, the Executive Vice President/CFO/COO, who may be reached at 402-643-7380.

Employees and applicants who are still are not satisfied or would feel more comfortable lodging their complaint with someone else must promptly contact Dr. Jenny Mueller Roebke, the Provost, who may be reached at 402-643-7364.

1.3.4 Investigative Process and Remedial Action

CUNE will promptly and impartially investigate all allegations of discrimination and harassment. Although complete confidentiality cannot occur given our obligation to investigate, all such allegations will be kept confidential to the extent possible. Upon the conclusion of the investigation CUNE will take appropriate corrective action if warranted. Violations of CUNE Unlawful Harassment Policy may result in disciplinary action, up to and including termination of employment.

1.3.5 Protection against Retaliation

Under no circumstances will a supervisor, co-worker or student be allowed to threaten or retaliate against an employee or applicant who in good faith alleges unlawful harassment or against any individual who has participated in the investigatory process. Employees who believe they have been retaliated against in violation of this policy must bring the matter to CUNE’s attention by following the Complaint Procedure set forth in Section 1.3.3 above. Violations of this prohibition against retaliation may result in disciplinary action, up to and including termination of employment.

1.3.6 Training

CUNE provides on-going opportunities for Unlawful Harassment training. Training may occur through varying venues. Typically, every other year, legal counsel is invited to conduct on campus training. At other times, employees may be invited to complete online training through approved third party resources. Training is recorded. On occasion, situations may warrant immediate training
Section 1: Work Regulations

opportunities where CUNE wants to ensure that employees have clear information on unlawful harassment. Please see Attachment I for training options through United Educators.

1.4 Consensual Relations between Faculty/Staff and Students
Consensual romantic relationships between employees (including faculty and staff) and students with whom they also have an academic supervisory or evaluative relationship or between an employee and his or her subordinate, is fraught with the potential for exploitation and may compromise CUNE’s ability to enforce its policy against sexual harassment. Employees must be mindful that the authority that they exercise in their interactions with students and subordinates may affect the decision of a student or a subordinate to enter into or end a romantic relationship. Even when both parties initially have consented, the development of a relationship renders both the employee and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students, athletic staff members and student athletes or supervisors and subordinates.

In their relationships with students and subordinates faculty, staff and supervisors are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual or romantic relationship exists effective steps should be taken to ensure unbiased evaluation or supervision of the student or subordinate.

These types of relationships are reviewed in light of LCMS and CUNE workplace rules. (See section 1.17 Morals Clause). Sexual relationships outside of marriage are expressly forbidden and may result in disciplinary action up to and including termination of employment by CUNE.

1.5 Title IX Compliance
CUNE prohibits discrimination based on gender in educational programs and activities.

Additionally, CUNE employees must report anything they hear, become aware, or witness that might be considered Sexual Misconduct involving a student, on campus or off campus, to the Title IX Coordinator.

The Title IX Coordinator at CUNE is Dina Critel-Rathje, Director of Counseling Services and can be reached by email: dina.critel-rathje@cune.edu, or keepsafe@cune.edu, or by phone: 402-643-7396.

Forms to report such information are available on the CUNE portal (Office Life tab, Campus Security and Safety Channel.)

Sexual misconduct as defined by the Office of Civil Rights (OCR) can be anything from saying words that may be deemed inappropriate up to and including rape. All employees have a duty to report, unless the Title IX Coordinator has informed you otherwise. The Title IX Coordinator will receive the report and then assign the case to a team of individuals that has been trained to investigate.

Title IX prohibits retaliation for filing an OCR complaint or for advocating for a right protected by Title IX. If you wish to file a complaint, please use the Complaint Procedure set forth in section 1.3.3 above.

1.5.1 Violence Against Women Reauthorization Act (VAWA)
CUNE prohibits acts of violence, including offenses of domestic violence, dating violence, sexual assault, and stalking. CUNE will make training available to its staff and faculty, as well as all students. The following definitions are provided to support you in the education process.
Section 1: Work Regulations

Domestic Abuse/Violence is defined as any of the following engaged in by an adult person against his or her spouse, former spouse, someone who they are dating or have dated or against an adult with whom the person has a child in common:

- Intentional infliction of physical pain, physical injury or illness, or impairment of physical condition.
- Attempting to cause or cause bodily injury with or without a deadly weapon.
- Causing another to fear bodily injury.
- Engaging in sexual contact or sexual penetration without consent as defined in NE 28-318.

Dating Violence is defined as a pattern of abusive behaviors (physical, verbal, and/or emotional) used to exert power and control over a dating partner.

- Physical Abuse: Any intentional use of physical force with the intent to cause fear or injury (e.g. hitting, shoving, strangling, or using a weapon).
- Verbal or Emotional Abuse: Non-physical behaviors such as threats, insults, constant monitoring, humiliation, or intimidation.
- Sexual Abuse: Any action that impacts a person’s ability to control her/his sexual activity including rape and/or coercion.
- Digital Media Abuse: Use of technology and/or social media networking to intimidate, harass or threaten a current or ex-dating partner. This includes checking cell phones, cyber bullying, sexting or threatening by social media communication.

Stalking is defined by the State of Nebraska as a series of acts carried out over time, however short, that show a continuity of purpose, with the purpose to injure, terrify, threaten or intimidate the victim. These acts may include any of the following:

- Maintaining a visual or physical proximity to the victim, approaching, confronting or following the victim.
- Appearing at the victim’s workplace or contacting the victim’s employer or coworkers.
- Appearing at the victim’s home or residence hall room.
- Entering property occupied by the victim.
- Contacting the victim by telephone regardless of whether a conversation ensues or communicating through electronic means, (e.g. social networks).
- Photographing, video/audio taping without permission.
- Placing or delivering an object to a victim.

CUNE has adopted student discipline procedures notifying purported victims of their rights and created institutional policies to address and prevent campus sexual violence. (Student Handbook – Title IX procedures, page 39)

CUNE also offers training to new students and new employees to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, as well as what bystanders should do if they become aware of such situations.

CUNE encourages faculty, staff and students to use the following email address: KeepSafe@cune.edu if they have questions relating to Title IX, VAWA, SaVE related student or faculty/staff concerns. This email address is monitored by the Title IX Coordinator.
Section 1: Work Regulations

Information pertaining to faculty/staff is forwarded to the HR Director.

Additional Resources:
- **Attachment F**: Resources for VAWA
- visit notalone.gov
- United Educators Training Resources **Attachment I**

1.6 Reporting Suspected Child Abuse

1.6.1 Report Suspected Child Abuse

CUNE is committed to protecting the safety and welfare of children who come into contact with CUNE community.

Nebraska statutes require any person to report child abuse and neglect, including sexual assault, to law enforcement or the Department of Health and Human Services (DHHS). Law enforcement is required to notify DHHS on incidents reported to them.

CUNE has designated the Director of HR to receive such reports of suspected child abuse or neglect from employees of the institution.

Any individual who in good faith makes or participates in making a report of suspected child abuse or neglect is immune from civil liability or criminal prosecution and is protected from any university reprisal that might otherwise result from compliance with the reporting laws or policies. Any employee who fails to report suspected child abuse or neglect in violation of university policies or procedures may face discipline.

In Summary: If you suspect child abuse or neglect,
1) you must report it,
2) you should give as much information about the circumstances as possible,
3) you are immune from liability from any civil or criminal liability if reported in good faith, and
4) if you know of abuse but are not reporting it, you are breaking the law.

For training on Protecting Children from Sexual Misconduct, please see **Attachment I**.

1.6.2 Local Law Enforcement Agencies

<table>
<thead>
<tr>
<th>Seward Police Department</th>
<th>Nebraska State Patrol</th>
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<tbody>
<tr>
<td>402-471-4545</td>
<td>402-643-3002</td>
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<table>
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<tr>
<th>Seward County Sheriff’s Office</th>
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<tr>
<td>402-643-4578</td>
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1.7 Americans with Disabilities Act

CUNE recruits and hires employees based on their ability to do a job, not their disabilities. Our end goal is to hire the best qualified individual for our positions. CUNE will make every effort to make position advertisements and position applications accessible to persons with disabilities. In addition we will also make all reasonable accommodations to facilitate access to any location where it conducts interviews for person with disabilities. Our interview questions will be designed to determine the applicant’s ability to perform the job.
Section 1: Work Regulations

CUNE is committed to protecting the rights provided to individuals with disabilities by the ADA. Accordingly, it will in no way retaliate against anyone who asserts the rights provided by the ADA or any state human rights law. CUNE desires to make its facilities accessible to anyone with disabilities. If the employee is aware of areas or services in and around CUNE that are not accessible to persons with disabilities, please contact HR.

Service animals accompanying persons with disabilities are welcome at CUNE. The service animal should remain with the person it is assisting at all times. If an employee is serving someone who is assisted by a service animal, please be aware that the service animal is not a pet and should not be treated as a pet. Please make every attempt not to separate the service animal from the person whom the service animal is assisting. (See section 17.5 Service Animals)

1.8 Genetic Information Nondiscrimination Act (GINA) of 2008
CUNE complies with all applicable provisions of GINA and, among other things, prohibits the use of genetic information with respect to the terms and conditions of employment.

Employees who believe they have been discriminated against on the basis of genetic information must follow the Complaint Procedure found in Section 1.3.3. above.

1.9 Nursing Mothers
CUNE provides reasonable break times for employees to express breast milk. In addition, CUNE provides a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Employees are permitted to breast feed their children in any public or private location where the mother is otherwise authorized to be. If this applies to you, please consult with HR prior to your need of a location, so that a solution may be found to accommodate your needs.

1.10 Whistle Blower Policy
CUNE requires Regents, officers, faculty, staff and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

Faculty, staff and representatives of CUNE must practice honesty and integrity in fulfilling their responsibilities and comply with ALL applicable laws and regulations. In addition, biblical admonitions in Matthew 18 and 1 Corinthians 6 should under grid and support the application and execution of this policy.

The objectives of a whistle blower policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or auditing matters by Regents, faculty, staff, officers, and other stakeholders of CUNE, on a confidential basis.
- The receipt, retention, and treatment of complaints received by CUNE regarding accounting, internal controls, and auditing matters.
- The protection of Regents, faculty, staff, officers, volunteers, and other stakeholders reporting concerns from retaliatory actions.

1.10.1 Reporting Responsibilities
It is the responsibility of all Regents, officers, faculty, staff and volunteers to report: (a) fraud or suspected fraud involving CUNE; (b) violations or suspected violations of University policy; (c) violations or suspected violations of applicable accounting or audit standards; and (d) violations or suspected violations of laws or regulations applicable to CUNE. Such items are referred to in this policy as a “violation.”
1.10.2 No Retaliation
No Regent, officer or faculty or staff member or volunteer who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence as a result of such reporting. A faculty or staff member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

1.10.3 Reporting Violations
This policy encourages faculty and staff members to share their questions, concerns, suggestions or complaints with the person or persons who can address them properly. In most cases, a faculty or staff member’s supervisor is in the best position to address an area of concern. However, if the violation involves a supervisor, if speaking to a supervisor is not comfortable or if the supervisor does not offer a satisfactory response, the concern should be shared with HR, the appropriate Vice President, or the President.

Supervisors and others receiving a report of a violation will immediately relay the report to the President, who will confer with legal counsel as necessary, take any immediate action required to protect the interests of CUNE, and forward the report to the Board of Regents’ Audit and Insurance Committee. In the event the violation involves the President, the supervisor will immediately relay the report to a member of the Board of Regents, who shall immediately notify the current chair of the Audit and Insurance Committee.

1.10.4 Handling of Reported Violations
The Audit and Insurance Committee will address all reported violations. The Chair of the Committee will immediately notify the Committee members, the President and Chief Financial Officer (CFO) of CUNE of any such report to the extent these individuals are not implicated in the reported violation. All reported violations will be promptly investigated by the Committee and appropriate corrective action will be taken or recommended to the Board of Regents. To the extent the reported violation involves fraud or suspected fraud, CUNE’s fraud policy shall apply.

1.10.5 Acting in Good Faith
Anyone reporting a violation must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation as defined in this policy. Any unfounded allegations which are made maliciously or with a reckless disregard for the truth will be grounds for disciplinary action.

1.10.6 Confidentiality
Reports of violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations and the information gathered as a result of investigating a violation will be held confidential to the extent possible. Investigation information and results will not be disclosed to other persons inside or outside CUNE except: (a) as required by legal process duly served upon CUNE; (b) as reasonably required to conduct and resolve the investigation and protect the interests of CUNE; and (c) as necessary to pursue court proceedings or provide information and assistance to law enforcement and government agencies. Unauthorized disclosure of such information will be grounds for disciplinary action.

(The above policy was adapted from the sample whistleblower protection policy provided by the National Council of Nonprofit Associations. The original policy is available at www.ncna.org.)
1.11 Fraud Policy

1.11.1 Background
CUNE’s fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against CUNE. This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with CUNE. Any investigative activity required will be conducted without regard to the suspected wrongdoer’s length of service, position/title, or relationship to CUNE.

1.11.2 Policy
CUNE’s administration is responsible for the detection and prevention of fraud. For purposes of this policy, fraud is defined as the intentional, false representation, or concealment of material facts for the purpose of inducing another to act upon it to his/her injury. Fraud includes misappropriations, irregularities in bookkeeping and recordkeeping, and also includes, but is not limited to such acts as:

- Theft, embezzlement, or other misappropriations of assets
- Intentional misstatements in CUNE’s records, including accounting records or financial statements or of program accomplishments
- Authorizing or receiving payments for goods not received or services not performed
- Authorizing or receiving payments for hours not worked
- Forgery or alteration of documents, including checks, timesheets, contracts, purchase orders, receiving reports, etc.

Any incident of fraud or potential fraud that is detected or suspected is to be reported immediately to a supervisor, HR, President, and/or the Audit and Insurance Committee as set forth in the Reporting Procedures below.

1.11.3 Investigation Responsibilities
The Audit and Insurance Committee has the primary responsibility for the investigation of all incidents of suspected fraud as defined in this policy. If the investigation substantiates that fraudulent activities have occurred, the Audit and Insurance Committee will issue reports to appropriate designated personnel and the Board. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the Audit Committee in conjunction with legal counsel, the President, and appropriate members of the administration, as will final decisions on disposition of the case.

1.11.4 Confidentiality
The Audit Committee will hold confidential to the extent possible all information and documents gathered or received as part of its investigation. Investigation information and results will not be disclosed to other persons inside or outside CUNE except: (a) as required by legal process duly served upon CUNE; (b) as reasonably required to conduct and resolve the investigation and protect the interests of CUNE; and (c) as necessary to pursue court proceedings or provide information and assistance to law enforcement and government agencies.

1.11.5 Authorization for Investigating Suspected Fraud
In fulfilling its investigative responsibilities, the Audit and Insurance Committee shall have the authority to delegate investigative duties to the President or other senior members of the administration as it deems appropriate under the circumstances. In addition, the Committee shall have the authority to seek the advice and/or contract for the services of outside firms, including law firms, CPA firms, forensic accountants and investigators, etc. Subject to the confidentiality provisions set forth above,
Section 1: Work Regulations

properly designated members of the investigative team will have: 1) free and unrestricted access to all institutional records and premises, whether owned or rented; and 2) the authority to examine, copy, and/or remove all or any portion of the contents (in paper or electronic form) of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigations.

1.11.6 Reporting Procedures

It is the responsibility of every faculty and staff member, officer and volunteer to immediately report suspected fraud to their supervisor, HR, the President, or a member of the Board or Audit and Insurance Committee. Supervisors and others receiving a report of suspected fraud will immediately relay the report to the President, who will confer with legal counsel as necessary, take any immediate action required to protect the interests of CUNE and forward the report to the Committee. In the event the suspected fraud involves the President, the supervisor will immediately relay the report to a member of the Board, who shall immediately notify the current Chair of the Committee. The reporting individual should NOT contact the suspected individual in an effort to determine facts or demand restitution and should NOT discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Audit Committee or CUNE’s legal counsel.

All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the President or other representative designated by the President or the Audit and Insurance Committee. No information concerning the status of an investigation will be disclosed by a person other than a member of the investigative team who is authorized to make a statement or disclosure. The proper response to any inquiries is: “I am not at liberty to discuss this matter.”

1.11.7 Disciplinary and/or Legal Action

The Audit and Insurance Committee may direct that disciplinary action and/or legal action be taken as a result of information uncovered in an investigation initiated under this policy. Taking into account all the facts and circumstances, such action may include, but is not limited to: adverse employment action up to and including termination, contract termination, seeking reimbursement of losses or damages, and/or referral for criminal prosecution or civil action. Disciplinary action or legal action with regard to an employee of CUNE will be taken only in consultation with the President and appropriate members of the administration and on the advice of legal counsel. (This policy has been adapted from: Gerald M. Zack. Fraud and Abuse in Nonprofit Organizations: A Guide to Prevention and Detection. John Wiley and Sons, Inc., 2003.)

1.12 Identity Theft Prevention

CUNE has adopted an Identity Theft Prevention Program which exists to detect, identify and evaluate identity risks with regard to protecting and securing personally identifying information here on campus (The Red Flag Rule). The program is reviewed and reported to CUNE’s Board of Regents on an annual basis. The ExVP/CFO/COO manages this program.

Identity theft is when a person’s personally identifying information has been stolen.

What is personally identifying information?

• Name, social security number, date of birth, official state or government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification.

• Unique biometric data, such as fingerprint, voice print, retina or iris image, or other unique physical representation;
Section 1: Work Regulations

- Unique electronic identification number, address, or routing code; and
- Telecommunication identifying information or access device (as defined in 18 US 1029(e)).

1.13 Conflict of Interest
CUNE is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of CUNE in conducting its affairs is the sum efforts of each individual-board, commission and committee member, officer and employee-in executing his or her responsibilities with good judgment and in an ethical manner.

- Employees who are offered gifts, entertainment or favors because of their positions should not feel any entitlement to accept and keep such business courtesies. Although the individual may not use his/her position to obtain business courtesies, and must never ask for them, he/she may accept unsolicited business courtesies that promote successful working relationships and good will with the firms that CUNE maintains or may establish a business relationship with.

- Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect CUNE’s reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain the business.

- Employees may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:
  - They are not inappropriately lavish, unethical, or excessive unless approval is obtained from an officer of the agency or entity.
  - The courtesies are not frequent (more than three per year) and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
  - The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring in the near future.
  - The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

Your agreement to abide by this conflict of interest policy will be assumed by your acceptance of employment and signature acknowledging the receipt of this handbook. Employees are encouraged to seek assistance from their supervisors with any legal or ethical concerns. However, CUNE realizes this may not always be possible. As a result, please follow the Complaint Procedure set forth in section 1.3.3 above.

1.14 Receipt of Clothing Items
On occasion an employee’s position, by virtue of its duties may receive clothing items of value. These may be considered uniform items and intended to be worn as a part of the position’s job duties. However, IRS regulations have determined that if these clothing items “are adaptable to general usage or ordinary clothing and maybe worn for general usage” or otherwise known as street wearable, the clothing item is considered a taxable benefit. Supervisors and employees knowingly in receipt of these
items should report the receipt of these items on a form called “Employee Clothing/Equipment Purchase Log.” The current market value of the clothing item listed on the log will be given to the Payroll department and placed on the next payroll as a taxable benefit.

1.15 Outside Employment
CUNE does not favor outside work by full time employees. However, if an employee has outside work, outside work may not interfere in any way with the employee’s performance or duties at CUNE. Any outside employment while on workman’s comp, disability or family medical leave must be approved in writing by HR.

1.16 Confidential Nature of Work
CUNE is committed to protecting the privacy of individuals (employees and students) and the confidentiality of records. As an employee, you have responsibility for making sure that this commitment to protect individual’s privacy is upheld. Respecting the rights to confidentiality and privacy of information of the members of our campus community is critical. Failure to maintain this confidentiality may have a direct impact on the interest of CUNE and may result in disciplinary action including termination of employment.

If you have questions about access to information that may be sensitive in nature or that may violate the privacy rights of individuals, you should talk with your immediate supervisor.

CUNE abides by the Family Education Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. This law applies to schools that receive funds under an applicable program of the US Department of Education. (For more information regarding FERPA, please check with the Student Life Office, as the administrator of such records.)

As a University that maintains financial accounts and records for students, CUNE must also implement and abide by the rules and regulations that pertain to the Federal Trade Commission’s “Standards for Safeguarding Customer Information Act” or otherwise known as Gramm-Leach-Bliley Act (G-L-B Act), effective March 23, 2003.

On September 1, 2008, Nebraska LB 674 became effective. This law imposes various restrictions on employers when using or communicating an employee’s social security number. The law provides that CUNE may not post, display, or otherwise make available to the public or coworkers more than the last four digits of an individual’s social security number; require an individual to transmit more than the last four digits of her social security number over in the Internet unless encrypted or over a secure connection; require using more than four of the last four digits of a social security number to access an Internet site unless a password or other unique identifier also is required; or use more than the last four digits of an individual’s social number as an employee number.

On May 1, 2009, CUNE was required to comply with the Red Flag Rule. These are rules established by the Federal Trade Commission, to detect, prevent and mitigate identity theft. (Please see section 1.9 for more information.)

The privacy of our employees is very important. Therefore, it is HR’s policy to provide information to public/private parties only upon written authorization by the employee for which information is being requested, unless required by subpoena to provide such information to law enforcement.
Section 1: Work Regulations

1.17 Off-the-Job Conduct
Because of the religious nature and purpose of CUNE, as a term and condition of employment, employee freedom is limited by ARTICLE II of the Constitution of the LCMS and by an obligation to honor and respect the theological positions of the LCMS. University employees specifically agree that they are aware of the standards of CUNE regarding personal conduct outside working hours and that failure to live in accord with such standards could result in disciplinary action, up to and including termination.

CONSTITUTION OF THE LCMS: ARTICLE II CONFESSION

The LCMS, and every member of LCMS, accepts without reservation:
1. The Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and of practice;
2. All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles’ Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

Taken from the HANDBOOK OF LCMS 2013 EDITION, page 13.
2 Employment

2.1 Employment-at-Will

Employment at CUNE is classified as “Employment-at-Will” and is not for a definite term or guaranteed. Employment may be terminated at will by either CUNE or the employee, with or without cause. Professional/Technical staff members who are issued a call rather than appointed are subject to the rules and regulations of the LCMS Handbook.

2.2 Employment Categories

2.2.1 Employment Group Classifications:

- Faculty employees are called or appointed by the Board of Regents. This handbook does not apply to Faculty.
- Professional/Technical Staff are appointed by the President or called by the Board of Regents. (Cabinet level staff must be appointed or called by the Board of Regents.)
- Support Staff are recommended for hire by the supervisor in charge to their respective Cabinet Officer, who then confirms approval of the recommendation to the Director of HR.
- Student employees are hired for positions filled by students, upon certification that the individual is qualified to be hired as a student and receive the unique benefits and privileges that are afforded to this employee group classification by federal law. This employee handbook does not apply to student employees.

2.2.2 Employment Type Classifications:

- Regular
  - Hourly: An hourly regular employee is an employee who fills an authorized hourly position on the campus. Normally such a position is expected to exist for at least one academic or fiscal year, or be a position in a program that will be in existence for at least five months. The position may be full-time or part time.
  - Salaried: A salaried regular employee normally fills an executive, administrative or professional position. They are generally employed on a full-time basis. They are considered “regular” because they hold positions for at least one academic or fiscal year. If a salaried position is engaged via a contract, the employment contract shall prevail in any conflict with this Personnel Handbook.
- Temporary employees are all hourly, non-student employees who are not included in the “regular” employment category.

2.2.3 Employment Status Classifications:

- Full Time *
  - A full time hourly staff employee normally works 40 hours per week.
  - A full time salaried staff employee is one contracted to a position designated as full time.
- Part Time *
  - A part time hourly staff employee works less than 40 hours per week.
  - May be paid on a standard bi-weekly basis
  - Or may be paid by timecard

*The above definitions may vary from full time/part time definitions as defined by Concordia Plan Services (see the 2.2.7 below).
2.2.4 Federal Exemption Classifications
When an individual is hired by CUNE, the position is classified as an “exempt” or “non-exempt” position based on the criteria established by federal law.

- “Exempt” positions (otherwise known as salaried positions) are exempt from FLSA (Fair Labor Standards Act) overtime regulations and additional federal criteria. Four of the primary exemptions include: Executive, Administrative, Professional, and Computer.
- “Non-Exempt” positions (otherwise known as hourly positions) are covered by FLSA and any hours worked in excess of 40 hours in one work week are paid at one and one-half times the employee’s regular rate of pay.

2.2.5 Ministerial Positions
Only persons who are listed on the official roster of the LCMS are eligible for this classification. Persons engaged in this classification are placed on staff following the ecclesiastical procedures of the LCMS.

“…persons in ministry on LCMS’s roster are considered to be in ministerial positions for payroll tax purposes, regardless of whether or not they execute a contract or a call document for full-time or part-time status.” (Congregational Treasurer's Manual, page 1-2, section 1.120: Call, Appointment and Contract).

This designation is not to be confused with the “ministerial exception.” Other positions that are not listed on the official roster of the LCMS may still qualify for the “ministerial exception” recognized by courts and federal and state agencies.

2.2.6 Layperson
All staff persons not engaged in ministerial positions holds the classification of layperson.

2.2.7 Benefit Eligibility Classifications – Concordia Plan Services (CPS)
Hour requirements may change from time to time and are determined by CPS plan documents.

- Eligible for Benefits
  - Regular Employee: Persons regularly working thirty (30) hours or more per week for a period beyond five months. Eligible for Health Plan, Retirement Plan, Disability/Survivor Plan and Concordia Retirement Savings Plan.
  - Part-time Employee: Persons working twenty (20)-29 hours per week, for a period beyond five months. Eligible for Retirement Plan, Disability/Survivor Plan and Concordia Retirement Savings Plan.

- Not Eligible for Benefits
  - Part-time Employee: Persons scheduled to work 19 hours or less per week.
  - Temporary: Persons scheduled to work full time or part time with an expectation of employment of less than 5 consecutive months.
  - Adjunct Instructors (determined by hours worked)
  - Student workers (determined by hours worked, non-Federal Work Study hours)
2.2.8 Patient Protection Affordability Care Act Eligibility (also known as PPACA or ACA)

- Eligible for Benefits
  - Any employee that is measured to work an average of thirty (30) hours or more per week, based on federal requirements has the right to affordable and minimum coverage health care.
  - CUNE has determined its look back period to be August through July of each year, with an administrative period of August through September for its seasonal and variable hour employees (i.e., adjuncts).
  - If a seasonal employee is deemed to have been eligible during the measuring period, they will be informed of their eligibility and given the opportunity for health care benefits for a period equal to the measuring period.

2.3 Immigration Law Compliance

CUNE abides by the 1986 Immigration Reform and Control Act and hires individuals who are authorized to work in the United States. Individuals who are offered employment will be required to submit documented proof of their identity and employment authorization.

Employees are required to complete and sign, under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work in the job for which you are hired and that the documents you submitted are genuine.

This is done solely for the purpose of complying with the Immigration Reform and Control Act of 1986 and will in no way result in discrimination based upon national origin or citizenship.

Authorized employees who work in this country for a limited period of time, before the expiration of that period, must submit proof of employment authorization and sign another Form I-9 in order to remain employed.

2.4 Disability Accommodations – ADA

CUNE will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to University employment, University educational opportunities, and CUNE’s programs and services provided such reasonable accommodations do not create an undue hardship for CUNE.

A disability is defined as a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

HR is responsible for processing requests for employee disability accommodations. CUNE is not obliged to grant specific requested accommodations if other reasonable accommodations may suffice to give requestor equal opportunity. If an accommodation is granted, the accommodation will be reviewed annually by HR to determine whether updated documentation is needed and whether the accommodation is still appropriate and sufficient.

