

Graceland University



EMPLOYEE HANDBOOK

Foreward

“Graceland creates learning communities where students develop their potential for meaningful and productive lives.” The GU mission statement provides a worthy purpose and the values of learning, wholeness and community are lived out every day.

THE POWER OF TOGETHER

As an employee, Graceland will become your extended family and its beautiful campuses, your home. Each employee is a valued part of the “Graceland Experience” focused on student success – every student, every encounter, every day.

This handbook is a summary of policies and procedures for working at Graceland University. Complete policies are available in *My Graceland*.

Graceland reserves the right to change policies at any time. Policies and the handbook will be updated when appropriate. Employment at Graceland is at-will and can be terminated at any time by either party, with or without notice.

My Graceland is the intranet for individuals associated with Graceland University. The web address is <https://my.graceland.edu>. *My Graceland* has information and resources about most of the topics covered in this handbook. Please feel free to contact Human Resources with any questions about this handbook or Graceland policies.

October 1, 2014

Dear Colleague,

At Graceland University our goal is to always be a caring community. Community does not just happen; it takes effort by all of us. Working at Graceland is not “just a job.” It is an opportunity to express servant leadership and to be in service with other people. At Graceland, our message – “Our passion is your success” – does not just apply to the students. Our passion is that all the faculty and staff are successful in their positions and in community.

Our employee policies are rooted in our pledge to our students, fellow workers, parents, alumni and Graceland friends that we will model, in word and action, the highest ideals of the Graceland tradition. We do not require any test of religious creed or political philosophy, but we do require that we will treat everyone with respect and dignity. While we do not always agree on all issues, we strive to listen to one another and to understand others. Let your voice be heard because this makes us a better place. Our goal is to create and sustain a caring community where students, faculty and staff have the opportunity to develop their full potential for meaningful and productive lives.

Again, welcome to Graceland University, and may we experience the joy in seeing the transforming power of learning within a caring community that supports each of its members.

Please let me know how we can help you develop your full potential. I am available on most Friday afternoons.

Sincerely,

A handwritten signature in blue ink that reads "John Sellars". The signature is written in a cursive style with a large initial "J".

John Sellars, PhD, CPA
President



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Vision

Graceland will become a recognized educational leader — inspiring and empowering persons for transformational service and leadership.

Mission

Graceland creates learning communities where students develop their potential for meaningful and productive lives.

Values

Graceland values learning, wholeness and community. Graceland encourages the development of these values for the enrichment of lives and the betterment of the world.

LEARNING

We believe in a lifelong process of the open and free pursuit of truth.

WHOLENESS

We believe that the development of the intellectual, physical, social and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

COMMUNITY

We appreciate and welcome diversity and, as an institution sponsored by the Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of unconditional love and acceptance.

Diversity

Equal Employment Opportunity

Equal employment opportunity has been, and will continue to be, a fundamental principle at Graceland, where employment is based upon personal capabilities and qualifications without discrimination because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information or any other protected group under applicable federal, state or local law. Equal employment opportunity applies to all aspects of employment.

Harassment, Discrimination and Sexual Misconduct

Graceland affirms the importance of community. The university's commitment to the principle of mutual interdependence reflects a view of the worth and dignity of all persons. Graceland seeks to foster an environment of learning and work that encourages open, supportive, nonthreatening relationships among students, faculty, administration and staff.

Since harassment, discrimination and sexual misconduct may damage the possibility of a desirable environment, such behavior will not be tolerated at Graceland. All Graceland University employees, students, guests and visitors are personally responsible for their own actions and behaviors.

This policy applies to all complaints occurring on campus or at any university-sponsored activity, regardless of location. This policy may also apply to complaints that occur off campus and/or during semester breaks or between semesters, if the complainant(s) and/or respondent(s) are either employees or students and the conduct is likely to have an impact on campus life and/or activities, or if the conduct poses a threat of danger to an employee or student.

As part of our commitment to providing a working and learning environment free from harassment, discrimination and sexual misconduct, this policy shall be widely disseminated to the university community through orientations, websites, handbooks and other appropriate channels of communication. In addition, the university shall provide periodic awareness training for employees and students, as well as investigatory training for Title IX Response Team members. Prevention education and awareness campaigns will be offered to students throughout the year.