The employee is responsible for providing appropriate documentation for the claimed disability. Documentation means those documents and reports that are required to be presented to CUNE by the person requesting an accommodation before any accommodation will be offered. Documentation consists of official written communications from a relevant qualified treating health professional (such as a physician, surgeon, psychiatrist, physical therapist, etc.)

This communication must be current and must describe the diagnosis and nature of the disability, the major life function(s) affected the functional limitations of the disability, and the prognosis. The professional may also make suggestions regarding the accommodations being requested.
Section 2: Employment

The employee is responsible for entering into an interactive dialogue with CUNE in attempting to determine whether a reasonable accommodation exists that does not create an undue hardship for CUNE and to cooperate with CUNE in identifying appropriate reasonable accommodations.

2.5 Change of Personnel Data
It is the responsibility of the employee to report changes in marital status, dependents, legal name, residential and mailing address(es), phone number, beneficiaries for institutionally-funded programs, and whom to notify in the event of an emergency to HR as soon as available or effective. Failure to do so promptly may incur loss of certain benefit programs. CUNE will only provide official notifications, including tax returns, to the last home address reported.

2.6 Hiring Procedures
All hiring procedures begin with an assessment of needs and follow the approval processes outlined below.

2.6.1 Cabinet Level Position
Cabinet-level positions must be approved by the President and the Board who will review the need, budget impact, and benefit to CUNE of the vacated position.

The cabinet is currently comprised of the President, Provost, Senior VP for Enrollment and Marketing, and the Executive Vice President/ CFO/ COO.

2.6.2 Non-Cabinet Level Positions
All positions administrated by the cabinet officers, must be approved based on a position review of need, budget impact and benefit to CUNE using the following protocol:

- Replacement positions approved by respective Cabinet member
- New positions approved by the Cabinet
- Replacement and new positions must be finally approved by the President
- Positions not included in the Board approved budget require Board approval

2.6.3 LCMS Required Positions
The CUS Board of Directors has designated that the following senior level positions be filled by individuals holding membership and in good standing in an LCMS congregation.

- President
- Provost
- Admissions (CUNE = Senior VP for Enrollment and Marketing)
- Student Life (CUNE = VP for Student Affairs and Athletics)

2.6.4 Employment Applications
CUNE relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

All resumes and submissions including applications should be directed to HR for distribution to the appropriate supervisor for review and screening. Information regarding all submissions will be maintained for legal compliance.
To apply for a position, current employees and all others wishing to apply must submit an online application through ApplicantPro. All hiring decisions will be made in accordance with CUNE’s Equal Employment Opportunity guidelines.

2.6.5 Current Employee Transfer Procedures
Vacancies may be filled by promotion or transfer within CUNE. Generally, well qualified internal candidates will be given preference in filling an available position. However, it may be necessary to employ candidates from outside CUNE in order to meet skill or experience requirements.

Current job performance and applicable job skills are a significant factor in establishing candidacy for other staff positions at CUNE. Any staff employee desiring consideration for another position at CUNE should communicate with the Director of HR. An application or resume must be submitted to be considered for a new position. Upon acceptance of the new position the applicant must notify his/her supervisor. HR will facilitate an orderly transition to the new position.

2.6.6 Selection Criteria
Employees are selected based on the available position, experience, skills, references, personal interview, and potential to learn and perform the job. Positions are summarized in a position description.

All hiring decisions are made in accordance with CUNE’s equal employment opportunity policy. As an entity of the LCMS, CUNE is generally exempt from the religious provisions of the Civil Rights Act of 1964, and therefore we retain the right to give preference in the hiring of persons who are Christian, and/or members in good standing of LCMS congregations.

2.6.7 The Offer of Employment
Once a decision has been made to hire, the selected candidate is given a conditional offer of employment. This conditional offer lists the starting hourly amount or salary amount, the start date of work, the position title and the fact that this offer is contingent upon the results of the background check, reference check and drug test if required. Candidates are asked to accept or decline the offer within a stated amount of time. If the conditional offer is accepted, HR will begin the background check and set up the drug test (if required). If the reference checks have not been completed, HR will follow up to complete the process.

2.6.7.1 Background checks
CUNE completes background checks on candidates that have accepted our conditional offer of employment or have signed contracts to work in varying capacities that do not require a conditional offer. Background checks may vary depending on the position for which the candidate has accepted employment. Backgrounds checks are completed to verify background information listed on the application, including criminal history and motor vehicle records if appropriate to the position. Please contact HR for the detailed policy guidelines.

2.6.7.2 Drug Tests
As a part of the background check policy, CUNE also requires a drug test for positions that include driving for University purposes. Individuals signed up for driving purposes will be placed in the random drug check pool. At this time quarterly random drug tests are administrated by HR through a third party vendor.
2.6.8 Adverse Action
If CUNE takes an adverse employment action based in whole or in part on the background check, or consumer report, covered by the federal Fair Credit Reporting Act (FCRA), a copy of the report and a summary of your rights under FCRA will be provided to the candidate or employee as well as any other documents required by law.

2.6.9 Employment Agreements
CUNE does not authorize nor recognize oral employment contracts, and only the President of CUNE is authorized to enter into written employment contract on behalf of CUNE. Written employment agreements are not issued to hourly staff and may be, at CUNE’s discretion, offered to salaried staff. Any written employment agreement will not alter the at-will nature of employment at CUNE.

2.7 Employment of Relatives
CUNE permits the employment of qualified relatives of: (a) employees, (b) members of its Board of Regents, and (c) directors of Concordia Foundation Nebraska provided such employment does not, in the opinion of CUNE, create actual or perceived conflicts of interest. For purposes of this policy, “relative” is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or “step” relation. CUNE will endeavor to exercise sound judgment in the placement of related employees in accordance with the following guidelines:

- Qualified individuals who are relatives are generally permitted to be employed in the same building, provided no direct reporting or supervisor/management relationship exists. That is, no employee is permitted to work within the “chain of command” of a relative such that one relative’s work responsibilities, salary, or career progress could be influenced or could be perceived to be influenced by the other relative.

- No relatives are permitted to work in the same department or in any other position in which CUNE believes an actual or perceived conflict of interest may exist.

- CUNE reserves the right to decide that certain positions, including, but not limited to, sensitive positions with access to confidential, personnel, health and/or financial information, may not be held by any individual who has relatives working for CUNE in any capacity.

- Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of CUNE, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be: (a) transferred to another position at CUNE that the employee is qualified to perform, if practicable; or (b) terminated.

- In addition, CUNE recognizes that at times, employees and their “close friends,” or “significant others” may be assigned to positions that create a coworker or supervisor-subordinate relationship. CUNE will, in its discretion, endeavor to exercise sound judgment with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, and avoid favoritism or the appearance of favoritism.

This policy applies to all categories of employment at CUNE.

2.8 Employment of Former Employee
No former employee of CUNE who was dismissed for other than lack of work may be reemployed unless authorized by the President and or the Executive Vice President/CFO/COO after reviewing the former employee’s work record, including the circumstances involved in the separation, and has considered all other information pertinent to employment.
2.9 Break-in-Service

Occasionally employees are hired who have previously been employed by CUNE. CUNE will give credit for previous service if the break in service is not longer than all totaled service credit. The Adjusted Service Date is based on prior full-time work. The following are illustrations of how service credit is calculated:

- The returning employee worked as a temporary employee for six (6) months, worked as a part-time employee for six (6) months, and worked as a full-time employee for four (4) years. The employee leaves the organization for two (2) years. The employee’s Adjusted Service Date upon rehire would reflect four (4) years of service.
- The employee worked as a temporary employee for six (6) months, worked as a part-time employee for six (6) months, and worked full-time for four (4) years. The employee leaves the organization for five (5) years. The employee would not receive an Adjusted Service Date.
- The Adjusted Service Date will be used to determine a returning employee’s eligibility for PTO accrual levels and service awards. With regard to eligibility for all other benefits (health benefits, retirement, disability) the plan documents for each benefit will govern whether previous service can be used to establish eligibility.

2.10 Direct Deposit of Pay for New Employees

As a part of your employment with CUNE, payment of wages is by direct deposit. Employees may choose any bank to have pay direct deposited into. First and last pays are generally issued by check.

Pay stubs may be viewed at the CUNE portal, under the employee tab.

2.11 Paid Relocation

CUNE provides liquidation of damages for relocation to employees who must relocate their legal residence as a result of being newly hired. The relocation of a residence is a costly and time-consuming process. It is the intent of CUNE to generally identify the expenses that will be paid and the administrative practices necessary to account for these expenses. No member of management (except for the President) may commit to liquidation of damages for relocation expenses without the prior approval of the Executive Vice President/CFO/COO.

Applicable University positions:
President, Cabinet Officers, Faculty and Professional Technical Staff (level 3 (three) or higher)

Liquidated Damages:
If an employee leaves CUNE prior to two (2) years of service, the employee will be required to reimburse CUNE for all or a part of the relocation costs based on the information provided in the chart below:

<table>
<thead>
<tr>
<th>Length of Services</th>
<th>Liquidated Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12 months</td>
<td>100%</td>
</tr>
<tr>
<td>13 – 18 months</td>
<td>75%</td>
</tr>
<tr>
<td>19 – 23 months</td>
<td>50%</td>
</tr>
</tbody>
</table>

To view CUNE Relocation Policy in its entirety, please contact HR.
2.12 Identification Card

All employees are required to have a University picture identification card with them at all times while on campus. An ID card should remain in your possession at all times. Misuse of the employee ID card and/or security access may result in disciplinary action up to termination of employment.

All lost or stolen cards should be reported to HR immediately.

2.12.1 Purpose of a CUNE Identification Card

The CUNE ID card serves several functions on and off campus. These include:

- Identifying employees of CUNE
- Accessing buildings on CUNE campus
- Accessing Walz Human Performance Complex weight room
  - Requires a completed Assumption of Risk and Waiver of Liability Release
- Obtaining free or reduced admission for employees to CUNE events
- Receiving discounted meals at the Janzow Campus Center
- Checking out resources at the Link Library
- CUNE copier use (see section 2.6.15.7)
- Bulldog Bucks (see section 2.6.15.8)

**NOTE:** It is important to remember that ID cards are the property of CUNE. All lost or stolen cards should be reported to HR immediately. Employees will incur a $10 replacement fee for a lost card. Worn cards will be replaced free of charge with the presentation of the old card to HR.

2.12.2 Who is issued an employee ID card?

- Regular faculty & staff
- Temporary faculty & staff who work on the CUNE campus
- Third-party workers who work in an official capacity on the CUNE campus
- Former faculty members recognized by the Board of Regents as Emeriti Faculty
- Students
- Volunteers

2.12.3 When and How to Wear your ID

- Employees (regular or temporary) and affiliated third-party workers working in the office or classroom environment should observe the following guidelines:
  - ID cards should be displayed while on the CUNE campus and working in an official capacity.
  - CUNE ID cards should be worn at belt level or above and in a manner to make it completely visible.
  - When off campus and acting as a representative of CUNE, employees are encouraged to wear their CUNE name badge but are not required to display the CUNE ID card.

2.12.4 Safety Considerations

The CUNE ID should be worn whenever possible (in the manner stated above) but may be removed for safety considerations at the discretion of the employee.
Section 2: Employment

2.12.5 Student Employees
Student employees are expected to wear their Student CUNE ID while working on the CUNE campus and in an official capacity for CUNE.

2.12.6 Display of ID Card
HR will issue a generic lanyard or a reel for regular and temporary employees at the start of their employment. Students may obtain a lanyard or name badge style holder from their supervisor at the start of their employment. Additional styles of lanyards are available for purchase at the CUNE Bookstore.

Terminating employees must relinquish their ID cards; a final paycheck will not be issued until the ID card has been turned in to HR.

2.12.7 Copier User
A CUNE ID is needed when using the copiers across campus. It allows CUNE to track department expenses each time you make copies. Personal copying must be recorded as such and will be deducted from the employee’s paycheck. The copier system does allow individuals to manage print from home. Hourly staff may not manage work print jobs from home.

Based on fair business practice, Accounting and Finance Office (AFO) may assess a fee for copies that are identified as personal jobs.

2.12.8 Bulldog Bucks
Bulldog Bucks provide faculty, staff, students and their friends and family a way to add funds to a faculty, staff and student account usable on campus at the Concordia University Bookstore, 10:31 Coffee Shop, Dining Hall and the Doghouse Grill. Faculty, staff and students utilize these funds by simply swiping their ID card at these locations. To register, sign into an eAccount and monitor your eAccount, go to www.cune.edu/bulldogbucks.

2.13 Key Issuance
The Buildings and Grounds Department (B&G) has responsibility for the distribution and collection of keys on campus. A requisition for keys must be made in writing to the B&G. The order must include the department chair or supervisor’s signature, exact location for which keys are needed, how many keys for each area are to be made and the name of the person to whom the keys are to be issued.

2.14 Procurement Cards
Procurement Card (also known as a P-Card) must be approved and authorized for your position by your cabinet officer. P-Cards, which are credit cards, allow assigned employees to make tax-exempt University purchases. Every month around the 25th day, you will be sent a reminder to reconcile your purchases on your P-Card. Questions regarding these cards may be directed to the Business Office accountant #7370. (See also Section 16.2)

2.15 Parking and Vehicle Registration
Employees who desire to park a vehicle on campus may register their vehicle during the orientation process in HR. A University parking sticker will be issued at no cost to the employee. Parking stickers should be affixed to the driver’s side of the rear bumper.

Parking areas on campus are designated as being available to faculty, staff, students and visitors. Employees should restrict their parking to the areas designated for their use. Campus security is authorized to issue tickets for vehicles parked improperly. Fines will be assessed for receiving a ticket. Repeat violations may result in towing and impoundment.
Handicapped parking spaces are available and designated in all parking lots on campus. Wider spaces for loading and unloading from vans are in parking lots as well. Please note that persons with disabilities with a properly identified vehicle may park in any faculty or staff space as well as in those designated as handicapped areas. Persons whose impairments are not obvious may be required to provide substantiation from a physician of the need for disabled parking privileges.

2.16 Computer Access
Certain positions will require computer access as soon as possible. Approval for computer access will be granted by HR only upon completion of new hire paperwork. Access to the CUNE network, computers, the CUNE portal, e-mail and the Banner administrative system is enabled by Computing Services as requested by your supervisor or the designated person for your administrative area.

2.17 Banner Self-Service
Every employee is given a University ID number for the Banner administrative system. The ID number is used in conjunction with a user-defined PIN number to access the secured CUNE portal and Banner Self-Service Information system. Employees may access their personal information through this system. Access to Banner Self-Service is also available through the CUNE portal. For help with your PIN number and your University ID number, please contact the Computing Services Department 402-643-7332.

2.18 Electronic Communication
If authorized, employees are given access to the appropriate electronic communication systems. For example: voice mail, e-mail, Internet, Intranet. Prior to being given access, employees must read, understand and agree to the terms of the Technology section 15 of this handbook. The employee’s signature upon acceptance of this handbook, indicates agreement to adhere to the rules and regulations governing all facets of electronic communication. In brief, these systems are tools that are provided to assist employees in meeting the requirements. However, reasonable personal use is permitted, but must not interfere with an employee’s productivity and is to be done during non-working hours.
3 Employee Development

3.1 Orientation
Following acceptance of the employment offer, on the first day of work, new employees will meet with a representative of HR to complete new hire paperwork and benefit paperwork. HR will review sections of the handbook with new employees and give them an overview of the campus area. Upon completion of the hire process and paperwork, new employees will be taken to their place of work and the supervisor will provide additional orientation in their area of work.

3.2 Performance Appraisals
To ensure that you perform your position to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. To achieve this goal CUNE evaluates your performance on an ongoing basis and will attempt to give you a written performance evaluation at least once per calendar year. If you have not received a performance evaluation in accordance with this time frame, it is your responsibility to notify your supervisor and HR to help us ensure that the appraisal process is administered in a timely fashion.

Performance evaluations are based on your overall performance in relation to your responsibilities and will also take into account such factors as attendance, tardiness, conduct, demeanor and attitude towards CUNE, your fellow employees and our mission.

A performance evaluation is not a contract or commitment to provide a pay increase or other compensation adjustment, promotion, bonus, continued employment or retention. Such an evaluation is but one of several factors CUNE may consider in making decision regarding the terms and conditions of your employment.

3.3 OSHA Mandated Training
All new employees are given Chapter 1 of CUNE’s Safety Plan. The safety manual in its entirety can be found at www.cune.edu/safetyplan. Chapter 1 describes the Injury and Illness Prevention Plan. All employees are also encouraged to read and review Chapter 24 of CUNE’s Safety Plan. This chapter contains CUNE’s critical incident management plan.

3.4 In-House Training/Lunch and Learns
Occasionally, CUNE will provide in-house training or lunch and learns to its employees. Employees will receive notification regarding the training or lunch and learns and whether or not they are mandatory.

3.5 Seminars/Workshops/Memberships
CUNE recognizes that for development purposes, employees may need to attend training seminars, workshops or lunch and learns conducted offsite or join professional associations that will enable employees to remain abreast of best practices in their respective fields. These guidelines outline University parameters for attending external training functions and joining/renewing memberships in professional associations. Please note that this is subject to annual University budgets established for external training and memberships.
Employees will be permitted to attend offsite seminars or conferences or workshops, based on availability of budget and approval of supervisor. The training event to be attended must have a direct relationship to the job the employee performs. Special permission may be given to attend workshops and conferences that don’t pertain but support the effort of the position.

Employees will be permitted to join professional associations, membership fees will be paid by CUNE, provided budget availability and supervisor approval. The association selected must have a direct relationship to the job the employee performs. The employee must provide a membership-request supporting document that outlines the benefits to be gained by CUNE as a result of such membership.

3.6 Education Reimbursement

CUNE encourages its employees to seek opportunities that would advance their knowledge in support of their position. Most employees can take advantage of CUNE’s Tuition Waiver program (see Attachment A) and meet their educational needs. However, there are times when programs needed are not available here on campus. Individuals seeking advanced level classes or programs not offered through CUNE may arrange for financial support upon the recommendation of the Vice President of the administrative unit and approval of the President.
4 Hours of Work/Schedules

4.1 Office Hours
Generally, University business hours are 8:00am to 5:00pm, Monday through Friday, with an
unpaid one hour lunch period each day.

4.2 Work Week
CUNE’s established work week is from Sunday 12:01am through Saturday 12:00pm.

4.3 Flex-time
With area administrator and supervisor approval, office personnel may choose a work schedule
in compliance with the following flex-time schedule to meet their daily work commitment.
- 6:30 am to 9:00 am Flexible Hours
- 9:00 am to 3:00 pm Core Hours (required hours)
- 3:00 pm to 6:00 pm Flexible Hours

In addition to choosing a flexible daily schedule, employees may request a compressed workweek.

For example:
- Employee A works 6:30 am to 5:00 pm Monday through Thursday with a ½ hour lunch.
  Four days times 10 hours equals a forty (40) hour work week.
- Employee B works 8:15am to 6:00pm Monday through Thursday with a ½ hour lunch (37
  hours) and works three (3) hours on Friday for a total work week of forty (40) hours.

Some jobs may not be suitable for flex-time or a compressed workweek. Area administrators
have final approval over those types of jobs.

Area administrators will determine which positions require specific schedules or coordination
with other department staff. When possible, departmental coverage will be coordinated on a
volunteer basis. Otherwise, preferred work schedules will be assigned on a basis of seniority
within the work area.

4.4 Telecommuting
In limited circumstances, CUNE may consider telecommuting to be a viable alternative work
arrangement for some professional/technical positions. Telecommuting allows an employee to
work at home, on the road, or in a satellite location for all or part of their regular workweek. It is
not an entitlement; it is not a University-wide benefit; and it in no way changes the terms and
conditions of employment with CUNE. For detailed information regarding telecommuting
options, please contact HR.

4.5 Working from Home
The advancement of technology has made working from home or locations other than your
designated work place much easier. While working from home or another location is
technically the same as telecommuting this section addresses those occasions where work is
done intermittently offsite.
Hourly Staff are **not** allowed to work from home, this includes checking e-mail or using text messaging. All hourly staff members are expected to come to their designated workplace to work. Please see section 5.3, Safe Harbor Policy for additional information.

Salaried Staff, on occasion, may need to work longer hours, or utilize a home space to complete a work assignment.

Anytime and anywhere a profession/technical member works, CUNE has a worker’s compensation liability responsibility. Therefore, CUNE provides the following information so that staff members can reduce the opportunity for worker’s compensation liability while they are working off campus.

Professional/Technical Staff members who work from home should:
- have a clearly defined workspace that is kept clean,
- ensure that the work area and space is well lit,
- exits are free of obstructions,
- area is well ventilated and heated,
- storage is organized to minimize the risk of fire and spontaneous combustion,
- all extension cords have grounding conductors,
- exposed and frayed wiring and cords are repaired or replaced immediately upon detection,
- surge protectors are used for computers, fax machines, or printers (especially for University owned equipment),
- heavy items are securely placed on study stand close to walls,
- computer components are kept out of direct sunlight and away from heaters,
- emergency phone numbers (hospital, fire and police departments) are posted at your home worksite,
- a first aid kit is easily accessible and replenished as needed,
- portable fire extinguishers are easily accessible and serviced as needed,
- desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body, in conformance with OSHA ergonomic guidelines.

By signing the handbook acknowledgment, the Professional/Technical Staff member agrees to:
- maintain a safe and secure work environment,
- report work-related injuries at the earliest reasonable opportunity (please see Worker’s Compensation – section 6.7),
- hold CUNE harmless for injury to others at the alternate work site,
- use University-owned equipment, records, and materials for purposes of University business only, and to protect them against unauthorized or accidental access, use, modification, destruction or disclosure,
- agrees to report to the supervisor instances of loss, damage, or unauthorized access as soon as possible,
- return University equipment, records, and materials on the date that employment ceases,
- understands that he/she is responsible for the tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.
4.6 Lunches
Lunch breaks should be scheduled between 11:00 a.m. to 2:00 p.m. for all employees. Supervisors should coordinate office lunch hours to assure that offices remain open and are adequately covered during the lunch breaks.

Lunch breaks are **UNPAID** for non-exempt (hourly) employees and must be at least thirty (30) minutes in duration during which time the non-exempt (hourly) employee is to perform **no** work.

4.7 Work Breaks
Although not required by law, employees are allowed rest breaks. One (1) fifteen (15) minute break in the morning and one (1) fifteen (15) minute break in mid-afternoon are allowed.

The practice of taking work breaks depends on the department that is involved and whether or not the work of the department at a given time can be interrupted.

If a work break is not taken, time should not be added to the length of a lunch hour nor should the time you come to work or leave work be adjusted by the missed break. That is not the intent of a work break.

When taken, work breaks are a paid benefit.

4.8 Chapel Attendance
All employees are invited to attend daily chapel services. Attending chapel will be done in lieu of a work break. Chapel is generally held in the Weller Hall Auditorium from 11:00 – 11:30am, Monday through Friday.

4.9 Attendance and Punctuality
Good attendance by everyone is essential to the effective operation of CUNE. You are an integral part of CUNE and other people depend on you. Many absences, such as regular doctor appointments, license renewals, etc., can be planned in advance. Giving your supervisor as much advance notice as possible will help your supervisor meet your request and maintain a positive work relationship.

Excessive absences, falsification of reason for any absence, absences which form unacceptable patterns, failure to provide medical information, or unauthorized time away from CUNE during working hours will result in disciplinary action up to and including termination. Employees are required to call their supervisor within the first hour of their scheduled work day if they will be absent or late for work. Failure to call in or report to work for three consecutive days will be considered job abandonment.
5  Pay

5.1 Exempt/Non-Exempt Status Federal Exemption Classifications
When an individual is hired by CUNE, their position is classified as an “exempt” or “non-exempt” position based on the criteria established by federal law.

Please see section 2.2.4 for a detailed explanation.

5.2 Overtime – For Non-Exempt Staff (Hourly)
The normal work day is eight hours. The normal work week is forty hours. There are times when non-exempt (hourly) employees are required to work more than forty hours in a week. Overtime hours are defined as those hours worked over forty hours within a given work-week. Holiday hours, Floating Holiday hours, PTO hours, paid FML hours, are not counted as hours “worked” therefore, are not calculated as overtime and are paid at the regular rate of pay.

All overtime work must be approved prior to being worked. Voluntary overtime is not permitted. All overtime hours must be paid by inclusion in the employee’s work week period and NO COMPENSATORY TIME OFF can be given in lieu of paying overtime unless time off is granted within the same workweek and previously approved by the supervisor. Employees should complete an Authorization for Overtime form which can be found in HR by request.

How do I report my time worked over 40 hours in a week? You will report all time worked through the Banner Self-Service system. Time worked over 40 hours will automatically be calculated at the overtime rate.

What if I worked extra time and do not have my supervisor’s approval? All time worked over 40 hours in a week must be reported, whether or not it is approved. However, working hours not approved by your supervisor may result in disciplinary action, up to and including termination.

5.3 Safe Harbor Policy
CUNE accurately compensates employees and does so in compliance with all applicable state and federal laws. To ensure employees are paid properly for all time worked and that no improper deductions are made, employees must record correctly all work time and review pay stubs promptly to identify and to report all errors and must not engage in off-the-clock or unrecorded work.

5.3.1 Review Your Pay Stub
CUNE makes every effort to ensure employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub on the CUNE portal, employee tab on your scheduled payday to make sure it is correct. If you believe a mistake has occurred or if you have any question, please use the reporting procedure outlined below.

5.3.2 Non-Exempt Employees
An employee is eligible for overtime pay or extra pay (including pay due under our handbook), and must maintain a record of the total hours worked each day. These hours must be accurately recorded on Banner Self-Service webtime. Each employee will electronically sign his or her time card to verify that the reported hours worked are complete and accurate (and that there is no unrecorded or “off-the-clock” work). A time record must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each two week period, employees must submit a completed time record for verification and approval. When you receive each pay check, please verify
immediately that you were paid correctly for all regular and overtime hours worked each workweek.

* “off-the-clock” work includes time spent answering your phone, blackberry, or e-mails when you are not scheduled to be working.

5.3.3 Exempt Employees

Exempt salaried employees receive a salary which is intended to compensate for all hours. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be predetermined amount that will not be subject to deductions for variations in the quantity or quality of work performed.

Exempt salaried employees receive full salary for any workweek in which work is performed. However, under federal law, salary is subject to certain deductions. For example, absent contrary state law requirements, salary can be reduced for the following reasons in a workweek in which work was performed:

- Full day absences for personal reasons.
- Full day absences for sickness or disability.
- Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
- Family and Medical Leave absences (either full or partial day absences).
- To offset amount received as payment for jury and witness fees or military pay.
- Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.
- The first or last week of employment in the event you work less than a full week.

Salary may also be reduced for certain types of deductions, such as: employee health insurance premiums; state, federal or local taxes, social security, or voluntary contributions to the Concordia Retirement Savings Plan. In any workweek in which work is performed, salary will not be reduced for any of the following reasons:

- *Partial day absences for personal reasons, sickness or disability.
- Your absence because the facility is closed on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

*Please note: You will be required to use accrued PTO for full or partial day absences for personal reasons, sickness or disability. However, salary will not be reduced for partial day absences if you do not have accrued PTO.

5.3.4 To Report Violations of this Policy, Communicate Concerns or Obtain More Information

It is a violation of CUNE’s policy for any employee to falsify a time card, or to alter another employee’s time card. It is also a serious violation of University policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee’s time card to under-or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under-or over-report your hours worked, (2) alter another employee’s time records to inaccurately or falsely report that employee’s hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to HR.
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You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If you have questions about deductions from your pay, please contact the payroll office immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If a supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and full acceptable reply within three (3) business days), you should immediately contact HR. If you have not received a satisfactory response within five (5) business days after reporting your concern to HR and you are unsure who to contact to correct the problem, please immediately contact the ExVP/CFO/COO.

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

5.3.5 Retaliation
In addition, CUNE will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the CUNE’s investigation of such reports. Retaliation is unacceptable. Please follow the Complaint Procedure set forth in section 1.3.3 above. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

5.4 Pay Days
CUNE uses several payroll calendars.

Part-time faculty, assistant coaches and other part-time members of the campus are paid on the 15th of the month. Pay is based on the contract amount and months scheduled to be paid.

Hourly support staff and professional/technical exempt staff are paid on a bi-weekly payroll schedule. Pay is one week delayed, in order for the payroll office to collect all the necessary data and allow for supervisors to approve time submitted through the Banner Self-Service system.

5.5 Performance Appraisals and Pay
While performance appraisals are generally completed annually, they are not intended to generally impact scheduled pay increases. (See section 3.2)

5.6 Work Hours/Time Cards
All professional/technical and support staff are required to submit their time worked through the Banner Self-Service timekeeping system. Hourly staff will submit hours worked, including time off such as PTO, FML and HOL (holiday). Salaried staff will have default hours, making it necessary for them to submit time not worked such as PTO, and FML. Time submitted will be approved by the designated supervisor for the area. Time cards that are altered or intentionally completed inaccurately may result in discipline up to and including termination.
5.6.1 Time Worked
Time worked includes all time that an employee is required to be physically at work for CUNE. Time worked is used to determine overtime pay required for nonexempt employees. The following provisions are included as time worked:

- Work Away from Premises or at Home: A nonexempt employee shall not be permitted to perform work away from their normal worksite. However, should a supervisor suffer or permit work to be performed off the premises, job site or at home by a nonexempt employee it must be counted as time worked.
- Break Time: Rest periods of 15 minutes or less are counted as time worked.

5.6.2 Time Not Worked
Per the Fair Labor Standards Act (FLSA), CUNE does not count the following provisions as time worked:

- Paid Leave: Approved paid absences, including but not limited to FML, PTO, holiday leave, FMLA, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.
- Lunch or Dinner Breaks: Uninterrupted time off for lunch or dinner is not counted as time worked. Lunch or dinner breaks are UNPAID for non-exempt (hourly) employees and must be at least thirty (30) minutes in duration during which time the non-exempt (hourly) employee is to perform no work.

5.6.3 Timekeeping
Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee’s responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor for the department will review and electronically approve the time record before submitting it for payroll processing. In the event of an error in reporting time, immediately report the problem to the department supervisor.

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

5.7 Travel Time Pay
Tracking hours worked for travel time may vary by situation. Time spent by employees commuting to and from their regular place of work each day is not work time. However, travel time from work to a job site is considered time worked. Overnight travel or travel away from home is work time when it cuts across the employee’s normal workday and/or requires the employee to work on weekends or days when he or she would not otherwise be required to work. Regular meal periods and time spent sleeping or in other leisure activities while traveling is not work time, and the employer does not have to pay the employee for this time. Travel time must be paid, if it is for the benefit of the employer. Since there are various regulations regarding travel time pay, please check with HR regarding your specific situation for a determination.

5.8 Housing Allowance for Minister of Religion Status Employees
For exempt staff that have "Minister of Religion" status, the Board has established a policy which allows each minister of religion the ability to request on an annual basis a percentage of annual wages to be designated as housing allowance, other than the default percentage of 50 percent. The specific percentage designated must be within the range of 1 (one) percent and 99
(ninety-nine) percent of the annual wage and is dependent on current pre-tax deductions. Employees must complete a Housing Allowance Request in order to change their housing allowance from the default percentage of 50 percent. Forms are available in HR. Housing allowance requests can never be made retroactive and are only honored from the date of the request going forward.

5.9 Pay Administration

CUNE maintains a compensation program reflective of its mission and values. The total compensation program offered includes wage/salary, other pay opportunities as applicable, and a wide range of benefits. CUNE’s compensation policy is designed to achieve the following goals:

- Allow CUNE to recruit, retain and develop a diverse and competent workforce by maintaining a competitive wage and salary structure.
- Promote fairness and consistency in pay practices across CUNE to retain and reward competent employees who are contributing to its success.
- Establish pay ranges that provide flexibility for management and income growth for employees within available financial resources.
- Provide wage and salary guidelines that are consistent, yet flexible enough to meet various University needs.
- Provide the foundation for a competency and performance-based pay system.

CUNE compensates employees for skill, effort and responsibility required for their positions, their individual performance measured against expectations; other relevant (e.g., market competitiveness) and in accord with financial resources.

CUNE compensates all employees without regard to race, color, sex, national origin, age, disability, veteran status, religion, marital status, HIV status or genetic information. The compensation program is administered in accordance with Federal Wage and Hour Laws, and other applicable governmental guidelines.

CUNE has established, and continues to review position descriptions, associated ranges, and rates of pay within these ranges.

Policies and procedures pertaining to compensation and wage and salary administration are openly communicated.

Responsibilities:

- The President has the overall responsibility for implementing this policy.
- The HR is responsible for day-to-day administration. Those duties include developing, administering and interpreting CUNE’s compensation policy for staff in consultation with University officers and governing bodies.
- Supervisors are responsible for maintaining correct classifications of their subordinates, conducting periodic evaluations of their subordinates and helping them improve performance, and making themselves available to subordinates to discuss questions of pay and performance.

5.9.1 Classifications of Positions

All newly established University positions and positions that have changed significantly are reviewed by HR in consultation with relevant parties to determine appropriate wage and salary ranges. Assignment of positions to ranges in the pay structure promotes compensation equity and consistency.
If a position’s placement in the pay structure changes because of re-evaluation, changes to incumbent’s pay, if any, will be determined under the promotion, lateral transfer, demotion, and starting pay guidelines.

5.9.2 Procedure
Descriptions of new positions to be established, or existing positions that have significantly changed, should be submitted to HR by the supervisor. HR will evaluate the skill effort and responsibilities inherent in the position description and determine the appropriate pay range for the position according to the following position evaluation process:

5.9.3 Position Description
Position descriptions should be written by the incumbent (if possible) and the supervisor in conformance with CUNE’s preferred format and approved by the Cabinet officer for their area. New positions descriptions should be developed by the supervisor in conjunction with HR.

5.9.4 Position Evaluation
HR will evaluate the position based on skill, effort and responsibility required. If there are questions about level of skill, effort or responsibility, the supervisor and incumbent will be asked to complete a detailed position analysis questionnaire. A pay grade will be tentatively assigned using the results of the evaluation. The department will be contacted for concurrence.

5.9.5 Evaluation Review
If the supervisor does not concur with the position evaluation, HR will review the evaluation with the Executive Vice President/CFO/COO. If there continues to be disagreement, a final determination will be made by the President.

5.10 Starting Pay
CUNE will establish a minimum and a maximum starting pay for positions. These are based on pay ranges and the qualifications and expected performance of newly hired individuals.

5.10.1 Hiring Range
The normal hiring range for any position is from the minimum to the first quartile of the pay range assigned to the position. The minimum hiring pay is the minimum of the pay range for the grade. The maximum hiring pay is the midpoint of the pay range for the grade.

Factors used to determine an individual’s starting pay within the hiring range include:

- The expected performance level of the individual based on qualifications and experience,
- The rates of pay, position in the range, and performance level of other employees in the department and/or the pay range, and

HR will make a starting pay recommendation to the President based on an assessment of the successful candidate’s experience, education, and training and the pay of others in the department and in similar positions across CUNE.

5.10.2 Training Status
Occasionally, an individual who shows significant promise but does not meet the minimum qualifications may be placed in a position on a training status. The length of the training status must be established in advance, and there must be a specific training program in the areas in which the individual does not meet the minimum position qualifications. Both the length of the training program and the areas in which the individual does not meet the minimum position
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qualifications must be communicated in writing to the affected employee. Departments should contact HR to determine the rate of pay for individuals on training status.

After successfully completing the training period, the individual will be granted an increase in salary determined using the guidelines listed for new hires. Individuals who fail to meet the minimum qualifications after training will be terminated at the end of the training period. Written communication should clearly state that failure to meet the objectives in the allotted time may result in termination.

5.10.3 Pay Ranges
All positions are assigned pay ranges based upon required competencies, job content, relative value of the position to CUNE, performance qualifications, internal equity considerations and external market conditions. Pay ranges are reviewed annually and adjusted as resources permit. Individual rates of pay must fall within the assigned pay range for the position.

5.10.4 Procedure
For each position a benchmark is targeted that establishes the midpoint of the pay range. From the midpoint range a minimum and maximum is set.

Support Staff positions will typically be benchmarked based on salary data collected from the local/surrounding market area, since generally support staff are recruited the local area.

Professional/Technical positions will typically be benchmarked in most cases based on salary data collected from the regional/Midwest market area and in some cases where recruited nationally, on a national level.

*Minimum: The minimum of the pay grade represents the lowest salary CUNE would expect to pay to have the job performed.

The area between the minimum and midpoint includes the salaries normally paid to:

- individuals hired or promoted into a position who are learning the job, and
- employees who are moving towards midpoint based on rank experience and job performance

*Midpoint: The midpoint of the pay grade represents the salary level paid for a competent employee with considerable experience (experience requirements may vary based on the rank) who performs all duties of the job at a satisfactory level. This level of pay is considered the “going rate” in the marketplace for trained experienced people. The midpoint is the salary used for comparison when a competitive analysis of University pay levels is performed.

*Maximum: The maximum of the pay grade represents the highest amount CUNE will pay to have the job performed. The area between the midpoint and the maximum includes salaries paid to employees within a position level whose demonstrated performance is above average or is at a consistently superior level.

5.10.5 Salaries Below the Minimum or Above the Maximum
Individuals whose salaries fall below a newly established or adjusted range minimum will be increased to the new minimum when resources permit. Incumbents whose salaries fall above the maximum are not entitled to receive increases in their base salary until their salaries fall within the range as the result of adjustments to the range. (Alternative pay methods to reward employees at the top of their range may be used such as lump sum payments; merit time off banks, etc.)

5.11 Promotion, Lateral Transfer, and Demotion
CUNE has established definitions and procedures concerning employee promotions, lateral
5.11.1 Promotion
A promotion occurs when an employee moves from a lower to a higher level position within CUNE or when their current position is re-classified at a higher level based on increased responsibilities.

5.11.2 Demotion
A demotion is any movement of an employee or a position from a higher to a lower pay range.

In the case of a promotion or demotion, the amount of the incumbent’s pay change, if any, will be determined based on the expected performance in the new position and rates of pay for other positions in the range. However, the employee’s pay may not exceed the maximum of the range for the new position.

5.11.3 Lateral Transfer
A lateral transfer is any movement of a person or position between positions assigned to the same pay range. No change in pay rate results from a lateral transfer. If internal inequity in pay results from a lateral transfer, it should be addressed at the next regularly scheduled annual increase.

5.12 Salary Increase Budget
Each fiscal year, HR recommends to the President and ExVP/CFO/COO a pay increase pool for which financial resources may be made available, to meet the objectives of the compensation program for the following fiscal year.

5.13 Annual Performance Appraisal
See Section 3.2 for information regarding annual performance appraisals.

5.14 Special Stipends
In certain circumstances, additional pay may be awarded to an employee whose workload has significantly deviated from normal expectations. Examples of special situations include: long-term special projects; assigned work in another department; and performing a specific position or function that is significantly different from the position for which the employee is normally compensated. Supervisors who wish to recognize these special situations should consult with HR for direction and guidance before committing to or arranging for additional pay.

5.15 Other Pay Increases
Additional pay may be awarded to employees in certain cases where outstanding performance warrants it. In some cases, it is additive to base, in others not (e.g., bonuses). Pay adjustments may be made to address internal inequities, meet extenuating market conditions, or for other reasons. Such adjustments are coordinated through HR.

*It is recognized that some people may consider leaving for more pay, and CUNE is willing to consider a salary adjustment that is equitable for other employees and commensurate with general market conditions. However, it is unlikely that CUNE will meet all salary offers received by its employees. They should not expect to negotiate their salaries upward by regularly soliciting better-paying jobs elsewhere.

5.16 Pay Advances
On occasion, employees may need to request an advance to their pay based on extenuating
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circumstances. Requests for pay advances should include the circumstance that led to the request. Requests should be submitted to HR. All pay advances must be finally approved by the Executive Vice President/CFO/COO. Pay advances will be recovered on the next regularly scheduled payroll.
6 Deductions from Pay

Payroll Deductions and Reductions: Generally a difference exits between “gross earnings” and your “take-home pay” otherwise known as your “net earnings”. Two reasons account for that difference: deductions required by federal and state government, and voluntary deductions authorized by the employee. All such deductions are shown on your pay stub.

6.1 Required Deductions:

6.1.1 Federal and State Withholding Tax
- Amounts withheld for taxes are based on earnings, marital status and the number of exemptions claimed. Nebraska employees will complete a W-4 form known as the Employee’s Withholding Exemption Certificate for both federal and state taxes. For employees deployed out of another state, state laws will dictate which form needs to be completed, please check with HR to determine the correct forms. Federal and State tax deductions are done in accordance with their respective guidelines and laws and the money deducted from your pay is remitted to the appropriate government entity as required.
- During the month of January (no later than January 31st) employees receive a W-2 Wage and Tax Statement. This end-of-year statement indicates your total pay and the amount of taxes that were withheld for the previous year.
- Social Security & Medicare (FICA – Federal Insurance Contribution Act)
- Each lay employee of CUNE is required to participate in this program. It is designed to provide retirement, disability, medical, and death benefits. Deductions are made at a rate established by law.

6.1.2 Self-Employment Contribution Act (SECA)
All Minister of Religion employees are subject to SECA, and while CUNE cannot deduct for these taxes on the same basis as is required for lay employees, CUNE does provide a “voluntary” withholding for those ministers who so choose. Such withholding amounts are not determined by regulations, so the employee is responsible to notify the payroll office of the amount they desire to have withheld.

6.2 Other Required Deductions
In some cases, additional required deductions may include court ordered wage garnishments, wage assignments, third party levies, and income-withholding orders (child or spousal support) levied against an employee’s pay. Under the federal Child Support Enforcement Act of 1984, income-withholding orders for child support take priority over all other wage withholding orders. While it is not the intent of CUNE to become involved in the personal affairs of its employees, we are required to follow court ordered deductions from pay. The employee will be notified by the payroll office upon receipt of the court order. The payroll office is responsible for computing the dollar amount legally allowed to be withheld from the employee’s check. Employees may need to complete a form indicating dependents.

6.3 “Dock-in-Pay” Deductions
A dock-in-pay will occur when a request for leave time exceeds the leave balance available.

Since exempt employees are paid based on workload rather than hours worked, there are certain rules pertaining to an institution’s ability to dock pay for use of leave above and beyond the balance available. (Please see Safe Harbor policy found in Section 5.3)
6.4 Voluntary Deductions or Reductions

Voluntary deductions or reductions must be authorized by the employee, by completing and signing the appropriate form. These deductions remain in effect until the employee notifies HR in writing of the change, or the HR notifies the employee that a new enrollment is necessary.

- Deductions may include contributions to CUNE or United Way, or payments to credit unions, or campus lunches.
- Reductions include tax deferred annuity contributions (CRSP), flexible spending contributions, health care employee premiums or health savings account contributions.

6.5 CUNE Flexible Spending Account Plan

This plan allows employees to set aside some of their salary before taxes to pay for contributions to this benefit plan. These pre-tax dollars may be used for eligible health and dependent care expenses.

Regular employees (if eligible for CHP) are eligible.

- Elections up to $2500 annually for health and $5000 for dependent care reimbursement.
- Open enrollment the end of each calendar year for those who are eligible.

Contributions may be used for the following:

- To establish a Flex-Medical expense account and use that account to cover family health care expenses not covered by insurance or other sources, and/or
- To establish a Flex-Dependent Care expense account and use that account to cover certain expenses involved in caring for dependents while working.

Summary Plan Descriptions, plan election forms, and claim forms are available from HR.

CUNE complies with the HIPAA (Health Insurance Portability and Accountability Act) Privacy Rules (45 CFR 160 & 164).

Who administers this plan for CUNE employees? Cattle National Bank and Trust is considered the Third Party Administrator for this plan.

How do I elect this plan? CUNE allows for annual enrollment into this Cafeteria Plan called the CUNE Flexible Spending Account Plan. Currently, the plan runs from January 1 to December 31 of any year. It is scheduled to coordinate with the Concordia Health Plan (CHP) year.

6.6 Health Savings Accounts

Health Savings accounts were created as a part of the Medicare Bill which passed in December of 2003. Health Savings Accounts are intended for use with High Deductible Health Plans. Money deposited into a health savings account, whether it is deposited by you or your employer under a qualified group high deductible health plan is the employee’s money. If contributions to the Health Savings Account are made under an employer 125 Cafeteria Plan, they are considered tax free as long as the dollars are used for qualified medical expenses. These funds can be rolled over from year to year and remains with the employee.

Changes to the Health Savings Account may be made at any time, as long as the contribution/reduction amount does not exceed the established IRS amounts for the calendar year.

6.7 Tax Sheltered Annuities

CUNE participates in the Concordia Retirement Savings Plan (CRSP) which is a 403(b) tax sheltered annuity plan, administrated by MetLife, and sponsored by CPS. Dollars contributed to this plan are eligible for matching funds by the employer, should the employer make the decision to contribute matching dollars. Eligibility for participating is based on the IRS Universal Availability rules and regulations for 403(b) plans.
6.8 Supplemental Life Insurance
Supplemental Life Insurance is offered through Minnesota Life Insurance, a company that partners with CPS. Information regarding supplemental life insurance is sent directly to your home address.

6.9 Other Deductions
Upon your separation from employment with CUNE you must return all University property, tools, keys and other equipment and must pay CUNE all monies that you may owe included, but not limited to, any balances in your dock-in-pay. Otherwise, a deduction for the value of all unreturned materials and monies owed may be made from your final paycheck as authorized in the Acknowledgement section of this handbook.
7 Employee Benefits

7.1 Concordia Plan Services (CPS) Benefits

The following is a list of benefits offered to employees of CUNE. Please note that not all employees are eligible for all benefits. Be sure to check the benefits available to you based on your date of employment, seniority, exempt/non-exempt classification, full-time/part-time employment, regular/temporary, service and level of employment status.

Once employees have met the appropriate eligibility requirements, they may be eligible to participate in the plans described below. This is merely a summary.

For a comprehensive explanation of benefit coverage, please visit the CPS website: www.concordiaplans.org, or contact them by phone at 1-888-927-7526. CPS Plan documents supersede any information provided in this handbook.

Benefit Eligibility Classifications - CPS

7.1.1.1 Eligible for Benefits
- Persons regularly working thirty (30) hours or more per week for a period beyond five months are eligible for Concordia Health, Retirement and Disability/Survivor plans.
- Persons regularly working twenty (20) hours but less than thirty (30) hours for a period beyond five months are eligible for Concordia Retirement and Disability/Survivor plans.

7.1.1.2 Not Eligible for Benefits
- Persons scheduled to work 19 hours or less per week.
- Persons scheduled to work full-time or part-time with an expectation of employment of less than 5 consecutive months.

7.1.2 Concordia Health Plan (CHP)

Coverage under the CHP includes the following:

7.1.2.1 Medical Care
For Nebraska and Wisconsin employees:
Preferred Provider Organization Administered by Blue Cross Blue Shield, MN
1-800-793-6922

7.1.2.2 Prescription Drugs
Administered by Express Scripts
1-800-789-7488

7.1.2.3 Dental Care
Administered by CIGNA
1-800-244-6224

7.1.2.4 Vision Care Benefits
Administered by Vision Service Plan
1-800-877-7195
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7.1.2.5 Hearing Care Discounts
National Ear Care Plan
1-800-442-8231

7.1.2.6 Mental Health and Substance Abuse Care
- For non-High deductible Health Plans the plan is administered by CIGNA Behavioral Health: 1-866-726-5267
- For High Deductible Health Plans the plan is administered by Blue Cross Blue Shield of Minnesota: 1-800-793-6922

7.1.2.7 Employee Assistance Program (EAP)
Administered by CIGNA Behavioral Health
1-866-726-5267

7.1.2.8 CareAllies (Health and Wellness)
The Be Well…Serve Well health and wellness program
Administered by CareAllies 1-800-605-6621
- Health Risk Assessment
- Disease Management Programs
- Cancer Support
- 24-Hour Nurse Line (800-605-6621, prompt #2)
- Healthy Pregnancies, Healthy Babies Program (800-615-2960, prompt #2)

For a comprehensive explanation of benefit coverage, please visit the CPS website: www.concordiaplans.org, or contact them by phone at 1-888-927-7526.

Coverage in the CHP begins the first day of the month following the date of employment once the appropriate enrollment forms are completed. New employees have sixty (60) days to make application for health care coverage. Several plan options are available to employees and their families. Annually, the employer will approve the amount it will fund of the entire premium and employees choose the plan that best fits their needs financially and medically.

Currently the CHP maintains several plans that are in "grandfathered status" under the law, allowing University benefits to remain aligned with our Lutheran beliefs. The CHP continues to be fully compliant with all laws and regulations and meets the minimum essential coverage rules.

CUNE’s premium expense matrix meets the affordability test for the Affordable Care Act (ACA).

For other health insurance options and information regarding Health Insurance Marketplace Coverage Options, please see Attachment H – notification required by ACA. More information can be found at HealthCare.gov.

7.1.3 Concordia Retirement Plan (CRP)
CUNE enrolls all regular full-time employees and regular part-time employees, who work more than twenty (20) hours per week and works more than 5 months per year in the CRP.

Coverage begins the first day of the month following the date of employment once the appropriate enrollment forms are completed.

CUNE pays the premium for eligible employees.
7.1.4 Concordia Retirement Savings Plan (CRSP)

Please see section (6.7)

7.1.5 Concordia Disability and Survivor Plan (CDSP)

CUNE enrolls all regular full-time employees and regular part-time employees, who work more than twenty (20) hours per week and work more than 5 months per year, in CDSP.

The disability survivor plan is a two-fold plan.

The survivor/life insurance portion of this plan is based upon yourself and your dependents, not including your spouse. The calculated number of dependents up to a value of six times your compensation is the amount of life insurance you would receive, should something happen to you.

The disability plan covers up to 70% of gross monthly wage for eligible injury or illness. CUNE pays the entire premium for all eligible employees.

Coverage begins the first day of the month following the date of employment once the appropriate enrollment forms are completed. There are some pre-existing conditions, please check the plan documents at the above website to understand what those conditions are.

CUNE pays the premium for eligible employees.

How do I use my disability benefit?

Notify HR of the disability, whether maternity leave or because of illness or injury. HR will coordinate the use of your leave for your absence during your disability leave.

Contact Concordia Plans Services – Disability, 1-888-927-7526. The following information will be needed when contacting them:

- The name of your physician
- Your physician’s phone number
- The date you last worked
- A phone number where you can be reached

CPS – Disability will connect you with a Liberty Mutual caseworker. Liberty Mutual will work with you and your physician regarding your disability.

Disability Pay

- CUNE will continue to pay salary, based on available leave balance or your position classification policy, until you reach your 15th day of a certified disability.
- Starting with the 15th day, if approved, your disability benefit will begin.
- Disability pay from the plan is generally 70% of your monthly compensation.
- If your disability is greater than three (3) months, please check with CPS for additional benefits.

Family Medical Leave

Individuals on disability will be put on family medical leave (if eligible). Disability and Family Medical Leave will run concurrently.
Return to Work
A Fitness for Duty Certification from your doctor must be presented to HR to release you for duty prior to the day you return to work.
If you are released with restrictions, your restrictions must be clearly written on the Fitness for Duty Certification form.
While on restricted work status, CUNE will periodically require a doctor’s note regarding your restricted work status until you are cleared to return without restriction.

7.1.6 Accident Insurance Program (AIP)
This plan covers accidental death, accidental dismemberment and paralysis of the limbs.
If you are eligible to be enrolled in any of the other Concordia Worker Benefit Plans, you may enroll in the All-Cause Accident Insurance Program. Premiums are structured on employee or family coverage and dollar amount of coverage. For a comprehensive explanation of benefit coverage, please visit the CPS website: www.concordiaplans.org, or contact them by phone at 1-888-927-7526.
While CUNE offers this as an additional benefit plan under the umbrella of CPS, it does not pay any part of this premium. Therefore as an employee option benefit, the employee assumes the cost of this premium. Premiums are deducted from the employee’s monthly pay.

7.1.7 Employee Assistance Plan (EAP)
EAP is designed to help members and their dependents cope with stress, depression, marital difficulties, and a variety of other work, family, and life issues.
The EAP includes:

- Up to six free face-to-face sessions
- Immediate assistance for critical emotional needs
- Information and referral for child care, elder care, adoption, and more
- Guidance for finding local resources
- Telephonic consultation

The EAP also offers an online directory to find providers and other services for:

- Emotional Well-Being and Life Events
- Family and Caregiving Resources
- Health and Wellness Resources
- Daily Living Resources

All EAP services are free, confidential, and available to all covered members and dependents. The services can be accessed 24 hours a day, 7 days a week, at www.cignabehavioral.com or by calling toll-free at 866-726-5267.

7.1.8 Mental Health
Mental Health and Substance Abuse Care Benefits
Network Manager: CIGNA Behavioral Health 866-726-5267
7.1.9 Health and Wellness
CareAllies delivers the following programs for CHP members:

- Health Assessment
- Health Advisor Program
- Smart Steps Disease Management (Not available for Medicare Members)
- Lifestyle Management Programs
- Frequently Asked Questions about the Programs
- 24-Hour NurseLine: 800-605-6621 (Not available for Medicare Members)

CHP members have 24/7 toll-free phone access to Registered Nurses for medical advice. The nurses are trained to provide:

- Answers to health questions.
- Direction on when and where to seek medical attention.
- Help choosing providers.

7.1.10 Supplemental Life Insurance
Supplemental Life Insurance is an employee choice benefit offered through Minnesota Life because of participation in CPS. Information is sent directly to employees. Employees that select this benefit, make payments directly to Minnesota Life.

7.2 Unemployment Insurance
While employed at CUNE, the state provides unemployment benefits as prescribed by Nebraska law or the state law in which you reside. In the event of unemployment, if you are non-exempt (hourly) or exempt (salaried) and not a minister of religion, you may apply for this benefit with the Nebraska Department of Labor or the state department of labor in which you reside. There is no cost to the employee for this benefit.

7.3 Workers’ Compensation
CUNE provides Workers’ Compensation benefits for those employees covered as determined by the laws of the State of Nebraska. No premium for this coverage is charged the employee.

All injuries sustained on the job, even if you feel such to be minor, must be reported immediately to HR to avoid jeopardizing coverage. (See section 13.7)

7.4 Educational Assistance Programs
As an educational institution, CUNE has the opportunity to afford its employees with several different types of Educational Assistance Programs. Currently, CUNE offers the following types of Educational Assistance Programs: Tuition Waiver Benefit (please see Attachment A)

- Tuition Exchange Program (please see Attachment B)
- Advanced Academic Study Tuition Assistance – Tuition Reimbursement

As defined by the tuition assistance polices, regular active full-time employees may take courses offered at the undergraduate and graduate level. Full time is defined as forty (40) hours/week or 1.0 FTE. In order to maximize this benefit, CUNE’s Education Assistance Programs fall under two IRS regulations relating to the taxability of such programs.
7.4.1 Taxability of Employer Sponsored Education Assistance

7.4.1.1 Qualified Tuition Reduction (QTR) (IRS Code Section 117-d)

- QTR – This is a tax-free reduction in tuition provided by an eligible educational institution. Whether a tuition reduction is a qualified tuition reduction, and therefore tax free, depends on whether it is for education below or at the graduate level. The qualified tuition reduction must not represent payment for services. The following qualifications for tuition reductions for education below the graduate level – are considered tax free if provided to:
  - Current employee of the eligible educational institution.
  - Former employee who retired or left on disability.
  - Widow or widower of an individual who died while an employee.
  - Widow or widower of a former employee who retired or left on disability.
  - Dependent child or spouse of any person qualified in the above 4 bullets.
  - Child of employee, under age 25, with both parents deceased.