Non-Discrimination Statement

Graceland University reaffirms its commitment to a safe and nondiscriminatory educational environment for all members of the community. Graceland does not discriminate on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, religion, physical or mental disability, creed or any other legally protected class. This statement applies to

admission, employment, housing, athletics and participation in programs, services and activities. Graceland University will not tolerate discrimination. All complaints will be investigated and dealt with according to the privacy statement below.

Privacy Statement

Graceland is committed to protecting the privacy of all individuals in the Graceland community. In any report, investigation or resolution under this policy, reasonable efforts will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation(s). At all times, privacy of all parties will be respected and safeguarded. Information will only be shared with those university employees who need to know in order to assist in the review, investigation or resolution of the report. All employees who are involved in Graceland's response process receive specific training and guidance about safeguarding private information.

At Graceland, completely confidential assistance can be provided only by professionals who have a statutorily-protected confidentiality, including the personal counselors, campus health services professional and/or the campus ministers. Employees may access confidential assistance through the Employee Assistance Program. Information shared with these confidential resources will not be shared with others without written consent unless there are circumstances posing an imminent risk of harm to self or others. All other employees are required to report all incidences of sexual harassment and/or sexual misconduct to a member of the Title IX Response Team.

Non-Retaliation Statement

Graceland University will not tolerate any retaliation against any community member as a result of reporting allegations under this or any other university policy. This includes retaliation against an individual, group or third party. Any perceived retaliation will be dealt with in accordance with the applicable disciplinary policy. Complaints of retaliation should be filed with any member of the Title IX Response Team.

Americans With Disabilities Act

Graceland is committed to complying with all applicable provisions of the Americans With Disabilities Act (ADA). Graceland will not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the university will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the university aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the university.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Human Resources.

Employment

At-Will Employment

All states recognize at-will employment. Graceland abides by applicable state laws. Employment-at-will means that employment is not guaranteed for any specific time and may be terminated at will, with or without cause and without prior notice by either party. No leader or other representative of Graceland has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above for non-faculty employees. Neither the initial letter offering employment, the Graceland Employee Handbook, nor any other Graceland document confers any contractual right, either expressed or implied, to remain in the employment of Graceland. All new employees have an introductory period upon employment (See Introductory Period below). Completion of this introductory period does not terminate the at-will employment relationship.

Proof of U.S. Citizenship/Right to Work

On the first day of work, every new employee must show Human Resources documentation that establishes both proof of identity and proof of eligibility to work in the United States.

The I-9 form must be completed by every new employee, regardless of their national origin or whether or not the employee is a U.S. citizen. If an employer fails to verify the identity and employment authorization of a new employee by their completion of the I-9 form, the employer has violated federal immigration law.

Graceland uses E-Verify (a federal database) to verify documents provided with the completed I-9 form are legitimate.

Introductory Period

All new employees have an introductory period at the start of employment with Graceland. Hourly employees have a three-month introductory period. All other employees have a six-month introductory period. The purpose of the introductory period is to familiarize the employee with the job and ensure a good match between the person and the position. It is also a time for Graceland to determine if the employee can perform all the essential job duties and fit in the Graceland culture. All new employees will have a performance evaluation at the end of the introductory period.

Green Card Requests

Graceland will consider sponsoring non-U.S. citizen employees for green cards after completing the performance evaluation process during the first two years of employment for non-faculty and the pre-tenure review process for tenure track faculty.

Employee Classifications

- ▶ **Faculty** — Tenure track, non-tenure track and clinical nursing track.
- ▶ **Administration** — Performs work that involves independent discretion and decision making with respect to matters of significance.
- ▶ **Professional** — Performs work that is in an advanced field of science or learning, creative or artistic in nature.
- ▶ **Professional/Technical** — Advanced technical skills used in a field of science or learning.
- ▶ **Staff** — Non-exempt employees.

Definitions:

- ▶ **Full-time** — A full-time position generally is scheduled to work 1,560 or more hours per year. Benefits are offered to full-time employees.
- ▶ **Part-time** — A part-time position works fewer than 1,560 hours per year. Health insurance at full cost and pro-rated paid holidays are the only benefits available to employees who are classified as part-time.
- ▶ **Temporary** — A full-time or part-time position that is needed for a temporary period of time. Benefits are not applicable to temporary positions.

Exempt and Non-Exempt Employees

Entitlement to earn overtime pay depends on the position being classified as an exempt or a non-exempt position.

Exempt employees are those who do not earn overtime because they are exempt from the overtime provisions of the federal Fair Labor Standards Act and applicable state laws. Exempt employees are usually paid on a salary basis.