- Other qualifications of a QTR plan –
  - This benefit must be made available on substantially the same basis to each member of a group of employees and does not favor highly compensated employees.
  - Qualified expenses include tuition, fees, books, and equipment. However, CUNE does not allow for payment of personal expense which includes books for classes.
  - There is no requirement that the education be job related, nor is there a maximum dollar limitation.
  - There is no requirement that an employee be a candidate for a degree;
  - There is no restriction on the type of courses/classes taken except that they may not be graduate classes (except as noted below).
  - Graduate education exceptions – qualifying persons must be a graduate teacher or graduate research assistant for the institution.
  - All other tuition reductions for graduate education are taxable.

7.4.1.2 Education Assistance (IRS Code Section 127)

In general, gross income of an employee does not include amounts paid or expenses incurred by the employer for educational assistance to the employee if:

- assistance is furnished pursuant to a written educational assistance program established for the benefit of employees who qualify under a classification set up by the employer;
- the benefit is made available on substantially the same basis to each member of a group of employees and does not favor highly compensated employees;
- reasonable notification of the availability and terms of the program is provided to eligible employees.
Section 7: Employee Benefits

Current Regulations allow:
- Undergraduate and graduate course work.
- Education does not need to be job-related.
- A maximum cap of $5,250.00 for non-taxable educational assistance per calendar year.
- Payment of or provision for (waiver) tuition, fees, books, supplies, and equipment (does not include tools and supplies retained by the employee after completion of course).

Current University policy does not allow payment of employee personal expenses which includes books for classes.

Current Regulations disallow:
- Any payment for a course or education involving sports, games or hobbies.
  - Unless the course is required as a part of a degree program.
- Any payments for meals, lodging, or transportation.
8 Other Benefits

8.1 Service Awards
Every year in January, workers are recognized for reaching five (5) year increments in service to CUNE. Each member receives a small gift of recognition.

8.2 Above and Beyond
CUNE seeks to reward employees for work done above and beyond their normal course of job duties. While these funds can be used at the time of annual increase, they are also available to give immediate rewards to employees, so that the reward can be associated with a specific, significant achievement. This might be done for various reasons.

Examples of such reasons follow:
- Employee’s accomplishments exceed the normal standards/expectations for the job.
- Employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal, such as fulfilling additional duties while a fellow worker is out on leave or a position is vacant, waiting to be filled.
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc.
- The employee has made a significant contribution to either a verifiable cost savings or revenue generating idea for CUNE.

8.2.1 Employee Eligibility:
- Must have completed one (1) year of service to CUNE
- Must be regularly employed
- Achieved “top” performance status on their evaluation.
- Has not received a bonus award within the last two (2) years
- Executive (Cabinet) Officers are not eligible for this award

8.2.2 Taxable:
Above and Beyond Awards are considered taxable income and will be processed through the payroll office on the next scheduled payroll date, after the request is approved.

8.2.3 Responsibility for Administration:
The president’s cabinet has general oversight of this process. All recommendation must be approved by a cabinet member and finally the president.

8.3 Athletic/Recreational
CUNE is blessed to have the Walz Human Performance Complex. Faculty and staff are welcome to use the facility. Please check with the Athletic Director’s office 402-643-7328, or www.cune.edu/athletics/facilities-hours for a schedule of availability and community times. An Assumption of Risk and Waiver of Liability Release must be completed for use of the weight room.
8.4 Discounted Meals and Other Food Service
Employees may sign up to have the cost of meals eaten at the Janzow Campus Center food service facility, Dog House Grill or coffee purchased from the 10:31 Coffee shop, during the school year, deducted from their paycheck. Please check with HR to complete the appropriate form. The CUNE ID card is used to facilitate this process.

8.5 Link Library
Employees have access to Link Library services with the use of their CUNE ID. Employees are encouraged to make use of the library with its numerous services.

8.6 Notary Public Service
CUNE can provide employees notary public service for either personal or professional use at no cost. For more information please contact HR.

8.7 Automated Teller Machine (ATM)
An ATM, operated by Cattle National Bank & Trust, is located in the Janzow Campus Center for use by students and University employees.

8.8 University Events
Employees may use their CUNE ID’s for free or reduced admission to home athletic events, concerts, plays, and other events which may be designated as requiring ID cards. Family members of employees are welcome to attend, as long as the employee accompanies their family members.

However, if an employee does not plan to accompany their family, CUNE has created an activity pass.
Guidelines:
- $5.00 Annual Fee.
- $10.00 Replacement Fee.
- The card will allow a family member to include children, if they are accompanied by them at the time the card is presented.
- Family members that are sixteen (16) or older, have their own family pass – if the employee chooses. At age sixteen (16) family member has own ID.

8.9 W-2 Forms (Wage and Tax Statement)
As required by the IRS, each calendar year CUNE distributes to every employee a W-2 form. The W-2 form is a report of your taxable earnings for the year. In an effort to support the environment by using less paper, employees have the option of receiving their W-2 form electronically. To receive your W-2 form electronically, please visit the CUNE portal, (employee tab, employment details) select W-2 consent and follow the directions to receive your W-2 electronically. If you are no longer employed by CUNE, the election is nullified and you will receive a printed W-2.
9 Absence from Work

9.1 Jury Duty or Court Leave
Notification of summons to serve on a jury must be communicated to the employee’s supervisor. As a matter of good citizenship, employees are expected to serve when called upon for jury duty.

CUNE grants full pay to an employee called to jury duty, if the employee remits his/her jury duty pay to CUNE. This transaction is to be coordinated through HR. If jury duty does not require the full work day, the employee is expected to report for work for the remainder of the day.

If an employee is subpoenaed for University business reasons and is required to make a court appearance, such appearance will be considered work time. Any payment by the court made to the employee should be remitted to CUNE. Employees subpoenaed for reasons of a personal nature, will be required to take PTO for such absences and they will be allowed to retain any payment made to them for such appearances.

9.2 Voting
In the event that an employee does not have two consecutive hours to vote while the polls are open, CUNE provides employees with paid leave to cast his/her ballot. Employees may generally use their lunch hours or time after work (5-8pm) to cast their ballot. If however circumstances prevent an employee from voting during those generally accepted times, they may request in advance time off to vote with the approval of their supervisor.

9.3 Election
Employees who are appointed by the county to serve as an election worker must give reasonable notice to CUNE prior to such service. If reasonable notice is given, the employee will be excused from regularly scheduled work and will receive full pay if the employee remits his/her election duty pay to CUNE.

9.4 Volunteer Fire & Rescue Calls
CUNE considers volunteer efforts for the community by way of fire and rescue calls to be a part of its servant leadership mission. Individuals trained and certified, who volunteer in this way, will be given time away for these purposes. Individuals must inform their supervisors of the potential for absence if they intend to volunteer in this manner.

9.5 Family and Medical Leave Act (FMLA)
See Attachment G for more information or visit the Department of Wage and Hour government website. The laws pertaining to the Family Medical Leave Act (FMLA) continue to expand and can be quite complex. While the following information is general, more detailed information can be found on http://www.dol.gov/whd/regs/statutes/fmla.htm.

9.5.1 General Provisions
It is the policy of CUNE to grant up to twelve (12) work weeks of family and medical leave during any twelve (12) month period to eligible employees, in accordance with the FMLA of 1993 and up to twenty-six (26) work weeks of leave in any twelve (12) month period in compliance with the expansion of FMLA under The Support for Injured Servicemembers Act of 2007, as well as the expanded regulations approved in 2013. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.
Section 9: Absence from Work

9.5.2 Eligible Employees

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who:

- Works for a covered employer;
- Has worked for the employer for at least twelve (12) months;
- Has at least 1,250 hours of service for the employer during the twelve (12) month period immediately preceding the leave; and
- Works at a location where the employer has at least fifty (50) employees within seventy-five (75) miles.

*Special hours of service eligibility requirements apply to airline flight crew employees. See Fact Sheet 28J (Department of Labor): Special Rules for Airline Flight Crew Employees under the Family and Medical Leave Act.

The twelve (12) months of employment do not have to be consecutive. Thus, time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the twelve (12)-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count unless the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer’s intention to rehire the employee after the break in service. See “FMLA Special Rules for Returning Reservists”.

9.5.3 Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to twelve (12) work weeks of leave for reasons related to or affected by the family member’s call-up or service. Reasons related to the call-up or service includes:

1. **Short-notice deployment.** To address any issue that arises from the fact that a covered military member is notified of an impending call or order to covered active duty seven or fewer calendar days prior to the date of deployment.
2. **Military events and related activities.**
3. **Childcare and school activities.** To arrange for alternative childcare when the covered active duty or call to covered activity duty status of a covered military member necessitates a change in the existing childcare arrangement for the child.
4. **Financial and legal arrangements.** To prepare and execute financial and health care powers of attorney, and to transfer bank account signature authority.
5. **Military member’s parent.** To provide care for military member’s parent.
6. **Counseling.** To attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or for a child provided that the need for counseling arises from the covered active duty or call to covered...
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active duty status of a covered military member.

7. Rest and recuperation. To spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment.

8. Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the covered military member’s covered active duty status.

9. Additional activities. To address other events that arise out of the covered military member’s covered active duty or call to covered active duty status, provided that the agency and employee agree that such leave qualifies as an exigency, and that they agree to both the time and duration of such leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s twelve (12)-work week maximum of FMLA leave in a twelve (12)-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member’s call-up, active military service, or Rest and Recuperation leave orders before leave is granted.

- To care for an injured or ill service member (includes new veterans for a five (5) year period).

This leave may extend to up to twenty-six (26) work weeks in a twelve (12)-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member’s office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin’s injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee’s leave entitlement beyond twelve (12) work weeks to twenty-six (26) work weeks. Other types of FMLA leave are included with this type of leave totaling the twenty-six (26) work weeks.

An eligible employee can take up to twelve (12) work weeks (or up to twenty-six (26) work weeks of leave to care for an injured or ill service member) under this policy during any twelve (12)-month period. CUNE will measure the twelve (12)-month period as a rolling twelve (12)-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, CUNE will compute the amount of leave the employee has taken under this policy in the last twelve (12) months and subtract it from the twelve (12) work weeks (or twenty-six (26) work weeks for the care of an injured or ill service member) of available leave, with the balance remaining being the amount the employee is entitled to take at that time.

If a husband and wife both work for CUNE and both wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of twelve (12) work weeks of leave. If a husband and wife both work for CUNE and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of twenty-six (26) work weeks of leave.

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9.5.4 Definition of Serious Health Condition
A serious health condition is 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 daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

9.5.5 Leave for Birth and Bonding
Under FMLA, eligible employees can take a full twelve (12) weeks of FMLA leave (assuming that they have had no other leave-qualifying events during the twelve (12)-month period) for the birth, and to be with a healthy newborn child (so-called “bonding leave”). Bonding leave is available to either men or women, and no medical certification is required. However, bonding leave must be completed within twelve (12) months of the date of birth or placement. When both husband and wife work for the same employer, the full amount of leave is limited to an aggregate of twelve (12) weeks.

9.5.6 Employee Status and Benefits During Leave
While an employee is on leave, CUNE will continue the employee’s health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee’s family member or a circumstance beyond the employee’s control, CUNE will require the employee to reimburse CUNE the amount it paid for the employee's health insurance premium during the leave period.

Under current University policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee’s share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in HR the last day of each month. If the payment is more than thirty (30) days late, the employee’s health care coverage may be dropped for the duration of the leave. The employer will provide fifteen (15) days notification prior to the employee’s loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums; or the employer may elect to maintain such benefits during the leave and pay the employee’s share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee’s share of any premiums whether or not the employee returns to work.
Section 9: Absence from Work

9.5.7 Employee Status after Leave
An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or virtually identical in terms of pay, benefits and working conditions.

CUNE may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

9.5.8 Use of Paid and Unpaid Leave
An employee who is taking FMLA leave because of the employee’s own serious health condition or the serious health condition of a family member will be granted use of any available FML. Once FML is exhausted, employees must use their PTO leave prior to being eligible for unpaid leave. All paid leaves run concurrent with FMLA approved leave.

Disability leave for the birth of the child and for an employee’s serious health condition, including workers’ compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with use of FML. For example, if an employer provides six (6) weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee’s twelve (12)-work week entitlement. The employee will then be required to use available FML and PTO prior to being eligible for unpaid leave for what remains of the twelve (12)-work week entitlement.

An employee, who takes approved leave for the adoption or foster care of a child, will be granted use of their available FML leave. Once FML leave is exhausted, employees must use their PTO leave prior to being eligible for unpaid leave. All paid leaves run concurrent with FMLA approved leave.

9.5.9 Intermittent Leave or a Reduced Work Schedule
The employee may take FMLA leave in twelve (12) consecutive work weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. Intermittent leave will be recorded in the smallest increments possible. In all cases, the leave may not exceed a total of twelve (12) work weeks (or twenty-six (26) work weeks to care for an injured or ill service member over a twelve (12)-month period).

CUNE may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee’s family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, CUNE and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one (1) year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee must reach agreement with CUNE before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. CUNE may require certification of the medical necessity.
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9.5.10 Certification of the Serious Health Condition of the Employee or the Spouse, Child or Parent of the Employee

CUNE may ask for certification of the serious health condition. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Certification of Health Care Provider for Employee’s Serious Health Condition form or Certification of Health Care Provider for Family Member’s Serious Health Condition form. Request for a medical certificate will be made in writing as part of the employer response to employee’s request for leave.

Certification of the serious health condition shall include the date when the condition began, its expected duration and a brief statement of treatment. For medical leave for the employee’s own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee’s position. For a family member who is seriously ill, the certification must include a statement that the patient, the family member, requires assistance and that the employee’s presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

CUNE has the right to ask for a second opinion if it has reason to doubt the certification. CUNE will pay for the employee to get a certification from a second doctor, which CUNE will select. If necessary to resolve a conflict between the original certification and the second opinion, CUNE will require the opinion of a third doctor. CUNE and the employee will mutually select the third doctor, and CUNE will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

9.5.11 Documentation of the Covered Family Member’s Active Duty or Call to Active Duty in the Armed Forces

Employees requesting this type of service member FMLA leave must provide proof of the qualifying family member’s call-up or active military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

9.5.12 Documentation of the Need for Service member FMLA Leave to Care for an Injured or Ill Service Member

Employees requesting this type of service member FMLA leave must provide documentation of the family member’s or next-of-kin’s injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member’s injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

9.5.13 Procedure for Requesting Leave for:

- the birth of a child or in order to care for that child;
- the placement of a child for adoption or foster care and to care for the newly placed child;
- to care for a spouse, child or parent with a serious health condition; or
- the serious health condition of the employee
Section 9: Absence from Work

All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will refer the worker to HR.

CUNE will provide individual notice of rights and obligations to each employee requesting leave within five business days or as soon as practicable.

When an employee plans to take leave under this policy, the employee must give CUNE thirty (30) day notice. If it is not possible to give notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to CUNE’s operations.

If an employee fails to provide thirty (30) day notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least thirty (30) days from the date CUNE receives notice. While on leave, employees are requested to report periodically to CUNE regarding the status of the medical condition and their intent to return to work.

9.5.14 Procedure for Requesting Leave for

- a covered family member’s active duty or call to active duty in the Armed Forces
- to care for an injured or ill service member

All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will refer the worker to HR. Leave may commence as soon as the individual receives the call-up notice.

HR will provide individual notice of rights and obligations to each employee requesting leave within five (5) business days or as soon as practicable.

An employee who anticipates the possibility of taking family or medical leave, or has any questions about the application of this policy to your particular situation, should contact HR.

9.5.15 Confidentiality of Health Information and Recordkeeping

CUNE complies with all the rules and regulations regarding confidentiality and recordkeeping including applicable GINA information.

9.5.16 Retaliation

If you believe that your rights under the FMLA have been violated, you must follow the Complaint Procedure set forth in Section 1.3.3.

9.6 Family Medical Leave Time (FML)

CUNE workers, eligible for FML based on their position status, will accrue 80 hours a year or 3.077 hours every two week pay period for FML. This leave is available to workers that apply for and qualify for FML based on the rules and regulations provided in section 9.5 of the Professional and Support Staff Handbook.

Individuals making use of this leave time have qualified due to:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for the newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition of the employee that leaves the employee unable to perform the functions of the employee’s job.
- A qualifying exigency arising out of the fact that the employee’s spouse, son, daughter,
or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Once an employee has exhausted their FML balance, they are required to use PTO leave, as long as there is leave available.

Maximum accrual for FML is eighty (80) hours and employees will not accrue beyond this cap.

Maximum carry forward balance on July 1 of each year is eighty (80) hours.

Part-time employees, if eligible for FML, are so granted on a pro-rated full time equivalency basis.

Because FML is provided to current employees, unused FML will not be paid out upon an employee’s separation from employment for any reason.

### 9.7 Paid Time Off (PTO)

The purpose of PTO is to provide time off from work. With this type of leave, employees may choose to use it at any time for any reason with the approval of their supervisor. PTO may be used for a variety of reasons including vacation, rest and relaxation, doctor’s appointments, incidental sick leave, dentist appointments, mental health days, attending school programs, care of sick children, care of family members, or to supplement unpaid FML.

PTO will accrue at the following rates:

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- After one (1) year the maximum allowed system accrual is 120 hours at any given time even though an employee may be at the benefit level where leave can accrue at more than 120 hours. The system will cease to accrue, until time is taken and the balance is brought below 120 hours.

- Employees will be allowed to borrow PTO not yet accrued, up to forty (40) hours, if approved by a supervisor. However, a negative PTO balance at time of termination, will result in a deduction from final pay as authorized by you in the acknowledgment section of this Handbook.

- PTO payout at time of termination is limited to 120 hours (the maximum accrual) or the
balance, whichever is less.

- Part-time regular staff are granted PTO leave on a pro-rated full time equivalency basis starting at fifty (50) percent part-time regular staff.
- Exempt Professional Staff report PTO leave taken for 4 or more hours.
- Non-exempt Support Staff report all PTO leave taken.

9.8 Holidays
All employees who are regularly scheduled to work are eligible for holiday pay, if the holiday falls on a normally scheduled workday. In the event the employee is regularly scheduled to work on the same day of the week as the holiday falls, he/she would receive the same number of paid work hours for that holiday as the scheduled workday. (For example, a staff employee normally scheduled for four (4) hours of work on a Thursday would receive four (4) hours of holiday pay if a paid holiday fell on Thursday.)

Employees are granted the following paid holidays per year:
- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day (4th of July)
- Thanksgiving Day
- Christmas Day

The following conditions apply to CUNE’s holiday pay policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at individual employee’s base rate of pay.
- If an hourly employee is scheduled to work on a holiday, he or she will be paid employee’s regular rate of pay plus holiday pay. If a salaried employee is required to work on a holiday, the employee may choose a different day to take off for the holiday.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved paid time off will be recorded as holiday pay.

9.9 Floating Holiday
CUNE has historically granted some floating holidays per year. These holidays are determined annually by the President.

Generally, the Friday after Thanksgiving is a designated floating holiday. Additional floating holidays may be granted annually by the cabinet.

Any additionally granted floating holidays must be taken on one of the following days: Martin Luther King Day, Labor Day, CUNE fall break day, Veteran’s Day, or the employee’s birthday. If the birthday falls on a weekend or holiday, taking the day before or after is acceptable. This leave time will be recorded and treated as a holiday on the web timesheet.

Floating holidays are not carried over from year to year. They must be used in the year given. Unused floating holidays are not paid out upon an employee’s separation from employment for any reason.

9.10 Non-Paid Holidays
When the holiday calendar is established, the cabinet may also choose to designate several days as non-paid holidays. These are days that are generally attached to another holiday to give the employee a longer holiday break. Support Staff may choose to take no pay, or take PTO leave. Professional/Technical Staff are required to take PTO leave.
Section 9: Absence from Work

9.11 Funeral Bereavement Leave
Compassionate leave of up to three (3) days may be given to an employee for the death of a member of the employee’s immediate family; spouse, children, parents, brother, sister, father-in-law, or mother-in-law; brother-in-law or sister-in-law; son-in-law or daughter-in-law, grandchildren and grandparents. The actual number of days involved may be determined by the responsibility an employee has in making funeral arrangements and the distance involved in attending the funeral. Such leaves are to be arranged and approved through mutual consent of the employee and the supervisor.

Members of the staff may be excused without loss of pay for the time necessary to attend funeral services of other relatives and close friends. Up to one (1) day may be allowed for this purpose with no pay deduction at the discretion of the supervisor and HR.

9.12 Pregnancy

9.12.1 Maternity Leave
A pregnancy is treated in the same way as an illness or disability for the purposes of determining whether disability benefits are payable. In this regard, the following will apply:

A pregnant employee may continue to work until her physician certifies in writing that she is disabled and should cease working. If the employee works until she establishes a disability by furnishing such medical certification, she will thereafter receive payments during the time of disability to the same extent that a person is paid during disability arising from any reason as previously described.

If a pregnant employee wishes to cease work without having furnished a physician’s certificate that she is disabled, she must request a leave of absence without pay. As in all other instances where a person becomes disabled while on a leave without pay, such person is not eligible for disability benefits during the previously agreed upon period of the non-paid leave.

Within thirty (30) days prior to anticipated delivery date or earlier if possible, the employee should discuss with HR the matter of the anticipated absence due to pregnancy. This is to insure a mutual agreement between CUNE and the employee, and to clarify any questions.

See also FMLA section 9.5.

9.12.2 Paternity Leave
CUNE allows the use of FML for father’s requesting time off due to the birth of a child. Time off will be granted through the use of Family and Medical Leave. Paternity leave should be arranged with the supervisor in advance so that your job duties may be appropriately covered during the absence.

See also FMLA section 9.5.

9.13 Emergency Closings

9.13.1 Inclement Weather
CUNE does not close for severe weather. However, classes may be canceled. If, due to severe weather you are not able to work, PTO or dock in pay may be used. Proper notification to your supervisor regarding an absence due to inclement weather is required. Employees who are late because of weather conditions may be given a chance to make up their missed time, if work schedules and conditions permit.
Section 9: Absence from Work

It is the nature of storms and emergencies that all aspects of the problems they create cannot be predicted. Considerable individual judgment will usually be needed and sometimes the necessary decisions will affect some employees differently than it affects others.

If a storm or severe weather condition develops during the working hours, all employees are encouraged to monitor the progress of the storm, and to seek appropriate cover if the alarm is sounded by civil defense sirens, or if instructed to do so by announcements aired on local radio or television stations. All employees are encouraged to become familiar with the best route to the emergency shelter area designated for their building. During these emergencies, no employee will be released to leave the campus, and any who choose to do so will be taking this action at their own risk.

Since CUNE also operates a Lincoln campus, employees in approved positions and who live in or around the Lincoln area may receive approval from their supervisor to use the Lincoln campus as an alternative worksite when the weather does not permit travel to Seward. Arrangements should be made with the facility manager, Sue Jensen, 402-327-6520, or by email sue.jensen@cune.edu, for approval to use the Lincoln campus as an alternate worksite. Arrangements should be pre-approved.

If staff are unable to work due to factors beyond the control of CUNE, (power failure or property destruction), and are requested to remain at home or leave work early, PTO or dock in pay may be used. Employees may be given a chance to make up their missed time if work schedules and conditions permit.

9.13.2 Environmental Conditions
If environmental conditions in a building or work area are inappropriate for members of the staff to perform their normally assigned tasks (such as lack of heat or water, chemical spills, emergency asbestos abatement), the head of the department should report this condition to HR, and with approval, the staff will be excused if no other alternative is practical.

Other alternatives will be considered, such as:
- Arranging for use of another building,
- Rescheduling work for a Saturday, or
- Allowing employees to take work home.

If these alternatives are not possible due either to the institution’s inability to make arrangements or the employee’s inability to make the accommodation attempted by the employer, employees will be excused with pay. These absences would be only for those who reported for work at the time the decision was made.

When it can be determined in advance that a department or work area will be closed temporarily or facilities or equipment for work cannot be provided and employees are notified, the above policy is not applicable. Alternatives will be considered. If advance arrangements cannot be made, employees will be given at least one (1) week prior notice that they will be placed in a non-working without pay status. Employees may use their PTO before being placed in a non-working without pay status.

9.14 Tardiness
University employees are expected to arrive on time, based on their work schedule. Individuals arriving late for work may be subject to discipline, up to and including termination.

9.15 No Call/No Show
Failure to show up for work along with failure to notify one’s supervisor or manager of one’s absence within one (1) hour of their scheduled begin time, will result in an absence being classified as a “No Call/No Show.” Three (3) such absences within a rolling six (6) month period
will be considered a voluntary resignation on the part of the employee. A rolling six (6) month period is defined as the six (6) month period that immediately precedes the current date. Any “No Call/No Show” is a serious violation of University attendance guidelines and will result in disciplinary action, up to and including termination.

9.16 Military Leave/Armed Forces
CUNE is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, no employee or prospective employee will be subjected to any form of discrimination on the basis of that person’s membership in or obligation to perform service for any of the Armed Forces of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should follow the Complaint Procedure set forth in section 1.3.3 above.

9.16.1 Procedure/Guidelines
Temporary (Two-week) Military Leave
In addition to the rights and benefits provided to employees taking Extended Military Leave, eligible employees who must be absent from their job for a period of not more than ten (10) working days each year in order to participate in temporary military duty are entitled to as many as ten days unpaid military leave. All benefits will continue during an employee’s temporary military leave.

All Other (Extended) Military Leave
Employees directed to participate in extended military duties in the Armed Forces that exceed ten (10) working days will be placed on an unpaid military leave of absence status for a period of as long as five (5) years and will be entitled to the rights and benefits described below, subject to the procedures outlined below.

9.16.2 Procedures for All Military Leave
- The employee will provide his or her immediate supervisor with notice that the employee will be engaging in military service, including, where feasible, a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity. Employees are requested to provide such notice within thirty (30) days of active military service. Failure to provide adequate notice may render the employee ineligible for the rights and benefits described in this policy.
- To request a temporary or extended military leave of absence, the employee should, unless prevented from doing so by military necessity, contact HR.
- HR will review the documentation submitted for military leave, collect any applicable insurance premiums from the employee, generate other applicable documents, and process accordingly.
- Employees on temporary or extended military leave may, at their option, use any or all accrued PTO during their absence.
- When the employee intends to return to work, he or she must notify HR within the period set forth below.
- If the employee does not return to work, the supervisor must notify HR so that appropriate action may be taken.
Section 9: Absence from Work

9.16.3 Benefits
If an employee is absent from work due to military service, benefits will continue as follows:

• An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed thirty (31) days from the date the military leave of absence begins. For ongoing coverage, HR will consult with CPS.

• The group term life insurance provided by CUNE will terminate the day the employee becomes active military.

• Employees do not accrue PTO or FML while on military leave of absence status.

• With respect to CUNE’s retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee’s election, make any or all employee contributions that the employee would have been eligible to make had the employee’s employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee’s reemployment and that is not greater in duration than three times the length of the employee’s military service. Employees will receive all associated University match for such contributions.

• Voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military.

• All benefits relating to health care, group term life, accident insurance and disability are managed by CPS. Summary Plan Document information will take priority over any policy and regulation in effect by CUNE.

9.16.4 Reemployment
Upon an employee's request for reemployment after being deployed for military service (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

• Less than ninety-one (91) days of military service - (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by CUNE, in the position in which the employee had been employed prior to military service.

• More than ninety (90) days and less than five (5) years of military service - (i) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by CUNE, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

• Employee with a service-connected disability - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by CUNE; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee’s situation.

9.16.5 Request for Reemployment
An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit a request for reemployment according to the following schedule:
Section 9: Absence from Work

- **If service is less than thirty-one (31) days (or for the purpose of taking an examination to determine fitness for service)** - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.