Non-exempt employees are those who meet the criteria for being covered by the overtime provisions of the federal Fair Labor Standards Act and applicable state laws. Non-exempt employees are usually paid on an hourly basis.

Overtime

On occasion, Graceland may ask employees to work beyond their regular scheduled hours. Non-exempt employees must get pre-approval from the leader of the area prior to working overtime.

Exempt employees will not be paid for working beyond their regular scheduled hours. Non-exempt employees are entitled to payment for overtime at the rate of time and one half their standard hourly rate for every hour worked over 40 in a standard work week. Vacation time, sick days, holidays or any other time during which an employee did not actually work will not count as hours worked.

Employees may be asked by their supervisor to take time off in the same pay period to compensate for the extra hours worked. Time off will be taken at 1.5 times the number of hours worked extra. This creates the effect of the exact same take-home pay for the employee and no budget overage for the department.

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Graceland to keep an accurate record of time worked in order to calculate pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Time away from work, such as vacation and sick days, must also be accurately tracked.

Hourly employees are expected to post regular hours worked using the computerized time and attendance system (*My Graceland*). Time attendance corrections in *My Graceland* must be approved by the employee's leader. Hourly employees record time in 15-minute increments. Salaried employees report time in hourly increments.

Volunteer Firefighters/EMT/First Responders

Graceland will pay volunteer firefighters/EMT/First Responders for the time away from work to respond to local emergencies as a service to the community. Because the employee cannot be expected to secure a leader's approval at the time an emergency occurs and the call to respond is received, employee volunteers must first determine from the leader in charge if and when the department can accommodate the employee's absence under these conditions. Once the employee has the leader's approval to respond generally, the employee then needs to notify the leader each time he or she is responding to a call.

Ordained Ministers (Community of Christ)

Exempt employees, who are ordained ministers in the Community of Christ and serve on Leadership Team or work in recruiting or fundraising, will be considered self-employed ministers. Employees will be responsible for paying self-employment tax. Graceland will not deduct social security/Medicare from wages. Graceland will pay unemployment insurance. Employees may deduct housing expenses up to 75 percent of their gross wages as ministerial housing allowance. A letter will be sent to the employee upon board approval of their ministerial housing allowance for the first time. After initial approval, letters will only be sent upon request.

Compensation

Compensation Philosophy

As an employer, we believe it is in the best interest of both the institution and our employees to fairly compensate our work force for the value of the work provided. It is our intention to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent. This will result in a market

competitive pay system that sets pay levels at the market median for each position. The system used will be objective and non-discriminatory in theory, application and practice.

Payroll

The pay period begins on the first day of every month and ends on the last day of the month with pay day on the last business day of the month. Earnings statements are customarily available in *My Graceland* on the day prior to the pay date. Employees can choose up to two bank accounts for their net pay deposit. All bank routing or account number changes need to be submitted to Human Resources by the 19th of the month prior to pay day.

Payroll Advances

Graceland discourages any advancement of pay but realizes that emergencies do occur where employees would need to have some payroll funds available before payday. Advances will not exceed two weeks' net pay. Repayment terms will not exceed three months. Payroll advances under \$50 can be given in cash. Payroll advances over \$50 will need to be requested by 5 p.m. on Tuesday for a check that Friday. Employees may have two pay advances per fiscal year.

Workplace Expectations

Attire and Grooming

It is important for all employees to project a professional image while at work or representing Graceland at work-related events. Employees are expected to be neat, clean and well groomed while performing Graceland work. Leaders will set expectations for appropriate attire in their department. Leaders are also responsible for enforcing those department expectations.

Scents may be a distraction in the workplace. Employees may be counseled or sent home to change, or may be subject to other disciplinary action.

Breaks for Nursing Mothers

As required by law, reasonable break time is provided for one year after the child's birth for an employee to express breast milk for her nursing child, each time such employee has a need to express the milk. A private room (other than a bathroom) will be provided for this purpose. Employees should work with their leader or Human Resources to find a suitable location for expressing milk at work.

Cell Phone Use While Driving a Graceland-Owned Vehicle

Some states, counties and/or cities may have laws prohibiting or restricting the use of handheld and/or hands-free wireless telephones and other electronic communication devices while driving (e.g., cell and mobile telephones, personal digital assistants, iPods, on-board computers, laptops, etc.). An employee is responsible for becoming familiar with and complying with those laws while driving any Graceland vehicle at any time and while driving any vehicle (including personal and rental vehicles) during work hours or in connection with Graceland business. In addition, and

regardless of whether permitted by law, Graceland permits cell phone use only with a hands-free device while the vehicle is in motion. Texting is strictly prohibited while driving a Graceland-owned vehicle.

Conflict of Interest

Graceland wishes to ensure institutional integrity, accountability, and fairness. Employees have a responsibility to administer the University's affairs honestly and prudently. A conflict of interest policy is important to set procedures for ensuring the best interests of Graceland are first and foremost. Employees should use the greatest care, skill and judgment for the sole benefit of Graceland University during the course of their employment. A conflict of interest, or even the perception of one, could possibly arise from a relationship or engagement in an activity where an employee benefits financially, directly or indirectly, due to their employment at Graceland University. Other potential conflicts of interest are (not an exhaustive list):

- ▶ Using confidential information for personal gain
- ▶ Using institutional time or facilities for personal purposes or other activities
- ▶ Conflicting financial interests
- ▶ Having a family member in class
- ▶ Having direct supervisory role over a family member
- ▶ Selection of vendors for business dealings with the University on any basis except the best interests of Graceland

It is Graceland's policy that conflicts of interest, or the appearance of, should be avoided whenever possible.

Graceland University will not tolerate any retaliation against any community member as a result of reporting allegations under this or any other university policy. This includes retaliation against an individual, group or third party. Any perceived retaliation will be dealt in accordance with the applicable disciplinary policy. Complaints of retaliation should be filed with the Human Resources Director or any Vice President.

Consensual Relationships

Faculty, staff and others (including volunteers) who educate, supervise, evaluate, employ, counsel, coach and/or otherwise guide students and/or employees should understand the power differential in the relationship they have with students and/or employees. Intimate or sexual relationships where there is a differential in power or authority produce risks for every member of the community, and undermine the professionalism of faculty and staff. Both faculty and staff members are expected to maintain professional, non-sexual interactions with students.

When a member of the faculty or the staff is in a position to evaluate and/or supervise a student, sexual relations are unconditionally unacceptable. When such a supervisory relationship is present, sexual relations are clearly

detrimental to the educational process and to an environment free of favoritism and/or the appearance of favoritism.

Even when no supervisory relationship is present, sexual intimacy between a student and a member of the faculty or staff can be detrimental to the ideal of a professional education environment. Although the initiator of a sexual relationship may be a student, it is the institutional responsibility of the faculty or staff member to deal with such a situation, at its inception, in a professional manner. Moreover, a member of the faculty or staff against whom a student makes a complaint of sexual harassment may find it difficult, because of the difference in status between the two persons, to prove that the relationship at issue was a fully consensual one.

Disciplinary Policy

All employees are expected to meet Graceland's standard of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with institutional policies and procedures.

Leaders will inform employees as issues occur and take appropriate corrective action such as coaching, verbal warning, written warning or termination. Performance improvement plans also may be utilized to provide guidance on specific expectations and time lines. The following actions are detrimental to the operations of the university and will be subject to disciplinary action as deemed appropriate by the university, including termination. This list is not all-inclusive:

- ▶ Unexcused lateness or absenteeism
- ▶ Misuse of university property
- ▶ Failure to report an accident resulting in a worker's compensable personal injury during working hours
- ▶ Actions or displayed attitudes that disrupt department operations and staff working relationships
- ▶ Excessive and inappropriate rest breaks
- ▶ Improper language
- ▶ Insubordination
- ▶ Theft or misuse of university or others' property including data of any type
- ▶ Falsification of records or information
- ▶ Use or possession of or evidence of use of alcohol or illegal drugs on university premises, or reporting to work under the influence of alcohol or drugs
- ▶ Possession of weapons or firearms on university premises
- ▶ Fraudulent time reporting
- ▶ Actions or displayed attitudes resulting in serious impairment of the university's activities or damage of its reputation
- ▶ Recording conversations in the workplace without all parties consent
- ▶ Bullying
- ▶ Failure to participate in emergency preparedness drills
- ▶ Failure to follow processes in emergency situations

Distribution of Information

Distribution of information covers two critical issues at Graceland. The first critical area of information covers a student's personal data such as name, address, Social Security number, home phone number, etc. Family Educational Rights and Privacy Act (FERPA) is the federal privacy law that governs how the institution may release private personal data and for what reasons. It is important that employees are familiar with what can and cannot be released with regard to personal data. For more information about FERPA, please consult with the Registrar or see the policy in *My Graceland* under Quick Links.