- **If service is for thirty-one (31) days or more but less than 180 days** - the employee must submit a request for reemployment with HR no later than fourteen (14) days following the completion of service.

- **If service is over 180 days** - the employee must submit a request for reemployment with HR no later than ninety (90) days following the completion of service.

- **If the employee is hospitalized or convalescing from a service-connected injury** - the employee must submit a request for reemployment with HR no later than two years following completion of service.

### 9.16.6 Exceptions to Reemployment

In addition to the employee’s failure to request reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- CUNE’s circumstances have so changed as to make reemployment impossible or unreasonable
- The employee’s employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

### 9.16.7 General Benefits upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. In addition, an employee’s time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at CUNE.

### 9.16.8 Documentation

HR will request that the employee provide CUNE with military discharge documentation that establishes the timeliness of the application for reemployment and length and character of the employee's military service.
10 Employee Relations

10.1 Non-solicitation
CUNE does not generally permit person to person soliciting, peddling, or the canvassing of employees during working hours by fellow employees or non-employees. Employees may use their break time to review information left in a general location by fellow employees for school type fundraisers, etc. In no way should any type of soliciting interrupt the normal work schedule. Any solicitation activity that is deemed to be inappropriate should be reported immediately to HR.

*Fundraising activities for institutional purposes must be authorized in advance by the Vice President of Institutional Advancement.*

10.2 Raffles and Games of Chance
The Board of Regents has established policies that do not allow or knowingly allow the support of raffles or other games of chance (includes office betting pools) on CUNE campuses, and corporately declines to support or participate in any community sponsored activities of a similar nature.

10.3 Discipline Procedure
Employees are expected and required to meet acceptable performance standards and to otherwise conduct themselves in an appropriate manner, both on-and off-duty. CUNE retains the sole discretion in how to address performance problems and violations of University policies and procedures. Depending upon the circumstances, CUNE may determine that immediate termination is warranted for the first-time violation of a policy that in other situations would only result in intermediate disciplinary action, such as a warning or suspension. If CUNE determines, in its sole discretion, that immediate termination is not warranted, disciplinary action of a lesser nature may occur.

10.4 Complaint Procedure (Grievance Procedure)
In the course of working together, differences of opinion can occur with regard to work situations. All parties should work to resolve the difference. The intent of this process is to provide an opportunity for fair and equitable consideration of an employee’s grievance. At no time should any supervisor criticize or cause an employee to lose status, nor fear criticism or loss of status because he or she sought a solution to a problem by following this process.

Since understanding of the matter by both parties is essential to resolving any disagreement, the employee should speak first with his or her supervisor. If they are unable to resolve the grievance, the employee should discuss the problem with the dean or vice president to whom their position ultimately reports. The dean and/or vice president will resolve the grievance with the input of the president if necessary. The employee should be as specific as possible when describing the nature of the issue. Include such information as date, specific events, written correspondence, background information, and any other data that could be helpful in determining the facts of the issues. Those on the LCMS roster have the right to avail themselves of the appropriate LCMS bylaws as applicable.
11 Work Rules

11.1 Respectful Workplace

CUNE strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. CUNE believes in going beyond what is required by law and expects our employees to treat each other in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, member of management, customer, student, vendor or visitor to our campus. CUNE prohibits any behavior that is discourteous or demeaning to other employees. Disrespectful behavior may include, but not be limited to, the following:

- Jokes that demean another individual or group of individuals;
- Name calling or nicknames that may be offensive;
- Taking credit for another individual's work or ideas;
- Refusing to communicate or speak with another individual;
- Offensive verbal, visual, or physical conduct;
- Repeated negative comments about others either orally or in writing;
- Threatening another individual;
- Invading another's privacy;
- Knowingly blaming other individuals for a mistake they did not make;
- Purposely invading another's person space;
- Gossiping about another individual;
- And any type of "bullying" behavior.

CUNE expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of disrespectful behavior, the employee should report that conduct to his/her immediate supervisor, another member of the administration or HR within three (3) calendar days of the offense. Employees are not required to approach the person who was disrespectful to them and may bypass any offending member of the administration. All employees should notify a member of the administration regarding any disrespectful behavior that they witness or are told another person received. CUNE will conduct its investigation in as confidential a manner as possible. However, CUNE will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee found to have engaged in disrespectful behavior.

11.2 Violence in the Workplace

CUNE maintains a zero tolerance policy for violence. This includes joking and talking of violence. If violence in the workplace is displayed or threatened, the person responsible for such conduct will be subject to immediate disciplinary action. In addition to the appropriate disciplinary action, the employee and/or other parties involved will be subject to criminal proceedings as appropriate.

For purposes of this policy, violence includes physically harming another, shoving, pushing, intimidation or coercion; however, your employer reserves the right to review incidents and expand on what may be considered violence. No weapons are allowed on the premises and no threats or talk of violence will be tolerated.

All employees are to assist in preventing violence in the workplace by reporting any observed incidents. Reports will be investigated.
11.3 Telephone
Occasional use of University telephones for local calls for personal reasons is permitted, but calls should be limited in number and length. Personal long distance calls are not permitted on University phones.

Use of a personal cell phone is allowed during break time or may be carried for emergency purposes. If the use of a personal cell phone interrupts work and is not an emergency, the supervisor may ask you to leave your cell phone at home.

Use of the 1-800 line by employees is permitted for work purposes only and should not be used by family members for personal calls to employees.

11.4 Dress Code
While it is the intent of this organization that all employees dress for their own comfort during work hours, the professional image of CUNE is maintained, in part, by the image that our employees present to co-workers, students, parents and other visitors.

Employees working in office areas should dress conservatively and professionally. Blue jeans, T-shirts, leggings, as well as shorts are not appropriate office dress. There may be special occasions when supervisors approve wearing blue jeans. Dress standards always require a neat and clean appearance.

Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops (unless worn under a shirt or sweater), cropped tops, tee shirts with offensive wording on them, clothing that shows undergarments (sheer), torn clothing, or clothing with holes in it.

Flip-flop sandals are not considered appropriate foot wear for staff during working hours. All clothing must be clean, neat and fit properly.

Clothing must not constitute a safety hazard. All employees should practice common sense rules of neatness, good taste and comfort. Provocative clothing is prohibited.

CUNE reserves the right to determine appropriate dress at all times and in all circumstances and may send employees home to change clothes should it be determined by their supervisor that their dress is not appropriate.

11.5 Clean Desk
It is crucial to protect sensitive information from disclosure. Office space is frequented by visitors, students, vendors, maintenance, cleaning crews, and fellow employees. Please keep your workspace neat. Throughout the day:

- Lock sensitive documents and computer media in drawers or filing cabinets.
- Secure your computer workstation before walking away.
- Do not post sensitive documents – examples include:
  - User IDs & passwords must not be written down and visible
  - Intellectual property
  - Employee records
  - Anything you wouldn’t want disclosed.

At the end of the day, take a moment to:

- Tidy up and secure sensitive materials
- Lock drawers, file cabinets and offices
- Secure expensive equipment (laptops, iPads, etc.)
11.6 Children in the Workplace Policy

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Employees are not permitted to bring children to work with them when other childcare arrangements have fallen through. Employees should make arrangements with their supervisor in the event that childcare is not available.

11.7 Social Media and the Workplace

CUNE supports the use of social medial by its community members as a way to facilitate communication and disseminate information. To promote responsible use of social media to engage with students, employees, and other campus constituencies, CUNE has developed policies and best practices for professional and personal use of social media platforms. Social media is defined as media designed to be disseminated through social interaction, created using accessible and scalable publishing techniques. Examples include, but are not limited to:

- Social networking sites – Facebook, LinkedIn, Twitter
- Video and photo sharing websites – Flickr, You Tube
- Blogs
- Micro-blogging – Twitter
- Wikis and online collaborations
- Forums, discussion boards and groups – Google groups
- Podcasting
- Online multiplayer gaming platforms – Second Life
- Instant messaging, including SMS
- Geo-spatial tagging – Foursquare

All members of the CUNE community, including its colleges, departments, programs, groups, organizations, individuals, and vendors retained on behalf of CUNE college/department that engage in social media are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others. The same laws, professional expectations and guidelines for interacting with students, parents, alumni, donors, media and other University constituents apply to online communication as they do to every other form of personal and professional interaction.

Guidelines:

- CUNE or proprietary information belonging to CUNE or its third parties, who have shared information with you on behalf of CUNE should not be shared on any social media outlets. Individuals must follow the applicable federal laws, including FERPA, HIPAA, and other applicable regulations. In any social media positing, be mindful of and adhere to all applicable privacy and confidentiality CUNE policies as stated in CUNE Employee Handbooks.
Section 11: Work Rules

- If you post anything to a social media platform outside of those operated by CUNE that has something to do with your work or subjects associated with CUNE, you may want to identify yourself as a University faculty or staff member but you should (1) clarify that you are sharing your personal views and (2) use a disclaimer such as “Postings on this site are my own and do not represent positions, strategies, or opinions held by CUNE.”
- Any individual may create, manage and/or contribute to social media content on personal sites independently of CUNE, and may identify themselves as a CUNE student, faculty member, or staff. CUNE may address issues that arise on personal sites in accordance with these policies.
- CUNE discourages anyone from posting content on any social media platform that infringes on proprietary information, or that is defamatory, pornographic, harassing, or libelous. Acceptable content on social media sites that are not operated by CUNE may be positive or negative in context, regardless of whether it is favorable or unfavorable to CUNE. However, language that is obscene, defamatory, threatening, infringes on intellectual property rights, invasive of privacy, libelous, threatening, harassing, or abusive to any person or entity is discouraged.
- Strive for accuracy in all social media postings. Get the facts straight before posting them on social media, and review content for grammatical and spelling errors. This is especially important if posting on behalf of CUNE.
- Postings on social media platforms can remain accessible to various search engines for years, so avoid any postings influenced by impulsive emotion.
- Any existing sites, or platforms hosted or operated by CUNE are reviewed routinely, and CUNE shall have the right to remove, at its sole discretion, any content that it considers to violate these guidelines.
- Nothing in this policy, or any other CUNE policy, should be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the National Labor Relations Act. CUNE will comply fully with its obligations under federal, state and local law.

Employer rights and responsibilities:
- CUNE may screen employees and job applicants, obtaining publicly available information about the employee or the job applicant.
- CUNE may monitor usage of the employer’s electronic equipment and e-mail (subject to any prohibitions outlined in the various state laws).
- CUNE may restrict or prohibit employees from accessing certain websites while using the employer’s electronic communication devise or computer network.
- CUNE may investigate other employee misconduct that involved the use of employee’s personal internet account

Please see Appendix C for: Guidelines for Use of Social Networking Sites and CUNE-Related Web Content.
11.8 Animals in the Workplace
CUNE recognizes the important role animals can play in the lives of employees and students. At the same time, certain animals are not appropriate companions to bring on campus, and there are people who have fears or allergies associated with certain animals. Therefore, no animals, with the exception of service animals and animals being used for instructional purposes, are allowed on campus. Any exceptions to this policy must be approved by the Executive Vice President/CFO/COO. Employees with service animals should refer to

11.9 Official Vehicle Use
CUNE personnel may have occasion to use vehicles owned or leased by the University. Vehicles are reserved through the Athletic Department Office (vans) or through the Accounting and Finance Office (AF0) (cars). CUNE requires training certification for employees driving for CUNE purposes. To be certified, Driver Safety training through United Educators must be completed (see Attachment I). Individuals that are certified to drive for CUNE are subject to random drug testing.
12 Terminations

All CUNE employees are employees-at-will. Called workers have certain rights and privileges as guided by the LCMS handbook. The employment relationship between CUNE and the employee is completely voluntary, and either the employer or employee can terminate the employment relationship at any time. However, it is appropriate if possible, to give advance notice of termination/resignation. A general guideline: ten (10) working days for hourly employees. **Exempt employees should always reference their employment agreement for specific timeframes.**

Notices of employment termination shall always be written.

12.1 Types of Resignations and Terminations

- **Retirement:** When an employee anticipates entering retirement, he or she is encouraged to make early contact with HR. This contact can assist the employee in initiating the preliminary contacts with such agencies as the Social Security Administration for social security and Medicare benefits, and CPS, to assure an orderly transition without any interrupted pension payments or medical benefits.

- **Resignation:** Resignation occurs when an employee voluntarily ceases employment with CUNE. When possible, employees who wish to resign must submit a letter of resignation to the appropriate person (see below) at least two weeks before they plan to leave. **Exempt employees should always reference their employment agreement for specific timeframes.**

- **Support Staff:** A letter must be written to the supervisor with a copy to HR.

- **Professional/Technical Staff:** A letter must be written to the President, with a copy to the supervisor and HR.

- **CUNE** appreciates such official notification as early as possible to permit an orderly transition for the employee and the employer, with minimal impact on the employee’s fellow co-workers.

- **Termination:** See discharge below.

- **Release:** Release occurs when CUNE ends an individual’s employment because of a reduction in the work force, the end of an assignment, reorganization, expired FMLA time or unsatisfactory work performance.

- **Discharge:** Discharge means separation, as determined by CUNE in its sole discretion, as a result of performance issues or failure to abide by CUNE rules, policies or procedures.

12.2 Accrued Paid Time Off (PTO)

At the effective date of termination, 120 hours (the maximum accrual) or the balance of PTO leave, whichever is less is, converted to the cash equivalent and paid out as a part of the final process.

12.3 Release of Pay

Prior to release of pay, employees must complete an “Outgoing Clearance Form”. These forms are available in HR.
Section 12: Terminations

Final pay is issued as a check, to ensure that you have completed the “Clearance Form”, and returned all of the appropriate items such as keys, ID card and any other University property items.

Final pay will be available within two (2) weeks of your last day of work, or the next regularly scheduled payday, whichever is sooner.

12.4 Exit Interview
Regular staff employees will be contacted by HR for an exit interview prior to or on the final day of employment. The interview will give you the opportunity to provide feedback to your employer regarding its policies and services.

12.5 Release of Information
Upon request, verification of your employment dates and position title will be released by HR. All requests for information about present or past employees are to be referred to HR for appropriate response. If an appropriate signed consent form is received by HR, CUNE may respond as allowed by law.
13 Health and Safety

13.1 Drug and Alcohol Policy
CUNE is committed to providing a safe and productive employment environment and to providing a drug free workplace. To this end, CUNE has enacted the following policy:

13.1.1 Drug Policy Definitions:
- “Alcohol” - any beverage that has an alcoholic content in excess of .5 percent by volume.
- “Drug” - Any substance, other than alcohol, capable of altering the user’s judgment, perception or mood, or of impairing the user’s physical reactions.
- “Legal Drug” - Includes prescribed drugs and over-the-counter drugs which have been legally obtained, and are being used for the purpose for which they were prescribed or manufactured.
- “Illegal Drugs” - Any drug which (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained. The term includes controlled substances and prescribed drugs, legally obtained, but not being used for prescribed purposes or prescribed drugs which were illegally obtained.
- “Reasonable Suspicion” - Reasonable grounds to suspect that the employee is in possession of illegal drugs or alcohol, or that the employee is under the influence of or impaired by illegal drugs or alcohol. Reasonable suspicion is to be based upon specific observations concerning such things as appearance, behavior, or speech of the employee in question.
- “Under the Influence” - The employee is affected by a drug or alcohol or a combination of drugs and/or alcohol at any detectable level. The symptoms of influence may include, but are not limited to, impairment of physical or mental ability such as slurred speech, problems in maintaining balance, poor work performance, sudden mood swing, or radical change in behavior. A determination of influence may be established by a professional opinion or a scientifically accepted testing procedure.

13.1.2 Drug and Alcohol Policy Application
The sale, purchase, transfer, distribution, manufacture, dispensation or unauthorized possession or consumption of alcohol on University property or while performing University business is prohibited. This policy is not intended to preclude the consumption of alcohol at University-sponsored or authorized social functions, such as parties, picnics, or other informal gatherings, when approved by CUNE.

The manufacture, distribution, dispensation, sale, purchase, transfer, use, or possession of an illegal drug while performing University business, or while on University premises is prohibited. Reporting to work or working under the influence of illegal drugs or alcohol is prohibited. Except as provided below, the use or being under the influence of any legally-obtained drug by any employee while performing University business or while in or about a University facility is prohibited to the extent such use or influence may affect the safety of students, co-workers, or members of the public; the employee’s job performance; or the safe or efficient operation of CUNE facility.

An employee must notify his/her supervisor immediately if he/she is taking any prescription drugs or other legal drugs that may hinder the employee’s performance at work. An employee may continue to work even though under the influence of a legal drug if management has determined, after consulting with a physician or pharmacist, that the employee does not pose a threat to his or her own safety or the safety of co-workers and that the employee’s job performance is not significantly affected by the legal drug. Otherwise, the employee may be
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required to take a leave of absence or comply with other appropriate action, including assignment to another job position, as determined by management.

Compliance with this Drug and Alcohol Policy is a condition of employment. Any violation of these rules may result in discipline up to and including discharge.

This section is also applicable to employees of vendors and subcontractors of CUNE. Violation of these rules or refusal to cooperate with implementation of this policy by such persons may result in exclusion from University facilities and work sites.

13.1.3 Searches
CUNE reserves the right to conduct reasonable searches of employees for illegal drugs or alcohol on firm premises, including, but not limited to, parking areas, desks, purses, briefcases, bags, classrooms, and other work areas.

Illegal drugs or alcohol discovered in the course of a search will be confiscated until ownership is determined. Where warranted, confiscated items will be turned over to appropriate law enforcement authorities.

Refusal to cooperate in a search may result in immediate suspension, pending investigation, and may result in further disciplinary action, up to and including discharge. Refusal to surrender contraband may also result in discipline, up to and including discharge.

13.1.4 Pre-Employment Testing
Offers of employment to individuals for certain positions may be conditioned on proper cooperation with and participation in a drug and drug screening test. Following a conditional offer of employment, applicants will be asked to sign a form consenting to a screening test as part of the application process. Failure to sign the consent form will be considered a withdrawal of the application.

If the initial test result is positive, the laboratory will be instructed to retest the specimen for the substance indicated using a testing method approved by the Nebraska Department of Health before reporting a positive result to CUNE. In the case of a confirmed positive test result, an employee will have the opportunity to explain the result and to substantiate the explanation with medical evidence, which could include an additional confirmatory test of the same specimen.

A confirmed positive test will be cause for withdrawal of a conditional offer of employment.

13.1.5 Testing of Current Employees
CUNE conducts quarterly random urinalysis tests on employees that drive university vehicles or have positions that require them to rent vehicles for CUNE purposes.

Where CUNE has a reasonable suspicion that an employee possesses or is under the influence of illegal drugs or alcohol, the employee may be required to take a urinalysis test. The employee may also be suspended without pay pending the receipt of tests results and the completion of any investigation conducted by CUNE.

Refusal of a request to take a urinalysis test may result in immediate suspension without pay pending investigation, and may also result in further disciplinary action, up to and including termination.
If the initial test result is positive, the laboratory will be instructed to retest the specimen for the substance indicated using a testing method approved by the Nebraska Department of Health before reporting a positive result to CUNE.

A confirmed positive test will subject the employee to disciplinary action up to and including termination.

In all cases of confirmed positive test results, employees will have the opportunity to explain the result and to substantiate the explanation with medical evidence, which could include an additional confirmatory test of the same specimen.

13.1.6 Additional Testing Procedures
All employees who agree to take a urinalysis test will be required to sign a form consenting to the test and authorizing disclosure of the results to CUNE. Specimen collection and urinalysis will be performed only by a qualified independent testing laboratory or health care provider designated by CUNE.

CUNE will pay the full cost of any testing that is requested of any employee, as well as any confirmatory test requested by the employee, including the reasonable cost of any transportation to and from the designated facility.

13.1.7 Confidentiality
Information obtained on an individual as part of a drug and/or alcohol test is strictly confidential and will be disclosed to only those persons within CUNE having a legitimate need to know. Such information will not be released to any individual or organization outside CUNE without written permission of the employee except as required or allowed by law.

Other information developed in investigating possible violations of this policy will be communicated to University personnel only on a need-to-know basis.

Laboratory reports and test results for current employees will be maintained only in the employee’s confidential medical file.

13.1.8 Employee Consent
By signing and acknowledging receipt of this handbook, the employee acknowledges receipt of CUNE’s Drug and Alcohol Policy regarding drugs and alcohol and read and understands this policy. Refusal to submit to any drug testing required by this policy or a positive test result is grounds for disciplinary action up to and including termination. The employee authorizes the release of the test results to CUNE and understands that refusal to release these results is grounds for disciplinary action up to and including termination.

CUNE’s policy on drugs and alcohol does not constitute an expressed or implied contract of employment and consenting to this is a condition of employment.

13.1.9 Policy and Program
All new employees will be provided with a copy of the Employee Drug & Alcohol Program, which states our policy program and lists the local, state and federal laws which regulate and prohibit possession, use and distribution of illicit drugs and alcohol.
Annually, a distribution of the policy program approved by the Board of Regents along with a condensed version of applicable local, state or federal laws and penalties is provided to each employee through CUNE’s portal (connectCUNE.) CUNE offers assistance through its EAP. Employees and their family members are encouraged to seek professional help for assessing and treating substance abuse problems through the EAP and CHP (Contact CIGNA at 1-866-726-5267).

13.1.10 Notification of Conviction
Any employee who is convicted of a criminal drug violation in the workplace must notify HR within five (5) calendar days of the conviction. CUNE will take appropriate, up to and including termination.

13.2 Environmental Health and Safety Committee (Safety Committee)
CUNE convenes a safety committee on a quarterly basis to review current safety standards, ensure compliance with federal and state regulations regarding environmental and safety issues, recommend programs and actions for compliance, develop procedures, provide training, and review current incidents and injuries.

If an employee has a safety or environment concern, please contact a building manager, one of the committee members, or the Environmental Health, Safety and Security Officer – 402-643-7286.

13.3 Critical Incident Management Team (CIMT)
CUNE has established a Critical Incident Management Team (CIMT) which meets on a regular basis. This team develops, implements, and evaluates strategies for handling critical incidences that may occur on campus. This team is made up of various members across campus, representing many offices. The Executive Vice President/CFO/COO manages this program.

13.4 Other Emergency Procedures
CUNE has established procedures and guidelines for other emergencies such as:
- Fire  - Bomb Threats  - Civil Protests  - Explosions
- Tornados  - Violent Incidents  - Snow or Ice Storms  - Floods
- Hazardous Materials Incident  - Infrastructure Failure

Please consult the Safety Manual, Chapter 24 – Critical Incident Management Plan for step by step processes for handling these types of emergencies. This Chapter may be accessed through the CUNE portal.

13.5 Flu Season
CUNE seeks to ensure that workplace health and safety and the well-being of students, faculty, staff, family, and visitors to CUNE by reducing the potential or actual exposure to the Novel Influenza A (H1N1) Virus or seasonal flu.

CUNE will monitor guidance and recommendations form the Centers for Disease Control (CDC) and World Health Organization (WHO), as well as state and local health officials. CUNE may engage its Critical Incident Plan, based on the severity of the type of flu and the season length.

Every employee is encouraged to engage in preventing illness by following preventive measures such as:
- Practicing good hygiene by washing hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective. Frequently clean commonly used surfaces such as door knobs, refrigerator handles, remote
controls, keyboards, counter tops, faucets, and bathroom areas.

- Cover our mouth and nose with a tissue when you cough or sneeze. If you don’t have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth.

- Stay home or at your place of residence if you are sick for at least twenty-four (24) hours after you no longer have a fever or signs of a fever (have chills, feel very warm, have a flushed appearance or are sweating), except to get medical care. Staying away from others while sick, even if you are taking antiviral drugs for treatment of the flu, can prevent others from getting sick too.

- Talk to your health care provider to find out if you should be vaccinated for seasonal flu and/or H1N1 flu. People under age twenty-five (25) are one of the key groups recommended by the CDC to be among the first to receive the H1N1 flu vaccine. Individuals who are at higher risk of complications may benefit from early treatment and time to recovery may be shorter for person treated promptly with antiviral medicines upon the onset of symptoms.

The CDC discourages members of the public who are ill from visiting campus or attending institution-sponsored events until they are free of fever for at least twenty-four (24) hours.

Staff who display influenza-like illness symptoms, may be sent home. Those who display symptoms and refuse to leave after being asked to do so may be subject to disciplinary action.

All procedures governing sick leave remain in effect. Staff must continue to follow normal leave notification procedures. FML may be available depending on the severity of the illness.

13.6 Accident, Injuries and Medical Emergencies

Any accident, injury or illness such as, seizures, fainting, heat exhaustion, or work related accidents, etc. that occur on campus should be immediately reported to Security (402-643-3033) so that the proper emergency or medical response can be made and the incident can be documented. If the incident involves the spilling of blood or other bodily fluids, advise Security at the time of the initial notification along with the exact location and as much information as is known about the nature of the illness or injury. Bleeding should only be attended to if the wound is sufficient to be life-threatening. Always wear proper personal protective equipment where blood is present to avoid the dangers associated with blood borne pathogens.

If a person has fallen, struck his or her head, or back or neck, do not attempt to move the person. The best treatment you can provide while awaiting medical personnel is verbal comfort.

If you feel the injury or illness constitutes an emergency, call 911 immediately to hasten the response of paramedics. Do not attempt to administer first aid unless directed to by a 911 operator. Then contact Security.

If you know the person who is injured and have information concerning existing medical conditions, medications taken, or parental information in the case of juveniles, remain available to provide any knowledge you have to paramedics and Security. Do not engage an injured person unnecessary conversation and never discuss who was at fault or who will be responsible for paying medical bills. If the injured person is a CUNE employee, the supervisor must be notified and a report of injury must be prepared and submitted to HR.

Work related accidents should be reported to the supervisor as soon as possible (within twenty (24) hours for worker’s compensation reporting – see section below).
13.7 Workers’ Compensation
CUNE provides Workers’ Compensation benefits for those employees covered as determined by the laws of the State of Nebraska. No premium for this coverage is charged the employee. All injuries sustained on the job, even those that are minor, must be reported immediately to the employee’s supervisor. If the accident or injury does not require immediate medical attention, the supervisor should refer the employee to HR to complete a workers’ compensation claim form. In an emergency, the supervisor should immediately contact 911, arrange for emergency medical assistance, and then notify the CUNE’s Environmental Health, Safety and Security Officer and HR.

The Officer will thoroughly investigate any incidents or accidents by questioning the injured worker, as well any witnesses in the immediate area. Medical expenses for work related injuries will be paid in accordance with the provisions of the Nebraska Worker’s Compensation Act.

Work related accidents should be reported to the supervisor immediately so that a Worker’s Compensation report can be completed within twenty-four (24) hours of the accident occurring. Failure to report an accident or injury within twenty-four (24) hours may result in the delay or denial of a worker’s claim. If an injury is sustained on the job and the effect of that injury is not known within twenty (24) hours, worker should report the work related injury to HR as soon as is practical. Work related injuries reported outside of a three (3) month timeframe, will be deemed to have been reported in an unreasonable time frame and may be denied.

13.8 Fitness for Duty
CUNE reserves the right to require an employee to undergo a Fitness for Duty examination by an independent physician whenever an employee has filed more than two workers’ compensation claims in a twelve (12) month period requiring medical treatment, time away from work, or job restrictions.

HR will work with the employee to schedule an appointment for fitness for duty exam. Fitness for duty examinations will be at the expense of CUNE. The employee will be reimbursed for mileage expense incurred in traveling to and from the examination.

A copy of the employee’s job description will be provided to the examining physician. Following the examination, the physician will provide CUNE with a determination regarding the employee’s fitness for duty.

13.9 Investigation Cooperation
Employees are expected to fully cooperate and not interfere with internal or external investigations. Forms of interference may include but are not limited to destruction or withholding of documents and evidence, refusal to participate in an investigation, or providing false information, which may result in disciplinary action up to and including termination.

13.10 Safe Workplace
State and federal law as well as CUNE policy, make the safety and health of our employees the first consideration in operating our University. Safety and health in our University must be a part of every operation, and every employee’s responsibility at all levels. It is the intent of CUNE to comply with all laws concerning the operation of CUNE and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work a job known to be unsafe or dangerous to their health. Cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.
Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

13.11 **Danger to Oneself or Campus Community**
Behaviors that cause or threaten to cause harm to oneself or other individuals will be taken very seriously. If an employee or a student indicates to a member of the CUNE, community (students, faculty, staff, parents, etc.) that they are considering self-harm, or indicate a potential danger to oneself or others, intervention will be required. The communication and/or behavior will be reported to appropriate personnel. If the threat pertains to a fellow employee or a student, report the communication/behavior to the immediate supervisor. If the supervisor is unavailable, report the communication/behavior to the Campus Pastor or HR immediately. Supervisors should relay the information as quickly as possible to the appropriate personnel: Campus Pastor, Cabinet Officer, medical professional, or mental health provider, so that timely intervention may occur.

If the individual reported is an employee, a determination regarding return to work will be made in conjunction with the seriousness of the situation.

13.12 **Suspicious Persons**
It is sometimes difficult to determine who does or does not belong on campus. There are occasions when employees encounter an individual who does not appear to have a valid reason to be on campus. There are other situations where a person’s actions, such as prowling parking lots and peering into vehicles, or their comments raise suspicion. If an employee encounters an individual or situation which is out of place or suspicious, contact Security immediately (402-643-3033) and provide a description of the person’s actions and any other pertinent information. Security will attempt to identify the individual to determine if they have a legitimate reason to be on campus.

13.13 **Court Orders**
Any person, who has filed an Order of Protection or Harassment Injunction and believes the named person may attempt to contact him or her on campus, should notify Security. Security will require a copy of the Civil Court Order and will ask for a physical description of the person named in the order as well as a photo, if possible, and a description of their vehicle. If a violation of the order occurs, Security will assist in filing a report of the incident and will also assist the Police Department in follow-up actions.

13.14 **Right to Know - Campus Crime Report**
The Crime Awareness and Campus Security Act of 1990 requires each educational institution to prepare and distribute a security report annually or make it available to employees on the website. You can access this report at: www.cune.edu/campuslife/righttoknow.htm. This report must provide statistics concerning the occurrence on campus of certain crimes reported to campus security or local police agencies. The crimes that must be reported are:

- Murder
- Rape
- Robbery
- Burglary
- Aggravated Assault
- Motor Vehicle Theft
- Liquor Law Violations
- Drug Abuse Violations
- Weapons Possessions
- Domestic Violence
- Dating Violence
- Stalking

The Vice President for Student Affairs and Athletics updates this report annually.
13.15 Hazardous Materials
For information regarding blood borne pathogens, infectious waste, and hazardous waste please consult the safety manual, Chapters 3 and 4. (www.cune.edu/safetyplan)

Any employee who may be exposed to bodily fluids in the course of employment duties will be given protective wear in order to minimize the risk of transmission of communicable disease. CUNE will make available the Hepatitis B vaccination series to all employees who have been identified as having the potential for occupational exposure. Training is provided at the time of initial assignments to tasks where occupation exposure may occur.

Employees who have not received special blood borne pathogens training should immediately notify the Environment Health and Safety Officer (402-643-7415, 402-643-7286 or after hours 402-643-3033) of any situation involving contact with bodily fluids such as blood.

**DO NOT ATTEMPT TO CLEAN UP BODY FLUID SPILLS YOURSELF!**

13.16 Contagious Diseases/Life Threatening Illness
CUNE understands that employees with life-threatening, contagious, and/or debilitating illnesses such as cancer, heart disease, hepatitis, acquired immune deficiency syndrome (AIDS), and other medical conditions may wish to continue working. The organization respects and supports this wish, provided the employee can maintain required performance and attendance standards and the condition does not pose a health or safety threat to the employee, his/her fellow employees, or the general public.

Employee’s health condition is generally a private and personal matter and consequently CUNE will protect the confidentiality of the situation and any information or documentation relating to it. CUNE will instruct its employees to do the same to the extent consistent with the organization’s obligation to the employee, the general public, and the organization itself. CUNE recognizes and retains the right to request medical examinations and/or consultations at organization expense regarding the employee’s medical condition.

When supervisors become aware of potentially life-threatening, contagious, and/or debilitating conditions, HR should be consulted as soon as possible. The evaluation of the potential challenges that accompany these conditions will be handled on a case-by-case basis and will consider existing medical and scientific evidence. HR will consult with legal counsel regarding the appropriate employee and safety related laws and regulations that may be applicable.

When dealing with situations involving life-threatening, contagious, and/or debilitating illnesses, supervisors should:

- Contact HR if there is a concern that the nature of an employee’s illness may endanger the employee, fellow employees, students, vendors or the general public;
- Contact HR to determine if a statement should be obtained from the employee’s attending physician that continued presence at work will pose no danger to the employee, fellow employees, students, vendors or general public;
- Make reasonable accommodations for employees with these illnesses consistent with business needs;
- Consider transfer of an employee with a life-threatening, contagious, and/or debilitating illness who requests such a transfer. Unless there is objective evidence of an illness and/or disability posing a threat to fellow employees, the organization will not transfer other employees out of the work area except by normal practice and procedure;
- Be sensitive and responsive to fellow employees’ concerns and utilize the employee education available through HR;
- Arrange for any leave time the employee may need, including FMLA; and
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- Be sensitive to the fact that continued employment for an employee with a life-threatening, contagious, and or debilitating illness may sometimes be therapeutically important in the remission or recovery process or may help to prolong that employee’s life.

13.17 Auto Safety
Please consult the CUNE’s safety plan for information relating to auto safety, Chapter 18, www.cune.edu/safetyplan. When using a University vehicle, please remember smoking is not allowed in the vehicle and no use of a cell phone including texting while the vehicle is being driven.

13.18 Weapons
To ensure CUNE maintains a workplace safe and free of violence for all employees, students and visitors, CUNE prohibits the possession or use of Dangerous Weapons on University Property or while performing University business. A license or permit to carry or possess any weapon does not supersede CUNE policy.

"CUNE Property" is defined to include all University/Foundation-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, green spaces and parking lots under the CUNE’s ownership or control. It also includes all CUNE-owned or leased vehicles and all vehicles that come onto CUNE Property.

"Dangerous Weapons" includes, but is not limited to, firearms, explosives, knives (except knife-like tools necessary for work), swords and other weapons or objects that might be considered dangerous by the CUNE that are capable of being used to inflict severe bodily injury upon another. Employees are responsible for making sure that any item possessed by the employee is not a “Dangerous Weapon.”

Any employee who violates this policy is subject to disciplinary action, up to and including termination. Any visitor who violates this policy will be denied access to the CUNE property.

If you observe a person on campus with a firearm or other deadly weapon, contact Security (402-643-3033) immediately. If a person is threatening others, call 911 immediately.

13.19 CUNEAlert

13.19.1 What is CUNEAlert?
CUNEAlert allows CUNE administration and security professionals to reach students, faculty and staff with time-sensitive information during unforeseen events or emergencies through voice, e-mail and text messaging. During critical situations, CUNE can use this system to reach you with pertinent information and provide details on the appropriate response.

This information will not be shared with other entities, and it will be kept private and confidential. This is used only for CUNE communication purpose with employees.

The most important purpose of this system is for CUNE to contact employees with details and instructions for immediate safety, so be sure that you have provided information for us to contact you. There is room for additional numbers, and you are welcome to provide information about others whom you wish to receive these messages.

The system will be used in a natural disaster, accident or intentional critical event on campus.

CUNE administration, campus security personnel and/or Critical Incident Management Team will initiate emergency communication. If applicable, messages will be coordinated with law enforcement and emergency management authorities.

What does CUNE Alert look or sound like?
Phone: When you receive a call from CUNE Alert, your caller ID will display “402-643-7350.” When you receive a CUNE Alert text message, your caller ID will display #23177.” You may wish to save this number in your contact list as “CUNE Alert.” It is best if you do not call back to the caller ID number, because you will likely get a busy signal, rather check your voicemail, text message inbox or e-mail inbox for a message from CUNE Alert.

E-mail: For e-mails, the e-mail ID will be from cunealert@cune.edu

Recording via phone: When listening to a message, please be aware that background noise will cause the system to ‘stop and start.” It is calibrated very delicately to determine whether a person or a voicemail box has picked up the phone, the background noise may affect the delivery. If possible, move to a quiet area, or press, the “mute” button on your phone.

Recording via phone: If you missed any part of the message, please stay on the line and press “*” (star) to hear the message again.

13.20 Terms to Know

13.20.1 Evacuation
It may become necessary to evacuate a building, several buildings or the entire campus. Follow the instructions if this situation becomes necessary. Buildings and Grounds staff will secure any evacuated buildings and place systems in a safe condition.

13.20.2 Lockdown
When/if a situation arises (active shooter or other event) that endangers people; it may become necessary to temporarily lock-down a building, several buildings or all buildings. The action required of the building occupants will be to lock all doors and windows, not allowing entrance or exit to anyone until the all clear has sounded.

13.20.3 Shelter-in-place
“Shelter-in-place” means to take immediate shelter where you are-at home, work, school or in between. It may also mean “seal the room;” in other words, take steps to prevent outside air from coming in. This is because local authorities may instruct you to “shelter-in-place” if chemical or radiological contaminates are released to the environment. It is important to listen to TV or radio to understand whether the authorities wish you to merely remain indoors or to take additional steps to protect you or your family.

13.20.4 Tornado Warning
A tornado warning is issued when a tornado is indicated by radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately.

13.20.5 Tornado Watch
This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. During the watch, employees should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.
14 Work Areas

14.1 Smoking
Smoking (including e-cigarettes or vapor devices) is prohibited in all campus buildings and in all campus vehicles. Care must be exercised by smokers when extinguishing smoking materials out-of-doors. Each building has an outside designated smoking area. Entrances that are to remain smoke free are labeled with no smoking signs. Areas designated as smoking areas: Janzow Campus Center – North and South entrances, Weller Hall, North Center entrance, PE – North and Southeast entrances, Brommer – Southeast entrance, Music – Southeast entrance, Buildings and Grounds – North and South entrances. If you are unsure, please check with a building manager.

14.2 Safety
Every effort is made to keep work areas safe and free from hazards. Supervisors will assist employees with safety and health requirements. Employees are expected to observe all applicable safety requirements, and to immediately report any unsafe or hazardous condition to your supervisor.

Chapter 1 of CUNE Safety Plan is provided to all employees on their first day of work. The full version of CUNE Safety Plan can be found at www.cune.edu/safetyplan.

14.3 Work Related Injuries
See section 13.6 and section 13.7.

14.4 CUNE Property
University property is provided and maintained to help employees do our jobs properly. It should be treated with care and used according to standard procedures. University property (other than University laptops or IPads) is not to be removed from CUNE premises without the permission of a supervisor.

14.5 Personal Property Protection
CUNE assumes no responsibility for the personal property of staff. This is also true with personal property used in the course of job-related activities. Theft and damage are often covered under home owners or renters’ insurance, and if not presently covered, they may be included by requesting an endorsement from your insurance agent. CUNE cannot assume reimbursement for the loss or damage of personal items, including vehicles, for any cause.

14.6 Telephones
Personal phone calls during working hours distract employees from their job responsibilities and may be disruptive to coworkers. Employees should therefore limit the placing or receiving of personal calls during working hours to those required only in emergency situations.

This policy applies to the use of University phone equipment as well as cellular phones. Employees are expected to inform friends and family members of this policy and will be held accountable for their actions under CUNE’s disciplinary procedure.

Employees contacted by creditors or collection agencies should immediately inform the caller of this policy and end the call. They should then follow up with the agency in writing advising them not to call them at work. Creditors failing to honor such a request can be reported to the Federal Trade Commission at www.ftc.gov.
14.7 Bulletin Boards
Employee bulletin boards are located in HR, the Maintenance Building and the Lincoln campus. The following items may be posted on bulletin boards:
  - required state and federal labor posters
  - management and HR announcements such as promotional and educational opportunities
Community Bulletin Boards are provided in most campus buildings to display notices of University social events and items for lease or sale by employees.
Any employee who wishes to have an item posted on a building’s community bulletin board should contact the building manager.

14.8 Mail
CUNE has an established mail system. The mail system can be used for mailing documents internally and externally. Employees may make use of the mail system for their own personal items. However, employees are responsible for placing their own postage on personal items.

14.9 Housekeeping
CUNE expects that each employee will make sure that their office area is kept in an orderly and presentable fashion. Any repairs needed should be reported to the building manager or Buildings and Grounds Department (402-643-7415).
15 Technology

Employees’ positions may require privileges which include access to CUNE’s information resources including the network, computers, applications and the internet. Upon acceptance of account information and signed acknowledgement of receiving this handbook an employee will be granted network and internet access applicable to his or her position here at CUNE.

If the employee or anyone the employee allows to access the employee’s account (itself a violation) violates these terms of usage, access may be denied or withdrawn. Violation of access may be subject to disciplinary action, up to and including termination.

By accepting an employee account password and related information and accessing CUNE’s information resources, the employee agrees to adhere to these provisions. Employees agree to report any network or internet misuse to Computing Services. Misuse includes interfering with the operation of CUNE’s information resources and electronic data, interfering with the work of other staff, using University resources to harass individuals or using information resources to engage in illegal or unethical activities. Note that interfering with computer resources might violate Nebraska law.

Access to University information resources extends throughout the term of employment. Specific access to particular resources is controlled based a position’s needs.

Employees are required to adhere to CUNE’s electronic writing and content guidelines and use information resources appropriately and legally. Electronic communication tools are to be used with civility, politeness and a concern for the welfare of others. CUNE will determine what materials, files, information, software, communications and other content and activity are permitted or prohibited as outlined below.

15.1 Banned Activity

Banned activities include but are not limited to the following:

- Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory, or misleading language or materials.
- Revealing personal information to anyone, such as the home address, telephone number, birth date, Social Security number, registration data or personnel information of any person.
- Making ethnic, sexual-preference or gender-related slurs or jokes, particularly in electronic communication or stored documents.
- Using University information resources to engage in illegal activities, violating the Employee Handbook or encouraging others to do so.

Examples:

- Selling or providing substances prohibited in CUNE’s employment policy or the Employee Handbook
- Accessing, transmitting, receiving or seeking unauthorized, confidential information about students, faculty, staff, donors and constituents.
- Conducting unauthorized or non-University business.
- Viewing, transmitting, downloading or searching for obscene, pornographic or illegal materials.
- Accessing folders, files, work product, documents or other information to which you do not have authorized access or intercepting communications intended for
others.
  o Using the user name and password of any other user to access any University
  information resource for any purpose, even if that user provides the user name
  and password to you. Report this violation to your supervisor.
  o Downloading or transmitting CUNE’s confidential information.
  o Causing harm or damaging property and data of CUNE or any other user.
  o Downloading or transmitting copyrighted materials without permission from the
  copyright holder. Even when materials on the network or the internet are not
  marked with the copyright symbol, employees should assume all materials are
  protected under copyright laws – unless explicit permission to use the materials
  is granted.
  o Using another employee’s account in a manner that deceives recipients into
  believing someone other than you is communication or accessing the network or
  internet.
  o Uploading a virus, other harmful software or corrupted data onto CUNE’s
  information resources or vandalizing CUNE’s information resources by disclosing
  or sharing passwords and/or impersonating others.
  o Using software that is not properly licensed from the vendor or is not approved by
  CUNE.
  o Jeopardizing the security of access, the network or other internet networks by
  disclosing or sharing passwords and/or impersonating others.
  o Accessing or attempting to access controversial or offensive materials. Network
  and Internet access may expose employees to illegal, defamatory, inaccurate, or
  offensive materials. Employees must avoid these sites. If you know of
  employees who are visiting offensive or harmful sites, report that use to the
  Computing Services Department.
  o Using University information resources to conduct unauthorized personal
  business, including operating a commercial vendor. Limited personal use (e.g.
  purchasing a book from Amazon, making an airline reservation for paid time off)
  is generally permitted. Always check with your supervisor to make sure your use
  is permitted.
  o Wasting CUNE’s computer resources. Specifically, do not waste printer toner or
  paper. Do not send electronic chain letters. Do not send e-mail copies to
  nonessential readers. Do not send e-mail to group lists unless it is appropriate
  for everyone on a list to receive the e-mail. Check with your supervisor for
  appropriate use of University-wide e-mail tools, including University listserves.
  o Encouraging associates to view, download, or search for materials, files,
  information, software, or other offensive, defamatory, misleading, infringing or
  illegal content.

15.2 Confidential Information
Employees may have access to confidential information about CUNE, CUNE employees, and
students. Except with the approval of a supervisor, do not use e-mail to communicate
confidential material. It is extremely easy for e-mails to be accidentally or inappropriately
forwarded, printed or distributed. This can result in a breach of CUNE’s privacy policy. When a
matter is personal, it may be more appropriate to send a hard copy, place a phone call, or meet
in person.
15.3 Privacy

Computer and telecommunication technology provide a variety of means for communicating and transferring information. These include, but are not limited to, electronic mail, voice mail, telephone communication, cellular communication, and video communication. Technological developments may incorporate other forms in the future.

All faculty, staff members, and students are advised that:

- The technology to which you have access, the information stored in it, and the information transferred through it are the property of CUNE. These facilities and resources are for use in carrying out your duties as an employee or as arranged by CUNE with students. Appropriate personal use is also permitted within these same limitations. Commercial use is prohibited.
- During the course of normal maintenance operations, during checks to insulate security, or at the request of the president, authorized personnel may monitor the use of these facilities and resources, and they may examine information found there. You have no reasonable right of privacy while using these CUNE-owned systems. You have no reasonable expectation of privacy while using these or any other CUNE-owned systems or property. CUNE reserves the right to monitor the work, work areas and work product of its employees.
- Any activities or information deemed inappropriate by CUNE or which may be unlawful will be reported to the proper authorities for further action. Inappropriate activities include, but are not limited to, viewing or transmitting obscene materials, harassment of any sort, and interfering with the use of these facilities by others. CUNE will cooperate fully with law enforcement agencies in their investigation of unlawful events.

15.4 Noncompliance

Use of CUNE’s information resources is a privilege, not a right. Violation of these guidelines will cause at a minimum, access to these information resources to be terminated. Breaches include violating provisions described in this Handbook and by failing to report violations of other users. Permitting another person to use your account or password to access CUNE’s information resources, including, but not limited to someone whose access has been denied or terminated, is a violation of these guidelines. Should another user violate these guidelines while using an employee’s account, the employee will be held responsible and both will be subject to disciplinary action up to and including termination for the employee. Criminal violations may lead to criminal or civil prosecution.

15.5 Electronic Mail

CUNE provides employees with electronic communications tools, including an email system. These guidelines govern employees’ use of the e-mail system, apply to use of CUNE’s email systems whether such access is from on-campus or from off-campus locations, including, but not limited to the employees’ homes, airports, and hotels. CUNE’s email rules and guidelines apply to full-time employees, part-time employees, independent contractors, interns, consultants and other third parties. Any employee who violates these guidelines is subject to disciplinary action, up to and including termination.

CUNE e-mail system exists primarily for business purposes. Employees may use CUNE’s e-mail system for personal use only in accordance with this policy. An employee should not use personal email software (Hotmail, etc) for business or personal communications at the office,
without prior approval of his or her supervisor.

Employees may use email to communicate with spouse, children and other family members. Personal use of email should normally be limited to lunch breaks and work breaks and, in any case, must not interfere with worker productivity during business hours. Employees should not use email during otherwise productive business hours. Employees are prohibited from using email to operate a business, conduct an external job search, solicit money for personal gain, campaign for political causes or candidates, or promote or solicit fund for other personal causes.

E-mail messages created, transmitted and stored on University computer systems are the property of CUNE. CUNE reserves the right to monitor all e-mail transmitted via CUNE computers system. Employees have no reasonable expectation of privacy when it comes to business and personal use of CUNE’s e-mail system.

At any time, and without notice, any and all usage of email and any and all files, information, software and other content created, sent, received, downloaded, uploaded, accessed or stored in connection with employee usage, may be monitored, inspected, copied, reviewed and stored.

Employees are prohibited from using email to engage in activities or transmit content that is harassing, discriminatory, menacing, threatening, obscene, defamatory, or in any way objectionable or offensive.

Unless authorized to do so, employees are prohibited from using email to transmit confidential information to outside parties. Employees may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about CUNE, employees, students, vendors and other business associates. Confidential information includes, but is not limited to employee lists, credit card numbers, Social Security numbers, employee performance reviews, salary details, student lists, passwords, and information that could be detrimental to CUNE and employees, students, alumni, donors and others in the CUNE community were it to be inappropriately distributed.

Email messages are considered to be written business records and are subject to CUNE’s written and consistently applied rules and policies for retaining and deleting business records. E-mail records are also written documents that are discoverable as evidence for legal purposes.

15.6 Software
CUNE requires that all software used by CUNE-owned computer systems be properly and legally licensed for use at CUNE. All University employees, in the performance of their duties, will refrain from aiding others in using software that is not properly licensed. Should any employee use inappropriately licensed software on a University-owned computer, the responsibility for the consequences of such activity shall remain the sole fiscal and legal responsibility of the offender.

Computing Services is responsible for the administration of all software products and the deployment of such software. Please contact Computing Services for questions regarding acquiring and using software legally and appropriately.

15.7 Data Security
Data is considered a primary asset for CUNE. As such, security of data is necessary because data processing represents a concentration of valuable assets in the form of information, equipment, and personnel. Dependence on information systems creates a unique vulnerability for CUNE.

Security and privacy both focus on controlling unauthorized access to data. Security
Section 15: Technology

compromises or privacy violations could jeopardize our ability to provide service; lose revenue through fraud or destruction of confidential data; violate student and employee privacy; or reduce our credibility and reputation with other entities.

CUNE ensures that data is protected in all of its forms, on all media, during all phases of its life cycle, from unauthorized or inappropriate access, use, modification, disclosure or destruction. This policy applies to all of our data assets that exist in any of our processing environments (collectively all applications, systems, and networks that we own or operate or that are operated by our agents).

Other than data defined as public, which is accessible to all identified and authenticated users, all data and processing resources are only accessible on a need-to-know basis to specifically identified, authenticated, and authorized entities.

A data security breach would have severe consequences to CUNE and its ability to provide services. Intentional misuse resulting in a breach of any part will result in disciplinary action up to and including termination and criminal investigation where warranted and subject to civil criminal penalties.

It is the responsibility of all employees to immediately report any data breach, intentional or accidental, to both your supervisor and to Computing Services (402-643-7321).

While the data security is the responsibility of every employee, it is overseen by Computing Services and the Critical Incident Management Team.

15.8 Destruction of Sensitive Materials

Hackers and industrial spies have long used “dumpster diving” as a method for gathering sensitive information which has taken on new meaning in the electronic information age. Sensitive materials must be thoroughly sanitized before being discarded whether in print or electronic form.

Papers with sensitive and personally identifiable information should be placed into the locked shred bins located in various buildings on campus. CUNE has hired a shredding company to come to campus and shred these types of documents. Check with your supervisor to determine the location of the shred bin for your work area.

For disposal of other types of electronic media (CD-ROMS, external storage devices, or magnetic media, thumb drives), please consult Computing Services for assistance.

15.9 Backup Your Data

In order to ensure that University documents are properly backed up, they must be stored on a University file server. Check with your supervisor and Computing Services for proper access procedures. Specifically, any files stored locally on your computer rather than on a University file server may be lost in the event of a hardware failure.

15.10 Systematic Removal of Access

Unauthorized access to University information resources can cause serious damage to the organization. Disgruntled employees can use lingering accesses to enter systems or office space. Hackers can use inactive accounts to enter systems unnoticed. Potential damage includes theft of funds, equipment or intellectual property, disclosure of confidential information, and/or damage to property or personnel.
Section 15: Technology

When an employee leaves CUNE’s employ their accesses must be immediately revoked. HR initiates systematic removal of accesses with Computing Services. When a consultant, vendor, or volunteer leaves, their supervisor must ensure accesses are removed. Employees must only have the accesses their position requires. When roles change, supervisors must rescind unneeded accesses.

Each department has unique accesses that must also be addressed. When an employee leaves, the employee or their supervisor will contact financial institutions, vendors, and any other external organizations where the individual is listed as a point of contact in order to update external contact lists and change authorization passwords. Removal of access should be documented and routine.

15.11 Laptops

The loss of a laptop can cause irreparable harm to the organization. Laptops must be secured and used responsibly to prevent compromise of sensitive information or unauthorized network access. Computing Services has taken measures to address the threats laptop users face. Employee’s active involvement is critical to complete the equation.

- Do not leave a laptop unattended at any time.
- Laptops are equipped with firewall software to defend against hacking attempts on public networks and the Internet.
- Electrical surges: You may wish to protect your laptop from electrical spikes by plugging its power into a working surge protector when possible.
- The loss of a laptop is a serious security incident. In the event a laptop is lost or stolen, or you believe it may have been used or compromised by a third party, immediately contact Computing Services.

Employees are required to return their laptop to Computing Services upon the termination of their position, this includes transitions that occur from position to position at CUNE.

15.12 iPad

iPads are institutionally owned by department and distributed based on a position need for an iPad. iPads are considered personal devices and users may download software applications to the device. Many of the same security risks exist as with laptops, please see section 15.11 above, with the exception of installed firewall software. iPad users must use a security passcode.

Employees are required to return their IPAD to Computing Services upon the termination of their position, this includes transitions that occur from position to position at CUNE.

15.13 Unauthorized Disclosure

Unauthorized disclosure of sensitive information represents a serious threat to the organization. Unintentional disclosure can occur over the many distribution methods available today: Websites, databases, application software, files, printouts, e-mail, phone, and voicemail. Each must be carefully controlled. One common mistake is forwarding internal e-mail to external parties with sensitive information attached in a file or buried at the bottom of a long string of messages. Internal e-mail addresses may be inappropriately shared in this manner as well.

Do not disclose sensitive or personally identifiable information to consultants or coworkers, unless they have a business related need-to-know that has been approved by your supervisor. Key questions for both employee and supervisor are “What are you using the information for?” and “Who will you share it with?”

There may be penalties for disclosing sensitive information to unauthorized persons.
16 Expenses

16.1 Expense Reporting and Requirements

Employees who are required to travel or hold positions that require use of a purchase card (p-card) are expected to abide by all the rules and regulations established by way of University policy for expenditures.

The primary responsibility for determining the appropriateness and validity of expenditures lies with the employee incurring the expenses and the approver of the expenditures. Employees are expected to be conservative in their spending; managers are expected to be diligent in their review.

CUNE relies upon the mature, reasoned judgment of employees and the recognition of their fiduciary obligations to senior management and CUNE.

Travel, entertainment, meetings and expenses incurred for the advancement of University business are a required and generally recognized means of conducting business. All reasonable expenses incurred to further CUNE interest will be reimbursed.

Exceptions are expenses that:
- Did not benefit CUNE’s purposes
- Are of a purely personal nature
- Are not reasonable in the circumstances

CUNE expects that employees will treat expenses with the same discretion and prudence as if they were using their own money.

Please visit CUNE portal (Office Life tab, Forms, Policies and Procedures) for various Business Office policies:
- CUNE Gift Giving Policy
- Record Retention
- Cash Safeguards and Controls
- Travel and Entertainment (T&E) Expense Policy
- CUNE iPad Policy

16.2 Purchasing Card (P-Card)

What is a P-Card?

The P-Card program is designed and intended to more effectively meet your purchasing and travel needs. The card streamlines and simplifies the purchasing and accounts payable functions, reduces transactions costs, and improves vendor relations. The P-Card is a tool that facilitates the timely acquisition of materials, automates data transactions for accounting purposes, supports travel services and offers flexible controls to help ensure proper usage.