The second critical area of information is the release of Graceland information. To release information to the press or the public about an event or accomplishment at Graceland, please consult with the Director of Communications. This will ensure the consistent release and image of Graceland University to the public.

Email Signature

Graceland provides multiple email signature template options for employees to utilize for business email accounts. A standard, consistent and clean signature is designed to reflect a professional and consistent image when conducting business through email.

Medication Breaks

Employees who are required to take medication during the day, such as insulin injections, will be provided with appropriate time and space for this purpose. Employees should work with their leader or Human Resources regarding this issue.

Nepotism

Close relatives will not be employed in such a fashion as to have a supervisory relationship with each other or to be subject to the same immediate leader or when there will be a direct relationship between them in connection with their work. Close relatives of employees are defined as follows: mother/father and in-laws, children/stepchildren, husband/wife, brothers/sisters and in-laws, uncles/aunts, nieces/nephews and first cousins. Exceptions will be made on a case-by-case basis by the Dean of Faculty or the Human Resources Director.

Outside Employment

Graceland reserves the right to determine if outside employment is a conflict of interest or interferes with an employee's Graceland work schedule. If outside employment creates work performance issues at Graceland, employees may be subject to disciplinary action, up to and including termination.

Performance Management

Performance management is an ongoing, continuous process that should happen almost every day. Performance management is about helping

employees be as productive as possible and helping the institution be as successful as possible. A formal written performance review will be conducted every six months.

Personnel Files

Employees may review their personnel file during normal business hours in Human Resources with a Human Resources staff member present. Employees may also request in writing for a copy of file contents to be mailed to them or their representative. Copies of documents in the file will be available at the applicable employee personal copy rate.

Employees will not be allowed access to written reference letters or reference materials. Employees may not remove or alter any document in the file. Employees may make a written statement about content, which will then be attached to the original document.

Problem Resolution

Graceland is committed to providing quality working conditions for employees. Graceland is committed to an open atmosphere where problems, complaints, suggestions and questions receive a timely response.

Graceland strives to provide fair and honest treatment of all employees. All individuals are expected to treat others with mutual respect and are encouraged to offer positive and constructive criticism.

Disagreement with established rules of conduct, policies or practices may be expressed through the problem resolution procedure. Employees will not be penalized, formally or informally, for voicing a complaint, concern, suggestion or question in a reasonable, business-like manner.

Graceland employees are expected to attempt to resolve problems in the workplace in the most informal manner possible. In general, Graceland employees should:

- ▶ Communicate respectfully with the person(s) involved in the problem.
- ▶ Present the problem to the leader if unable to resolve with the other person(s) involved.
- ▶ If the leader is unavailable or it would be inappropriate to contact the leader, the employee may present the problem to another leader or vice president.
- ▶ The leader or vice president will respond to the problem after interviewing appropriate persons, reviewing documents associated with the issue, and consulting appropriate persons.

If the problem is not addressed or remedied to satisfaction, the employee may present it to Human Resources.

Rest Periods

Some departments may provide rest periods. When approved by the department leader, rest periods will be limited to two 15-minute breaks per day away from work station; one in the morning and one in the afternoon. Rest periods are for the benefit of the employee, and may not be accumulated or used for time away from the job or any other purpose (i.e. leaving early at the end of the day). Non-exempt employees will not be paid for breaks that extend past 20 minutes.

Severe Weather

It is the general practice of the Lamoni Campus to not close during severe weather. Student services must be provided when students are on campus. Classes and other activities may be cancelled or postponed.

Independence Campus may close due to severe weather.

An employee that feels the need to leave their work station early or arrive to work late due to potentially hazardous conditions may do so after securing the approval of his/her leader. Exempt (salaried) employees will use vacation or personal necessary leave for more than one hour of absence. Non-exempt (hourly) employees may use vacation or personal necessary leave to cover all hours absent, or take time without pay.