Use of the P-Card reduces the time and paperwork associated with purchases. The P-Card also offers an alternative to a variety of processes including petty cash, check requests, low dollar purchase orders, and travel reimbursement. The P-Card is to be used for all of your purchases of goods or services on behalf of your organization, including travel-related purchases, if your card is authorized for travel. The P-Card Program is not intended to avoid or bypass applicable procurement and travel policies, but rather to complement the existing policies.
16.3 Electronic Devices – Cell Phones/Smart Phones

16.3.1 Eligibility for Financial Support of Cell Phone Expenses
Employees shall be eligible for financial support based upon CUNE’s expectations and the following general guidelines:

- Employees serving as officers or senior management of CUNE.
- Employees serving in a management position which requires them to be available on a 24/7 basis.
- Employees who travel regularly on behalf of CUNE.
- Employees who hold positions where job demands immediate access to them as an employee.
- Hourly employees do not qualify for cell phone stipends – use of cell phones for texting or calling for work purposes is not allowed.

16.3.2 Eligibility Classifications Based on Job Expectations
Cell phone financial support is based on CUNE’s job expectations of the employee. Before purchasing a phone, an employee must fill out and submit the required form for approval to HR. A copy also needs to be attached to an expense reimbursement form for the purchase of a phone.

- Major User:
  - Expected to have 24/7 access to e-mail, incoming calls and voicemail messages.
  - Job description will include phone requirement.
- Minor User:
  - Supports employee’s position while traveling, but not required.
  - Allows the employee to make and receive calls as well as check voicemail.
  - Employee has access to e-mail through their University provided laptop during appropriate times.
  - Cabinet approval is required and the cost associated must fit into the department’s current budget.

16.3.3 Phone Plans and Equipment
A member of the cabinet must authorize an employee for financial support of a cell phone based upon the eligibility requirements of this policy. An employee who incurs business charges on a personal cell phone will not be reimbursed.

- Major cell phone users:
  - Are provided a reimbursement to purchase a phone every three (3) years for up to $100 (receipt required).
  - Are provided a monthly stipend of $60.
  - The phone and plan are owned by the employee.
  - In order for a MAJOR user to receive e-mail, the phone must be able to interact with our exchange e-mail server. To accomplish this, the phone must have ACTIVESYNC and an e-mail client.
• Minor cell phone users:
  o Are provided a reimbursement to purchase a phone every three (3) years for up to $40 (receipt required).
  o Are provided a monthly stipend of $25.
  o The phone and plan are owned by the employee.

IRS Notice 2011-72 and a Memorandum for All Field Examination Operations considers business use of a cell phone as excludable from the employee's income as a working condition fringe, provided that the cell phone is for primarily non-compensatory business reasons. In addition the memo indicates that reimbursement plans are reasonable if calculated so as not to exceed expenses the employee actually incurred in maintaining the cell phone (i.e., not unusual or excessive expenses). Based on this information, the stipend amount received will not be considered as taxable income.

16.3.4 Safety Issues for Cell Phone Use
CUNE is aware that many employees use mobile, cellular and/or wireless communication devices (collectively “cell phones”) in the course and scope of performing their duties and responsibilities for CUNE. CUNE understands that distractions may arise when cell phones are used by employees, especially while operating a motor vehicle. Because CUNE prides itself on providing a safe and healthful workplace for its employees and CUNE desires to minimize any potential safety risk to its employees and others, CUNE has adopted the following rules with respect to the use of cell phones by CUNE employees:

Employees must at all times act prudently in their use (i.e., dialing, talking or listening) of cell phones in the course and scope of their employment with CUNE.

Employees should avoid discussing confidential University information during any cell phone conversation.

Employees whose job responsibilities include regular or occasional driving and use of a cell phone for business are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road.

Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves or others at risk of harm to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

16.3.5 State Laws and Cell Phone Use
It is also the responsibility of the employee to know and abide by the cell phone use laws of any state they are traveling in and through. Any violations of state law and consequences of such violation will be at the expense of the employee. The employer shall not be held liable for any such actions. For a list of state laws regarding cell phone use please visit the website: http://www.ghsa.org/html/stateinfo/laws/cellphone_laws.html
16.3.6 Special Responsibilities for Managerial Staff
As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Violations of this policy will be subject to possible disciplinary action, which could include termination.

16.3.7 Accounting
In all cases, documented cell phone costs incurred while performing CUNE business will be expensed to the department for which the phone is primarily used.

16.4 Cell Phone Privacy Expectation
Employees that use a cell phone for business purposes, understand that the Technology Privacy policy applies to cell phones, including text messages and phone calls/messages in the course of business and that employees have no reasonable expectation of privacy in their use of such technology for CUNE business. See Technology 15.3 Privacy.

16.4.1 Texting
Programs that allow for self-destructing text messages should be avoided. Text messages sent and received for business purposes, provide evidence of communication, are a record of communication and considered records that may become necessary in the event of threatened or pending litigation to avoid spoliation of evidence claim.

16.5 Interview Expense Reimbursement
16.5.1 Employee Expense
Interview expenses are managed by HR. Employees who have incurred interview expenses with a potential candidate for a position should complete their p-card report and forward it to HR for final signoff of the expense. The itemized receipt for the expense should be submitted, listing on the receipt what it was for. If the expense was for a meal, the names of the individuals attending the meal should be listed on the backside of the receipt. Meal expenses should be kept to a minimum and be conservative in nature. Meal expenses for more than two (2) CUNE employees must be approved by HR. Reimbursement for alcohol is not allowed by University policy.

16.5.2 Candidate Expense
Candidates who have incurred expenses will complete a request for reimbursement form. HR will work with the candidate to make sure all expenses incurred were pre-approved or pre-arranged and known. Generally candidates for professional/technical positions from outside of the Lincoln/Seward area are reimbursed for reasonable travel expense incurred while traveling to CUNE’s campus.
17 Miscellaneous

17.1 Visitors
Throughout the course of every year, CUNE welcomes many visitors and guests to campus. Employees of CUNE are expected to greet and help direct visitors and guests to the places they need to go. While guests generally do not wear name tags, we do expect that as an employee wearing an ID, individuals may approach you to help them should they have questions or need directions. Employees and students are the face of CUNE and as such, you are expected to treat our visitors and guests in a respectable manner.

17.2 Political Activities
CUNE prohibits the coercion of employees in their voting or political action or attempts to influence political action by threats or violence. Employees who believe they have been subject to such must follow the Complaint Procedure set forth in Section 1.3.3.

17.3 Political Activities for 501(c)(3) Entities
As a 501(c)(3) entity, CUNE will not:
- Make statements that endorse or oppose a candidate
- Publish or distribute campaign literature
- Make any type of contribution (monetary or otherwise) to a political campaign

However CUNE may:
- Lobby for or against legislation (as long as it isn’t a substantial part of CUNE’s activities)
- Support or oppose the appointment of individuals to non-elective offices
- Engage in certain election-related activities that don’t indicate a preference for or against a candidate.

17.4 Media Relations
All employees are alerted that CUNE considers all media containing official institutional information as owned and accessible by the institution. This includes “campus” mail, U.S. Mail, electronic mail, voice mail, FAX documents, overnight and express documents, etc. As the institutional owner, appropriate administrative employees are granted the right to search for, look at, and otherwise utilize these documents in the course of performing institutional duties. Employees should not commingle personal communications in these media, and not use campus facilities for utilizing these media. Concurrently, any employee accessing such information in the primary custody of another employee is expected to use such information only in the performance of their duties, and not share any personal information they may have come upon in the course of the performance of their services to the institution.

17.5 University Photography and Video Policy
CUNE reserves the right to photograph and/or videotape students, faculty, staff and guests while on University property, during University-sponsored events or during activities where they are representing CUNE. These images and audio may be used in the student yearbook or by CUNE for promotional purposes, including use in University magazines, newspapers, press releases, booklets, brochures, pamphlets, newsletters, advertisements, CUNE website and associated sites, and other news or promotional materials.
17.6 Service Animals

Service animals are welcome in all buildings on campus and may attend classes, meetings or events along with any person with a disability, including members of the general public.

Service animals perform some of the functions and tasks that an individual with a disability cannot perform for him or herself. Service animal is defined in Title III of the ADA regulations (28 C.F.R. § 36.104) as follows:

A service animal means any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

If an animal meets this definition, it is considered a service animal under the ADA, even if it has not been licensed or certified by a state or local government, or by a private agency. It is University policy to permit service animals on campus for those individuals who are disabled or who indicate that the animal with them provides a specific service to them.

Therapy animals are another type of service animal that is also welcome on campus. Therapy animals must be accompanied by their handler at all times and be easily identified as such.
Section 18: Handbook Administration

18 Handbook Administration
HR is responsible for the administration of this handbook.

18.1 Handbook Dissemination
The handbook is given as a hard copy document to all new employees. Employees are expected to read and understand the guidelines listed in the handbook. The handbook is available to employees through the CUNE portal (Employee tab).

18.2 Annual Review
Each year HR reviews the handbook to make sure it is current with Federal and State rules and regulations. However, there may be times that require the handbook to be updated during the year. At these times, employees will be notified by e-mail regarding changes.
Attachment A: Tuition Waiver Policy for Courses Offered by CUNE

Tuition waivers are a Concordia University, Nebraska employee benefit, available to current full-time employees and on a limited basis to part-time employees*, their spouse, or an unmarried child age twenty-five (25) or younger seeking their first undergraduate degree. Employees are granted tuition waivers based on the following matrix:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Employee FTE</th>
<th>% Tuition Waived Employee</th>
<th>% Tuition Waived Dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>90%</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>.99 -.70</td>
<td>75%</td>
<td>37.5%</td>
</tr>
<tr>
<td></td>
<td>.69 -.50</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td></td>
<td>.99 -.70</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>.69 -.50</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Employee FTE</th>
<th>Credit Hours Waived Per Academic Year</th>
<th>% Tuition Waived Dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&lt;.5*</td>
<td>3</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

Exceptions

**MBA Program**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Employee FTE</th>
<th>% Tuition Waived Employee</th>
<th>% Tuition Waived Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>70%</td>
<td>35%</td>
</tr>
<tr>
<td></td>
<td>.99 -.70</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>.69 -.50</td>
<td>30%</td>
<td>15%</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>70%</td>
<td>70%</td>
</tr>
<tr>
<td></td>
<td>.99 -.70</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>.69 -.50</td>
<td>30%</td>
<td>30%</td>
</tr>
</tbody>
</table>

To find your FTE, take the number of hours worked annually and divide by 2080 or take the number of months you work full time and divide by twelve (12) months.

1. Employees and spouses are eligible for undergraduate, continuing education, or graduate –level course tuition waivers. Children are eligible for undergraduate level coursework only.

2. Application for eligibility for tuition waivers is required to be turned into Student Financial Services BEFORE classes begin for any semester or session (Form is available from the Financial Services Office by request or on the web through the connectCUNE portal).

3. For full-time students, the FAFSA is required to be filed by the May 1 deadline prior to the new academic year.

4. There is no waiver of any fees or special charges, including technology fees, student teaching fees, laboratory fees, applied music fees, application fees, online course fees, general fees, or any other fees.

5. Only regularly scheduled academic year or summer school courses are included in the tuition waiver program. Students who enroll may have their tuition waived provided class enrollment minimums are obtained without counting waived students. Students should check with the registrar’s office regarding class enrollment size. If minimum enrollments are not achieved the administration reserves the right to bill students at the established rates.
6. Independent study courses cannot be waived under this policy.

7. Full-time employees must have supervisor/manager approval of their class schedule prior to the beginning of a class to be eligible for the waiver in that period. Staff tuition waiver forms can be found through the web on the connectCUNE portal, (employee tab, Tuition Waiver – All others).

8. Children of employees are eligible for tuition waivers for undergraduate programs, including dual credit high school courses (taken for college credit). Total hours taken cannot exceed 164 credit hours. These hours can be taken during regular semester or summer sessions. To receive the tuition waiver for a semester, the employee cost must be paid each semester or summer period prior to census (Free Add/Drop) date.

9. Tuition waivers will not be granted for classes that are needed to repeat a class that was failed by the student earlier. If a student does not meet standard minimum academic requirements established for scholarship at Concordia University, Nebraska, they are ineligible to receive a tuition waiver, but may reapply for the waiver in future semesters provided their GPA achieves minimum standards. Reacceptance into the program requires approval from the Provost.

10. Tuition waivers are defined as the balances to be waived after all federal and state government, LCMS district, Nebraska Association of Congregations for Concordia (NACC), and institutional awarded financial aid funds have been applied to a student account. All full-time students are required to file for government, LCMS district and, if applicable, NACC aid. Other outside aid/scholarships can be applied against remaining tuition, fees or room and board charges. Outside scholarships and aid in excess of university charges for tuition, fees, and room and board will be netted against the tuition waiver.

11. Graduate assistants (not spouses or dependents) are eligible for full tuition waivers for courses approved by the Provost. The number of credit hours allowed for a graduate assistant must be approved by the graduate assistant supervisor and designated Vice President. Graduate assistant tuition waiver forms can be found on the CUNE portal (my records tab, student employment, Tuition Waiver, graduate assistant).

12. Members of the Board of Regents and their spouses are eligible for either undergraduate or graduate tuition waiver. Their dependent children are eligible for the undergraduate tuition waiver only. The waiver will be reported to the IRS as income on a Form 1099.

13. Tuition waivers for any spouses taking continuing education or graduate coursework may be considered a taxable fringe benefit by the IRS and will be added to the employee’s payroll for taxation purposes.

14. A tuition waiver is not taxable for a child who qualifies as a “dependent” in accordance with applicable federal tax law as set forth in the Internal Revenue Code of 1986, as amended, the Code of Federal Regulations, rulings and other applicable published guidance. Documentation to prove dependent status may be requested.

15. The Tuition Waiver Policy is administered by Student Financial Services.

16. Exceptions to this policy may be requested in writing to the President. Only the President or his designee shall have authority to allow exceptions, as long as those exceptions are in agreement with the IRS rules established for education assistant programs. The President’s decision will be considered final.

*Part-time employee classification does not include volunteer coaches, graduate assistants, or adjuncts. Other tuition waiver policies may apply for these classifications.
Attachment B: Tuition Exchange Policy for Families of CUNE

CUNE is a member of The Tuition Exchange, Inc., a network of over 600 colleges and universities providing exchange opportunities for students from families with a member employed full-time at a participating institution. CUNE entered this network in order to recruit new faculty whose dependent children were already participating in the Tuition Exchange (TE) program. While CUNE's participation in the program will continue to have as its prime objective, the recruitment of new faculty, current faculty and staff are eligible to explore this opportunity.

TE is a CUNE employee program. It is available only to current full-time faculty, professional/technical and support staff, their spouses, or an unmarried dependent children age 25 or younger (exceptions for military/mission service).

This TE policy is administered by the CUNE Tuition Exchange Liaison. This position is appointed by the president's cabinet.

- Applications for eligibility in TE must be submitted to the Tuition Exchange Liaison. No employee is guaranteed acceptance into the program. CUNE must have students from other participating TE institutions in attendance to keep the number of import students and export students in balance. The president's cabinet reviews this balance annually and then determines the number of open spots that will be made available for each academic year through the lottery system.

- Requirements for those wishing to enroll in an institution that is not a member of the TE Cooperative:
  - The eligibility of applicants will be reviewed based on the following criteria:
    - Minimum of three (3) years of employment at CUNE. Exceptions made to the minimum years of employment requirement will be reviewed by the president's cabinet.
    - High school cumulative GPA of 2.5 and ACT 18.
    - Must have applied to a participating institution.
  - Applications are due by September 30th and, if necessary, the selection of approved applications will be through a lottery system held on October 1st of each year. A student chosen in the lottery drawing is eligible to apply for TE scholarships at participating institutions. If a student decides to forfeit this opportunity, prior to December 31 of that year, another drawing will occur for those individuals not selected, if still interested.
  - Each student export will be charged a fee equal to 10 percent of CUNE's tuition in order to participate.

- As part of the TE program, CUNE is a member of the TE Cooperative. Co-op members are permitted to exchange students between each other and not be charged for exports resulting from these exchanges. Because these exports are not counted against our balance the criteria for eligibility is not the same as those wishing to enroll in an institution not participating in the TE Co-op and there is not a limit on the number of open spots available for an academic year.
  - The eligibility requirements of applicants wishing to enroll at a Co-op member institution is the same as the CUNE Employee Tuition Waiver policy which can be found in the handbook.
Attachment B: Tuition Exchange Policy

- Each student will be charged a fee in order to participate equal to:
  - 50 percent of CUNE’s tuition with a minimum of one (1) year of employment.
  - 10 percent of CUNE’s tuition with a minimum of two (2) years of employment.
- Since there is not a limit on the number open spots, there is no deadline for the application. Approval of the application is automatic.

- All CUNE approved applicants are then eligible to apply for TE scholarships at participating institutions. TE scholarships are indeed scholarships, not fringe benefits. Some TE institutions limit the number of incoming TE scholarships; therefore, the fact that an institution belongs to TE does not guarantee a scholarship offer from that institution.

- Once approved for a TE scholarship, the recipient is eligible to participate for four (4) years or eight (8) semesters. This term must be continuous. If the student discontinues for a semester he/she will have to re-apply but is not guaranteed re-acceptance into the program.

- Each student is required to maintain the minimum requirements of the receiving TE institution’s guidelines for annual re-certification into the program. The receiving institution may deny renewal if the student has failed to meet its conditions and terms of the scholarship award.

- Visit [www.tuitionexchange.org](http://www.tuitionexchange.org) for a list of participating TE institutions (including a list of institutions participating in the Co-op program). Contact the Tuition Exchange Liaison directly with questions.
Attachment C: Guidelines for Use of Social Networking Sites and CUNE-Related Web Content

These guidelines are set forward in the spirit of a collective commitment to communicating well on the social web and to assist the marketing department in implementing a social media strategy. This strategy is designed to support our community first, but also to give prospective students, alumni, and friends of CUNE a chance to see the vibrancy of our campus and academic life.

Additionally, this strategy relies on members of our community engaging with prospective students, alumni and friends of CUNE across the social web. Our goal to grow enrollment and donors is supported when our community has conversations with those outside of our campus grounds.

To that end, it is assumed that our policy has to be flexible enough to allow our faculty and staff to approach relationship building online on their own terms.

Summary of Guidelines

The following is a quick summary of the guidelines set out below:

- Register all pages and profiles you create with your supervisor and the marketing department (see www.cune.edu/socialmediapolicy for a quick form to do this)
- Before you create a page or profile, make sure that you have clearly sorted out your purpose for creating that page or profile.
- If you are creating a profile that will expire after a year, term or season, make sure you have a clear exit strategy in place before you start.
- Remember that you are representing the CUNE when you converse online.
- You may use official CUNE logos on your pages. Make sure to follow any applicable guidelines for logo use.
- When interacting online, authenticity, openness, transparency, and ethics should guide your dealings. Seek dialogue. Don’t treat social network sites as virtual billboards.
- Negative comments on your pages or profiles are okay from time to time, but you should remove any harmful, offensive or illegal posts immediately.
- Be sure to carefully vet any and all friends before you approve a friend request.
- Make sure to include a disclaimer stating that you are not speaking on behalf of CUNE on all personal sites or profiles you maintain.
- Be sensitive to the terms and conditions of any third-party site you join. Make sure you understand copyright implications.
- Make sure that all profiles you create on behalf of CUNE link back to cune.edu.

Registering your pages and profiles

You are free (and encouraged) to create new sites and pages that help you communicate with prospective students, alumni and friends of CUNE, but before you do, you should speak with your supervisor (or the student life office in the case of student groups) and the new media director.

For a quick form to do this visit www.cune.edu/socialmediapolicy
This isn’t simply about getting approval; it’s also about making sure the marketing department knows which profiles are active so we can track our engagement across departments. You do not need to register personal accounts with CUNE.

For example, you don’t need to let us know about the following (but if you want to, we’ll add you as friends):

- A personal Facebook account
- A personal Twitter account
- A personal LinkedIn profile

However, you should let us know about the following (including, but not limited to):

- A department Facebook page
- A team Twitter account
- An arts photo album on Flickr
- A student activity tumble log on Tumblr
- A student organization YouTube Channel

Alerting the marketing department will also help us avoid duplication of pages and any competing sites issues (see the next section). As soon as possible, the marketing department should be given administrative privileges for any new pages or profiles that represent departments, clubs or teams. Access allows us to respond more quickly in the event of a problem (such as the unavailability or departure of the staff member who has administrative control of the page). Also, if you plan to transfer administrative rights to a registered page you’re administering, you should notify your supervisor and the marketing office before you do so.

**Ownership of CUNE-associated social networking sites**

CUNE-associated social networking sites should be created with CUNE’s future social networking efforts in mind. For this reason, a CUNE-associated social networking site is considered an asset of CUNE that may continue regardless of who created it. It is not owned or co-owned by an employee of CUNE, his or her proxy, or another organization. If a history professor leaves CUNE, for example, CUNE would want to retain his or her CUNE-associated social networking or at least retain that option. The professor may remove his own administrative rights, but should make it a simple matter for CUNE to add the succeeding professor in an administrative role. Typically this will be taken care of by including the new media director as an administrator. It may, however, mean passing along a password and account information.

**Sites/pages that are clearly okay:**

A personal blog with comments from a coach, for example, about the season is clearly okay. As long as this type of site is clearly and directly associated with the coach rather than the team in general, there should be no "competing sites" problems.

While there would obviously be some overlap as far as the information shared, the site is not attempting to also replicate the aims of the institutional site. News about the team is shared, for example, in a coach or player comments or with links to cune.edu rather than in a game recap or another type of press release. Contact information about joining the program, etc., refers people to pages within the cune.edu site.

**Sites/pages that are clearly out of bounds for employees or proxies:**

Site/pages that, because of the domain name chosen, the site's title, or in other information,
may create confusion as to whether they are the primary CUNE-backed site for a program are out of bounds. For example, www.concordiaspeech.org would cause confusion about the official source of news about forensics at CUNE.

**Stating Your Purpose**

Before you start your page or profile, it’s a good idea to think through what you’re committing to and why you’re doing it. If you’d like some help thinking through it, give the marketing department a call. We’re glad to help.

In general though, here are some things to think about:

- What’s the goal of the page? How does it fit within your team or department goals?
- Does a similar page already exist? Could you achieve the same using a page that already exists?
- Does the site you’re planning to use reach your audience’s demographic?
- How much time are you willing to spend keeping content up-to-date and relevant?
- Do you have the resources you need (both time and technology) to actively participate on the site?
- How long are you planning to maintain the page?
- Will users be able to upload photos or videos?
- How do you plan to protect the CUNE brand?
- How will you measure success?

**Exiting a Profile**

Before you start a new page or profile, you should have a plan in place for how long the association between CUNE and the page will last. In many cases, the association will be indefinite (as in departmental or team pages), but in other cases it may be only for a season or term.

If you plan to shut the page down or stop engaging with the community after a specific time, please make sure to have an exit strategy in place. Our aim here is to avoid damage to the CUNE brand due to neglect of a site.

If you are unsure how to plan for an exit, contact the marketing department.

**Use of the CUNE Brand**

Place the logo of your team, club or group on third party sites. If your page does not have its own logo, you are free to use one from www.cune.edu/logo, provided you agree to follow the usage guidelines listed there.

Remember that using an official CUNE logo gives the impression that your page or profile is an official, authorized page of CUNE as a whole, so your engagement should reflect that.

Whenever possible, any logos you place on third party sites should link back to cune.edu. If this isn’t possible, please make sure to list cune.edu in your profile or another prominent place on your page.

If you have a question about logo usage, please contact the marketing department.

**Engaging with your audience**

When engaging with users online, use common sense, be authentic and take responsibility for
posts. Have fun, but treat each interaction as if it was something that a prospective student, a prospective student’s family, alum or donor would see. They likely will. Remember that our audience also includes folks who may know nothing at all about CUNE.

Look for opportunities to participate and interact. The goal of interaction online is to start conversations with posts, not to post ads.

In addition, look for way to add information or news that may not be available through institutional channels like the Broadcaster, website or news releases.

Remember that users expect different types of interaction on each network (what’s appropriate for Facebook might not always work for Twitter, etc.), so be sensitive to their preferences. We want to avoid the sense that we are infiltrating a user’s space in order to broadcast our message.

Before you post, ask yourself, “Will what I post add value to this specific community?”

**Negative, Harmful, Offensive, and Illegal Content**

Should your audience post negative content on your page, site, or profile, it may be your first impulse to delete it, but unless the comment is slanderous or offensive, you should allow it to remain, publishing a public response in defense of your position instead.

The goal in these instances is not to start a mud-slinging match, but to show the online community that you are able to handle criticism positively. In many cases, you may be surprised that people who agree with you will come to your aid in supporting your position.

If all negative comments are removed all of the time, the site will lose credibility because it lacks authenticity. Think of negative comments as a pinch of salt in your batch of cookies.

However, should a comment be illegal (including spam), take measures to remove the content immediately.

There may be some instances where networks do not allow you to remove the comments of other users. In these cases, simply follow the procedures outlined by the site for reporting abuse, and follow up until appropriate action has been taken by the site.

**Friends/Fans/Followers**

Depending on the networks you are in, you may have the option to establish friend, fan, or follower connections. If the network or profile has an open follower model (e.g. Twitter—people can follow you, but you are not obligated to follow them back), in general, you should allow everyone to follow you with the exception of obvious spam accounts or accounts that are clearly harmful, offensive, or illegal.

When deciding whom to follow or approve as a mutual connection (a Facebook “friend”) make sure to review your potential friend’s profile or page carefully before you do so. If the conduct of any of your “friends” becomes harmful, offensive, or illegal, make sure to review your connection with him or her and consider removing the friend connection if necessary.

**Personal disclaimers**

If you maintain any kind of personal site, be it a personal blog, microblogging account (though a service like Twitter, Tumblr, et al), or anything else, please make sure to include a disclaimer stating that all of the content on your site is a matter of your own personal thoughts, opinions or research, and should not be construed as the official position of CUNE.

For transparency’s sake, this disclaimer is designed to help users understand that you are posting of your own volition, protecting you and CUNE should there be any questions of the
source of any content included on your personal site. For example, this is what one staff member says on his blog:

“This blog is a reflection of my own thoughts and opinions. It has nothing whatsoever to do with any employer, past or present.”

On sites that limit your biography to a certain number of characters (such as Twitter), something as simple as “My posts are my own” will suffice.

**Blogs related to CUNE**

If you’d like to write for a blog that is directly related to your work at CUNE, we’d love to help you make that possible. Please talk to the director of marketing to learn more.

**Copyright, Intellectual Property and other Legal considerations.**

Every third party site you join will have its own privacy policy and set of terms and conditions. Make sure you review these documents carefully (don’t just click the “I agree box” without reading through them).

This is vitally important not only for your own protection, but also for the protection of your pages. For example, Facebook presently prevents all Fan pages from administering contests through the Facebook platform (e.g. “upload a picture of yourself in a CUNE t-shirt and win a prize”) unless fan page owner agrees to spend $30,000 per month in advertising. If you are found in violation of this term of service, they can shut your page down indefinitely and without warning.

If you plan to share your own intellectual property online, it’s a good idea to copyright your work. An easy, free, and open way to do so is through the Creative Commons Copyright.

You can find more about Creative Commons and create your own copyright license at [http://creativecommons.org](http://creativecommons.org)

If you are sharing your intellectual property on any third-party site (i.e. not a site that you host), make sure that you read their terms and conditions carefully to determine who owns the data you put on the site. Some sites are clear that users own their own data, while others state that the site may retain the rights to anything posted.

If you are unsure about any copyright issue, the marketing department will be able to assist you.

**Links**

The goal of CUNE’s distributed social media strategy is to engage and join in conversation with prospective students, alumni, and friends of CUNE across the web where they are interacting.