Social Media Use Policy

Social networking websites (such as Facebook, LinkedIn, etc.), blogs, newsgroups, chat rooms and Twitter provide users with a means to connect with people around the world. While Graceland does not discourage employees from accessing or using these websites during lunch and other breaks and on non-work time, it is important for Graceland employees to remember that in some contexts they may be perceived as representatives of Graceland, even on social networking sites. While this policy cannot address every possible situation, it provides guidance to employees with respect to social networking and applies to the extent permitted by law. Nothing in this policy shall be interpreted to interfere with employee rights under the National Labor Relations Act.

The use of social media by employees may become a problem if it interferes with the employee's work, is used to harass coworkers, vendors, students or the Graceland community; creates a hostile work environment; or harms the goodwill and reputation of Graceland among its students, Graceland community or the community at large. Graceland encourages employees to use social media responsibly and within the parameters of the following guidelines, and in a way that does not produce the adverse consequences mentioned above.

Where no policy or guideline exists, employees are expected to use their professional judgment and take the most prudent action possible.

Only designated employees are permitted to speak on behalf of Graceland. If posts on social media mention Graceland, its products or services, employees and/or competitors, it must be made clear that the views posted do not represent the views of Graceland. Employees should not make anonymous comments about Graceland or those it serves.

Social media activities must not interfere with employee duties at work. Graceland may monitor social media to ensure compliance with this restriction.

Employees are encouraged to refrain from mentioning Graceland employees, students, members of the Graceland community or partners without their express consent.

Employees are personally and legally responsible for the content of information they post on social networking sites. Employees can be sued by other employees, competitors, customers, Graceland community members and any individual that views social media posts as defamatory, pornographic, proprietary, harassing or libelous.

Employees are required to maintain the confidentiality of Graceland and student information and are prohibited from disseminating such information through the use of social networking sites. Confidential information includes financial, legal, product, business, research and development, marketing, internal policies and procedures, and trade secret information, as well as other employees' personal information. If there is uncertainty about the confidential nature of information, consult a leader.

Comply with copyright laws, and cite or reference sources accurately.

Employees are prohibited from using their Graceland email address as their login name, user handle, in their personal profiles, or when posting, blogging or tweeting.

All Graceland policies described in the Employee Handbook also apply to social media activity including, but not limited to, policies related to illegal harassment, discrimination, retaliation, code of conduct, noncompetition, protecting confidential and/or proprietary information when communicating with, to or about other Graceland employees, clients, vendors or others affiliated in any way with Graceland, whether or not the sites are accessed on Graceland equipment or through Graceland systems.

In addition, employees should refrain from bullying, threatening, libeling, slandering or harassing coworkers and clients when using social networking sites.

Complaint Procedure

Should an employee believe that another Graceland employee is violating any aspect of this social networking website policy, or if an employee has any other questions or concerns about this policy, the employee should address his/her concern(s) with an appropriate member of leadership or Human Resources.

Disciplinary Action

Unless otherwise protected by law, breach of any aspect of this social networking website policy can result in disciplinary action, up to and including termination.

Solicitation Policy

Solicitation is any unrequested communication which indicates or implies that it is transmitted for the purpose of seeking or obtaining money, goods or services from the person solicited.

It is the policy of the university to prohibit unauthorized solicitation. A person or group from outside the university must have written permission from the Vice President for Student Life to engage in any form of solicitation of students, and from the Vice President for Business Services to engage in any form of solicitation of employees.

The solicitation by students and student groups is prohibited unless prior written permission is obtained from the Vice President for Student Life and Dean of Students. Solicitation by faculty

and employees is prohibited unless prior written permission is obtained from the Vice President for Business Services. Soliciting alumni and friends, and other persons on or off campus, requires the approval of the Vice President for Institutional Advancement.

It is permissible for employees to inform their colleagues of charitable causes (e.g. girl/boy scout fundraisers) they or their families are involved in without pressure or expectation of compliance toward any one member of the Graceland community to participate in a charitable cause.

University facilities and/or resources, including email systems or addresses, may not be used for this purpose unless prior written permission is obtained from the Vice President for Business Services.

Any evidence of unauthorized solicitation should be reported to the Vice President for Business Services. Sanctions for unauthorized solicitation include, but are not limited to: a letter of reprimand in the personnel folder, time off without compensation or dismissal.

A decision to prohibit solicitation may be appealed to the Executive Council. The decision of the Executive Council is final.