While it’s important to have these conversations in the places where they occur organically, it’s also important to point back to cune.edu where people can attain information about their formal relationship with CUNE—e.g. cune.edu is the place where prospects can get official information about class offerings, financial aid, and apply for admission.
Faculty & Staff Responsibility

Education records are confidential. Protect them as such; use them only for legitimate purposes in the completion of your responsibilities as an employee of CUNE. Education records may be files stored electronically, on paper, in e-mail, or displayed on a computer screen. They must be secure and available only to those entitled to access to that information.

Students have these specific rights from FERPA:

- The right to inspect and review education records;
- The right to seek to have the records amended;
- The right to have some control over the disclosure of information from the records.

All students attending CUNE, regardless of age, have these rights. All institutions receiving funds under any program administered by the Secretary of Education must comply. Non-compliance may result in the Secretary withholding funds from Concordia.

Education Records are: directly related to a student, and maintained by CUNE or an agent of CUS.

Education Records are not: sole possession records, employment records, medical records, or post-attendance records.

Information in educational records, the release of which is not considered to be harmful or an invasion of privacy, is Directory Information. Directory information can be released unless the student has requested it not be released. CUNE defines directory information as a student’s name, address, telephone listing, E-mail address, photograph, date and place of birth, major, dates of attendance, grade level, enrollment status (grad/undergrad, full/part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors and awards received.

The following information may never be released without previous, written student consent:

- Social Security Number
- Student ID (J Number)
- Citizenship
- Gender
- Religious Preference
- Grades
- GPA

Additional things you must not do:

Use SSN or J# (Banner ID number) of students in a public posting of grades or other information.

Publish any type of document which would link a student’s name with either the student’s
SSN or J#.

Leave graded papers, exams, or other student materials in an open place where others would be able to see the grades.

Circulate a class roster that has SSNs or J#s or grades on it, for example, as an attendance roster.

Discuss the progress or capabilities or performance of any student with anyone other than the student (including parents) without the consent of the student.

Provide a class roster or other list of students to anyone who does not have a legitimate educational purpose at CUNE.

Provide student schedules to anyone or assist anyone other than CUNE employees in finding a student on campus.

Use educational records of any student for any personal purpose.

NOTE: In case of an emergency, use good judgment to assist emergency personnel as appropriate.

In the unlikely event you receive a subpoena asking for student records:

- Please contact CUNE Student Information Compliance Officer, Mr. Charles Gebhardt immediately. CUNE will need to reply in a timely manner. You will receive instructions on how to proceed.
- Maintain the original subpoena in the office in which it was received.
- Do not mention the subpoena to the student until you receive instructions.

Additional information regarding FERPA and associated documents may be located under the Office Life tab, Documents – Office Channel, on the CUNE portal, the campus portal system.

For more information, or to suggest changes to this document, contact Brad Woodruff, Undergraduate Registrar. Brad.Woodruff@cune.edu.

The following resources relating to FERPA are available on the CUNE portal, (Office Life tab, Documents-Office channel, FERPA):

- Letter of Recommendation FERPA Guidelines
- Letter of Recommendation Release (for students to complete)
- Student Worker FERPA Guidelines
Guidelines for Use of Institutionally-Supported Web Publishing Tools

Introduction

Web content is a key business asset of CUNE, and not all content is created (nor should it be) in the marketing office. For the sake of the business aims of CUNE (namely recruiting more students and fostering better relationships with alumni, donors and friends), it is paramount to strategically place the important and valuable content coming from faculty members, staff, student organizations and collaborative events.

With the addition of WordPress and other web publishing tools for campus, we have simple-to-use, powerful applications that can be put to use almost instantly by faculty, staff and students. Tools this powerful, however, do have a downside if they are not coordinated well with the existing and future aims of the www.cune.edu site and social media efforts.

It is therefore important to establish conditions for use and of institutionally-supported web publishing tools for both individuals and groups on campus.

Types of Sites

The sites that may be developed using web publishing tools will typically fall into one the following categories:

Personal sites: Faculty, staff and students will have the ability to publish personal sites marked with each individual’s name (e.g. in the case of WordPress, wp.cune.edu/johnsmith for faculty/staff and wp.cune.org/janesmith for students). Provided these sites follow the guidelines listed below, there are no restrictions on the creation of personal sites.

Special project blogs/sites: Faculty and staff members may wish to create or collaborate on the creation of a site for a special project. These sites will need to undergo simple review process (outlined in “Site / Project Review Procedure” below) before they are created. Any member of the faculty or staff may request such a page using the Site / Project Review Procedure.

Official student group pages: Official student groups may wish to collaborate on the creation of their own site. These sites will need to undergo simple review process (outlined in “Site / Project Review Procedure” below) before they are created. Only the official faculty advisor of a student group may request such a page using the Site / Project Review Procedure.

Content Placement Oversight

All proposals sites or projects beyond personal blogs/sites will undergo a brief review with marketing within one business week of their request to determine how and where content should be placed.

This review process helps the marketing office fulfill its institutional charter of providing a consistent and cohesive web experience to constituents (prospective students, current students, alumni, donors and friends of CUNE) as they work toward achieving strategic aims (e.g. enrollment, campaign performance, etc.).

Because marketing only shaping how and where content is placed, this review process allows CUNE to keep academic freedom in place while we also protecting its business aims.

If there are additional issues to sort through during a review a particular project (e.g. FERPA or ADA issues), the marketing department will make an appropriate referral.

Site / Project Request Procedure

Those requesting a special group site will go through the following procedure:

- Initiate the request by completing the form at http://www.cune.edu/webpublishingpolicy
Attachment E: Guidelines for Use of Institutionally-Supported Web Publishing Tools

- Meet with marketing within one week of submission to review how and where content will be placed
- Marketing will forward requests for new sites to Computing Services
- The site will undergo periodic review to help ensure freshness of content and a site’s fidelity to its original scope as defined upon request for the site

Sample Web Form

Requestor's Name
First
Last

Email *

Department *

Title of Proposed Site *

Please describe and state the purpose of the proposed site *

If you are not the only administrator, who else will serve as an administrator? *

To what audience will this site be available? *
select one

If the site is not an ongoing project, when will it no longer be needed and why? *

How often do you anticipate the site will be updated? *
choose one

Please explain your proposed update schedule. *

I have read and agree to the posted Concordia policy document for institutionally-supported web publishing tools *
please select
Site / Project Review Policies

Because the marketing office entrusted with determining the placement of content beyond personal blogs/sites, that office will evaluate new projects for placement with these types of questions:

1. **Is the proposed content something we already do within the www.cune.edu site? Should it be?**
   
   If proposed content is something we do already on the site, we can discuss ways to assist the work being done on the content area on cune.edu.
   
   If the content should be on www.cune.edu but isn’t already—we will determine a development timeline for the project and collaborative management of the content (e.g. Student Services “For Parents” Blog found at [www.cune.edu/parents](http://www.cune.edu/parents)).
   
   If the content doesn’t overlap what we are doing already, we will talk about if/how we can help in the development and promotion of the new site.

2. **Do the web pages compete with current or future plans?**
   
   CUNE’s overall content strategy isn’t always directly apparent by looking at the site. Marketing constantly has projects in the pipeline that need to be considered when determining the placement of content.
   
   If the proposed project competes with projects in the marketing pipeline, we will collaborate regarding the direction of those projects and their development timeline.

3. **Should the web pages be private, limited to campus visitors only or others by proxy logins?**
   
   In some cases, content should be limited to campus viewers only (e.g. a site that hosts private assessment information).

4. **How often will the site be updated? When will it fulfill its purpose?**
   
   How will the site meet minimum goals for the frequency of updates? How will the site remain live and active for visitors?

Conditions for Use

- After their initial development, sites should remain under the scope of the purpose as outlined during the site / project review.
- All personal sites should be named as such and should not grow in their purpose beyond *personal* entries (e.g. classroom experiences, papers and research work, upcoming projects, travel). Personal sites should not, for example, take on the guise of representation, official or otherwise, for campus groups (e.g. “The Underground English Department Page”).
- To maintain the credibility of our web presence, sites should ensure the real names of all site administrators are listed publicly.
- All sites also must include a statement of purpose, indicating the scope and purpose of the site and its relationship to CUNE and [www.cune.edu](http://www.cune.edu).
- Sites that do not meet minimum goals for content updates or that fail to meet the conditions for use may be removed.
- Sites shall not be used for fundraising purposes, whether personal or for CUNE.
- Because competing, duplicative efforts hinder efforts to provide clarity and consistency to
visitors, all individuals who use institutionally-supported web publishing tools should observe and follow CUNE's "Competing Sites" policy, as included under the Guidelines for Use of Social Networking Sites and CUNE-Related Web Content in the Faculty and Staff handbooks (see below).

### Competing Sites

You should contact your supervisor and Concordia's new media director prior to establishing websites/pages that may overlap the goals of official pages within www.cune.edu.

The aim of the competing pages/sites policy is intended to protect the efficiency, quality and long-term expectations of users.

**Efficiency and quality:** We want to efficiently maintain our institutional site and make sure it gets the attention needed to accomplish goals related to recruitment, reputation (branding), and development efforts.

**Long-term safety:** Pages within www.cune.edu should and will continue to be maintained regardless of whether specific personnel are employed by the university or available from one day to the next.

Goals, for example, of institutional web pages for academic departments, offices, events, performance groups (programs) at Concordia:

- Provide an institutionally backed web address for the public (i.e. www.cune.edu/program)
- Market the program to potential recruits, their parents and donors
- Make available news/features about the program

**Sites/pages that are clearly okay:**

A personal blog with comments from a coach, for example, about the season is clearly okay. As long as this type of site is clearly and directly associated with the coach rather than the team in general, there should be no "competing sites" problems.

While there would obviously be some overlap as far as the information shared, the site is not attempting to also replicate the aims of the institutional site. News about the team is shared, for example, in a coach's or player's comments or with links to www.cune.edu rather than in a game recap or another type of press release. Contact information about joining the program, etc., refers people to pages within the www.cune.edu site.

**Sites/pages that are clearly out of bounds for employees or proxies:**

Sites/pages that, because of the domain name chosen, the site's title, or in other information, may create confusion as to whether they are the primary Concordia-backed site for a program are out of bounds.

For example, www.concordiaspeech.org would cause confusion about the official source of news about forensics at Concordia.

### Conditions for account suspension

Cabinet members and/or the president of CUNE may suspend, remove or place other conditions on any institutionally-supported web publishing account.
Violence against women in any form will not be tolerated and sexual assault, domestic violence, dating violence, and stalking are crimes with serious consequences.

YOUR RELATIONSHIP IS HEALTHY IF

- You trust your partner.
- You treat each other the way you want to be treated, and accept each other's opinions and interests.
- You each feel physically safe in the relationship.
- Your partner likes your friends and encourages you to spend time with them and wants to include them in his/her life as well as yours.
- You make important decisions together.
- Your partner understands when you spend time away from him or her.
- You don't feel responsible for protecting your partner’s reputation or for covering for his/her mistakes.
- Your partner encourages you to enjoy different activities (like joining the volleyball team or football team, running for student government, or being in a play) and helps you reach your goals.
- Your partner likes you for who you are, not just for what you look like.
- You are not afraid to say what you think and why you think that way. You like to hear how your partner thinks, and don't always have to agree.
- You have both a friendship and a physical attraction.
- You don't have to be with your partner 24/7.
- Your partner doesn't force sexual activity or insist that you do something that makes you uncomfortable.

EXAMINING YOUR RELATIONSHIP

What are your rights in a relationship?
- To express your opinions and have them be respected
- To have your needs be as important as your partner’s needs
- To grow as an individual in your own way
- To change your mind
- To not take responsibility for your partner’s behavior
- To not be physically, emotionally, verbally or sexually abused
- To break up with or fall out of love with someone and not be threatened

Are you being abused?
- Are you frightened by your partner’s temper?
- Are you afraid to disagree?
- Are you constantly apologizing for your partner’s behavior, especially when he or she has treated you badly?
- Do you have to justify everything you do, everywhere you go, and everyone you see just to avoid your partner’s anger?
- Does your partner put you down, but then tell you that he or she loves you?
- Have you ever been hit, kicked, shoved or had things thrown at you?
- Do you not see friends or family because of your partner’s jealousy?
- Have you ever been forced to have sex?
- Are you afraid to break up because your partner has threatened to hurt you or himself or herself?
- Has your partner ever threatened your life or the life of someone close to you?
Are you being abusive?

- Do you constantly check up on your partner and accuse her or him of cheating or lying?
- Are you extremely jealous or possessive?
- Do you have an explosive temper?
- Have you hit, kicked, shoved, or thrown things at your partner?
- Do you constantly criticize or insult your partner?
- Do you become violent when you use drugs or alcohol?
- Do you use threats or intimidation to get your way?
- Have you ever forced your partner to have sex with you through threats?
- Have you ever threatened your partner with physical harm?
- Have you threatened to hurt yourself or someone else if your partner breaks up with you?

If you feel that you are in an abusive relationship, you are not alone. There is help available for you or someone you know who suffers in an abusive relationship.

HELPING A FRIEND WHO IS BEING ABUSED

Many persons including students, faculty and staff are emotionally, physically, or sexually abused by their partners each year. If you are concerned about a friend, perhaps you feel the problem will work itself out. This is unlikely. Violence and abuse in relationships usually continues and often gets worse over time if no action is taken to stop it. You can help your friend by being honest about your concerns. Say something.

Things that might be keeping you from saying something:

- The violence can’t really be that serious. Dating violence includes threats, pushing, punching, slapping, choking, sexual assault, and assault with weapons. It is rarely a one-time occurrence and usually escalates in frequency and severity. Even if the violence is “only” verbal, it can seriously affect the victim’s health and well-being, so any act of dating violence is something to take seriously.
- My friend must be doing something to provoke the violence. A victim of dating violence is never to blame for another person’s choice to use violence against her/him. Problems exist in any relationship, but the use of violence is never acceptable.
- If it’s so bad, why doesn’t s/he just leave? For most of us, a decision to end a relationship is not easy. Your friend’s emotional ties to her/his partner may be strong, supporting the hope that the violence will end. Perhaps your friend doesn’t know about available resources, or maybe social and justice systems may have been unhelpful in the past. Perhaps when your friend has tried to end the relationship in the past, her/his partner may have used violence to stop her/him. These are just some of the many compelling reasons that may keep someone in an abusive relationship.
- I shouldn’t get involved in a private matter. Dating violence is not a “personal problem”. It is a crime with serious repercussions for your friend, your friend’s partner, your campus, and your entire community.
- I know the abusive person” I really don’t think he/she could hurt anyone. Many abusers are not violent in other relationships and can be charming in social situations, yet be extremely violent in private.
- The abusive person must be sick. Using violence and abuse is a learned behavior, not a mental illness. People who use violence and abuse to control their partners choose such behavior; viewing them as “sick” wrongly excuses them from taking responsibility for it.
- I think the abusive person has a drinking problem. Could that be the cause of violence? Alcohol or drug use may intensify violent behavior, but it does not cause violence or abuse. People who engage in abusive behavior typically make excuses for their violence, claiming a loss of control due to alcohol/drug use or extreme stress. Acting abusively, however, does not represent a loss of control, but a way of achieving it.
Attachment F: Violence Against Women Act (VAWA) Title IX Resources

- **How can my friend still care for someone who abuses her/him?** Chances are, the abuser is not always abusive. S/he may show remorse for the violence after it happens and promise to change. Your friend may understandably hope for such changes. Their relationship probably involves good times, bad times, and in-between times.

- **If my friend wanted my help, s/he would ask for it.** Your friend may not feel comfortable confiding in you, feeling you may not understand her/his situation. Talk to her/him about the abusive behaviors you have noticed, tell your friend no one deserves to be treated in that way, and ask her/him how you can help.

**What You Can Do to Help:**

- **Say something. Lend a listening ear.** Tell your friend that you care and are willing to listen. Don't force the issue, but allow your friend to confide in you at her/his own pace. Never blame your friend for what is happening or underestimate her/his fear of potential danger. Focus on supporting your friend's right to make her/his own decisions.

- **Become informed.** Find out all the facts you can about dating violence. Contact offices on campus that address sexual and dating violence, or contact the local program(s) in your area that assist victims of domestic violence. Look for books about dating violence in your local library.

- **Guide your friend to community services.** Gather information about dating/domestic violence programs in your area. These programs offer safety, advocacy, support, legal information, and other needed services. If your friend asks for advice on what s/he should do, share the information you've gathered. Let your friend know your s/he is not alone and people are available to help. Encourage her/him to seek the assistance of dating/domestic violence victim advocates. Assure her/him that they will keep information confidential.

- **If your friend decides to end the relationship -** Help her/him make a plan to be safe. S/he may want to call a local domestic violence hotline to help create a “safety plan”. Domestic violence programs can help her/him look at her/his options and make a plan to be as safe as possible. Victims of dating violence may face the greater risk when they try to end the abusive relationship. If the abusive person feels s/he has lost control, s/he may become very dangerous.

- **Focus on her/his strengths.** Your friend has probably continually been told by the abusive person that s/he is a bad person, a bad student, or a bad friend. Your friend may believe s/he can’t do anything right and that there really is something wrong with her/him. Give her/him emotional support. Help her/him examine her/his strengths and skills. Emphasize that s/he deserves a life that is free from violence.

---

**Violence in any form will not be tolerated and sexual assault, domestic violence, dating violence, and stalking are crimes with serious consequences.**

**PHYSICAL ABUSE CONTINUUM**

<p>| Pinch / Squeeze |
| Push / Shove |
| Shake / Jerk |
| Slap |
| Bite |
| Push / Shake / Slap that bruises |
| Punch / Hit |
| Kick |
| Choke |
| Throwing objects |
| Targeted physical blows to specific parts of the body |</p>
<table>
<thead>
<tr>
<th>Use of household objects as weapons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throwing person</td>
</tr>
<tr>
<td>Restraining and physical blows</td>
</tr>
<tr>
<td>Abuse that requires medical treatment</td>
</tr>
<tr>
<td>Abuse that results in lacerations, broken bones, internal injuries, or miscarriage</td>
</tr>
<tr>
<td>Use of conventional weapons</td>
</tr>
<tr>
<td>Abuse that leads to disfigurement or disability</td>
</tr>
<tr>
<td>Murder</td>
</tr>
</tbody>
</table>

### EMOTIONAL / PSYCHOLOGICAL ABUSE CONTINUUM

<table>
<thead>
<tr>
<th>Joking about habits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making insults</td>
</tr>
<tr>
<td>Ignoring partner’s feelings</td>
</tr>
<tr>
<td>Withholding approval as punishment</td>
</tr>
<tr>
<td>Yelling</td>
</tr>
<tr>
<td>Name-calling</td>
</tr>
<tr>
<td>Calling partner a “sell-out”</td>
</tr>
<tr>
<td>Repeated insults / labeling</td>
</tr>
<tr>
<td>Threatening to “out” partner</td>
</tr>
<tr>
<td>Humiliation in private</td>
</tr>
<tr>
<td>Ridiculing partner’s gender identity</td>
</tr>
<tr>
<td>Humiliation in public</td>
</tr>
<tr>
<td>Blaming partner for all faults</td>
</tr>
<tr>
<td>Threats of violence / retaliation</td>
</tr>
<tr>
<td>Putting down partner’s abilities to act on own behalf</td>
</tr>
<tr>
<td>Hiding/destroying partner’s adaptive equipment</td>
</tr>
<tr>
<td>Demanding all of partner’s attention / restricting contact with others</td>
</tr>
<tr>
<td>Unpredictable consequences of actions</td>
</tr>
<tr>
<td>Attacking sense of reality</td>
</tr>
<tr>
<td>Murder</td>
</tr>
</tbody>
</table>

### SEXUAL ABUSE CONTINUUM

<table>
<thead>
<tr>
<th>Sexist jokes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual objectification</td>
</tr>
<tr>
<td>Jealousy</td>
</tr>
<tr>
<td>Minimizing partner’s feelings and needs regarding sex</td>
</tr>
<tr>
<td>Criticizing partner sexually</td>
</tr>
<tr>
<td>Unwanted touch</td>
</tr>
<tr>
<td>Withholding sex and affection</td>
</tr>
<tr>
<td>Sexual labels like “whore” or “frigid”</td>
</tr>
<tr>
<td>Always demanding sex</td>
</tr>
<tr>
<td>Forcing partner to commit humiliating sexual acts</td>
</tr>
<tr>
<td>Cheating</td>
</tr>
<tr>
<td>Forcing partner to watch sexual acts with others</td>
</tr>
<tr>
<td>Demanding sex with threats</td>
</tr>
<tr>
<td>Forcing sex</td>
</tr>
<tr>
<td>Forcing sex with others</td>
</tr>
<tr>
<td>Forcing uncomfortable sex</td>
</tr>
<tr>
<td>Forcing sex after beatings</td>
</tr>
<tr>
<td>Sadism</td>
</tr>
<tr>
<td>Murder</td>
</tr>
</tbody>
</table>
Attachment G: Family Medical Leave Act (FMLA)

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or childbirth;
- to care for the employee’s child after birth, adoption or foster care;
- to care for the employee’s parent, son, daughter or parent’s grandchild who has a serious health condition; or
- for serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements
Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use these 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 counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retirement list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the date the eligible employee took FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.

Benefits and Protections
During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition
A serious health condition is 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 healthcare 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.

Subject to certain conditions, the continuing treatamental requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employee’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

Employer Responsibilities
Employers must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employers must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated starting and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employers also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:
- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supercede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 106 (29 U.S.C. § 2631) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
WWW.WAGEHOUR.DOL.GOV
U.S. Department of Labor | Wage and Hour Division

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Health Insurance Marketplace Coverage Options
Part A (Page 1 of Notice): General Information

Employees are eligible to buy private individual health insurance through the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage we offer to you. Please note that this notice is informational only.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find private individual health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October for coverage starting as early as January 1 of the next year.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn’t meet certain standards. The savings on your premium that you’re eligible for depends on your household income.

Does the Employment-Based Health Coverage We Offer to You Affect Your Eligibility for Premium Savings through the Marketplace?

Yes. If you are offered health coverage that meets certain standards, you will not be eligible for a tax credit through the Marketplace and you may wish to enroll in our health plan, if you are eligible. (Just because you received this Marketplace notice does not mean you are eligible.) However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if we do not offer coverage to you at all or do not offer coverage that meets certain standards. If the cost of self-only coverage (not including cost of coverage of other members of your family) under our health plan is more than 9.5% of your household income for the year, or if our health plan does not meet the “minimum value” standard set by the Affordable Care Act, you may be eligible for a tax credit.

Note: If you purchase a health plan through the Marketplace instead of accepting our health plan coverage, then you may lose our contribution (if any) to your coverage under our health plan. Also, our contribution—as well as your employee contribution—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information About the Health Insurance Marketplace?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

1 An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.
Attachment H: Notification Required by the Affordable Care Act (ACA)

Part B (Page 2 of Notice): Information about Employer-Provided Health Plan Coverage

Here is some basic information about health coverage offered by this employer through the Concordia Health Plan (CHP):

• As your employer, we offer a health plan to some employees. Employees eligible for coverage are those who work:
  • more than 20 hours per week, and more than 5 consecutive months
  • more than 25 hours per week, and more than 5 consecutive months
  ✓ 30 hours per week, and more than 5 consecutive months

• Eligible dependents of eligible employees are offered coverage. Eligible dependents are your:
  ▪ Spouse (unless legally separated)
  ▪ Biological, legally adopted, step, or foster child (a) under age 26, whether unmarried or married, unless the child is eligible to enroll in an employer-sponsored health plan other than a group health plan of a parent; or (b) age 26 and older, unmarried, totally disabled (and became disabled prior to age 26), and qualifies as the member’s dependent for federal income tax purposes

• Our health plan coverage meets the minimum value standard.

If your coverage is determined not to be affordable, based on employee wages, you may be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process.

If you decide to complete an application for coverage in the Marketplace, you will be asked for information about our health plan coverage. The information below can help you complete your application for coverage in the Marketplace and is numbered to correspond to the Marketplace application and the Marketplace Employer Coverage Tool.

<table>
<thead>
<tr>
<th>3. Employer name:</th>
<th>Concordia University</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Employer Identification Number (EIN)</td>
<td>XX-xxxx8777</td>
</tr>
<tr>
<td>5. Employer address</td>
<td>800 North Columbia Ave.</td>
</tr>
<tr>
<td>6. Employer phone number</td>
<td>402-643-7332</td>
</tr>
<tr>
<td>7. City</td>
<td>Seward</td>
</tr>
<tr>
<td>8. State</td>
<td>NE</td>
</tr>
<tr>
<td>9. ZIP code</td>
<td>68434</td>
</tr>
<tr>
<td>10. Who can we contact at this job?</td>
<td>Human Resource Office, Director of Human Resources: Connie Butler</td>
</tr>
<tr>
<td>11. Phone number (if different from above)</td>
<td></td>
</tr>
<tr>
<td>12. Email address</td>
<td><a href="mailto:Humanresources@cune.edu">Humanresources@cune.edu</a></td>
</tr>
</tbody>
</table>
Part B (Page 3 of Notice): Information about Employer-Provided Health Plan Coverage

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?
   △ Yes (Go to 13a)
   △ No (STOP and provide this Notice to employee)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? (mm/dd/yyyy)

14. Does the employer offer a health plan that meets the minimum value standard*?
   △ Yes (Go to question 15)
   △ No (STOP and provide this Notice to employee)

15. For the lowest-cost plan that meets the minimum value standard* offered only to the employee (don’t include family plans):
   a. How much would the employee have to pay in premiums for this plan? $
   b. How often?
      △ Weekly △ Every 2 weeks △ Twice a month △ Monthly △ Quarterly △ Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16.
If you don’t know, STOP and provide Pages 1, 2, and 3 of this Notice to employee.

16. What change will the employer make for the new plan year?
   △ Employer won’t offer health coverage
   △ Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.*
      a. How much will the employee have to pay in premiums for that plan? $
      b. How often?
         △ Weekly △ Every 2 weeks △ Twice a month △ Monthly △ Quarterly △ Yearly

Date of change: ______________________ (mm/dd/yyyy)

*An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986). All CHP Options meet the “minimum value standard.
Attachment I: United Educators Training Instructions

*Google Chrome or Firefox work best for this training*


2. First-time users should select the option to “Register Now” on the right side of the screen. Complete only the areas indicated by an *.  
   - Create a username and provide required information for a user profile. 
   - Enter the Institution Code: 2288-4210-XY12 
   - An initial password will be emailed to the email address entered in the profile. The email should arrive very quickly. (*Check your junk mailbox if you do not see it right away.*) Use this password to login and create a new password.

3. Once you are on the EduRisk Learning Portal, locate your training specific section (*Note:* Set your Popup blocker to allow www.edurisklearning.org) 
   - Click on “Launch Learning Program” for any of the following programs
     - Campus Sexual Violence Elimination Act (SaVE)
     - CS-102 Intro
     - Driver Safety
     - DS-101H Driver Safety Training
     - Workplace Harassment Prevention
     - Workplace Harassment Prevention 101
     - Workplace Harassment Prevention 113
     - Protecting Children from Sexual Misconduct
     - SM 101 How Teachers & Other Educators Can Protect our Children
     - SM 201 Managers Guide to Prevention and Response
   - Click Open to begin training

4. If you revisit EduRiskLearning.org, log in using the username and password you created in Step 2.

5. When you have successfully completed the test at the end of the course, click on Next until you reach the message “Click here to close window now and return to course home page”.

6. **Print** a copy of the Certificate of Completion: 
   - Click on My Certificates at the top of the course home page
   - Under Course Title (Not module) – click on course name
   - Click Print Certificate
   - Take a copy of your printed certificate to HR (Weller 102).

If you have any issues with the course, please feel free to contact the EduRisk help desk by clicking on Contact Support located at the bottom right of the page or by calling 301-830-4587