Technology Use

Users of Graceland's technological tools will respect the human dignity, privacy and sensitivity of each other and the general public while using these tools. Graceland reserves the right to routinely monitor technology resources. Users of Graceland-owned computers have no legal expectations of privacy with respect to data stored on the computer hard drive or stored in or transmitted through any Graceland system/servers. Additionally, users of non-Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored in or transmitted through any Graceland system/servers. Employees are expected to keep their passwords secure and not share them with anyone, including relatives and students.

Inappropriate uses of technology include, but are not limited to, those specifically prohibited by federal, state or local law. Without limitation, examples of inappropriate uses of technology include: harassment, random or unauthorized sending of bulk messages, unauthorized release of information and viewing of Graceland's data outside of institutional objectives, installing unlicensed software, disruption of service, forgery, malicious transmission of a virus, malicious alteration of system files or configuration and abuse of established storage space limitations. Consequences of cases involving misuse of technology will be handled according to the disciplinary policy listed. Certain forms of misuse may be subject to criminal penalties.

Travel Policy

Some nonexempt positions at Graceland University require business travel. The purpose of this policy is to state the pay rules that apply to nonexempt employees when traveling on university business.

Employees in positions classified as nonexempt under the Fair Labor Standards Act are eligible for compensation for some of the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.

Normal working hours are typically 8 a.m. to 5 p.m., Monday – Friday, for most nonexempt positions that travel. Leaders may set other normal working hours to meet business needs.

Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.

Travel Time Within Normal Working Hours

All authorized travel time that takes place within normal work hours (defined as 8 a.m. to 5 p.m.) on any day of the week, including Saturday and Sunday, is treated as work hours. Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations.

Travel Time Outside of Normal Working Hours

When a nonexempt employee is required to travel as a passenger in an automobile, plane or any other mode of transportation outside of normal work hours, he or she will not be compensated for those hours.

Travel Time As the Driver of An Automobile

All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will be paid for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations.

Commuting time is the amount of time the employee normally spends driving from home to their office. Commuting time will not be compensated, even if driving a university-owned vehicle.

If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be eligible for compensation.

Training/Conference Travel

Employees will be paid for all time at required conference/training events. Social functions in the evenings that are voluntary are not compensated since the employee could choose to use the time for personal. Meal times at conferences/training is not compensated unless work is performed. An example of work being performed during meal time at a conference would include a speaker during the meal break.

Overnight Travel

Time spent at a motel/hotel with the freedom to use the hours as personal time is not compensable. Travel time outside of the normal working hours is not compensable if the employee is a passenger.

Vehicle Usage

Graceland will provide vehicles for employees to use while on official Graceland business, subject to availability. Reservations are made with Facility Services. All who drive Graceland vehicles are expected to comply with the vehicle usage policy. Prior to driving a vehicle, drivers must sign a release form to allow Human Resources permission to check their driving record. Approved drivers are given a sticker to place on their ID card, which must be shown every time they check out a Graceland vehicle. Driving records must be checked every calendar year thereafter.

Workplace Safety

Child Abuse Reporting for Iowa Locations

Graceland strives to protect the welfare of children at its campus' and additional locations.

This includes children who are on Graceland's premises as a visitor or a resident.

For those employees whose employment responsibilities are to examine, attend, counsel or treat children on Graceland premises in Iowa, there is an affirmative legal duty to report suspected child abuse. Employees who suspect abuse of a child (under 18 years old) must report the suspected abuse within 24 hours after becoming aware of the suspected abuse. Employees are not to investigate and are not required to obtain proof of any actual abuse, but rather, report the suspected physical or sexual abuse and leave the investigation to those who receive the report.

The scope of this policy is intended to be broad and any uncertainty about whether reporting is required, or whether the employee is a covered employee, should be resolved on the side of inclusion (broad authority to report) by the employee making a report.

This policy does not require reporting of information obtained during the course of communication to which professional privilege would otherwise apply. Professionals should understand which privileges apply to them (for example, Community of Christ ordained ministers are mandatory reporters for child abuse, therefore, no professional privilege exists.)

This policy does not cover mandatory statutory reporters under Iowa Code 232 or others that are required reporters by professional ethics. Mandatory reporters under statute have additional responsibilities to report all forms of child abuse to the Iowa Department of Human Services.

Consistent with Iowa law, retaliation against any employee who makes a good faith report of child abuse will not be tolerated by Graceland.

In the event of imminent danger to a child, call 911.

Suspected abuse that does not involve imminent danger should be reported to both:

1. Graceland Dean of Students, 641-784-5106
2. Local Police Department

In addition to these two areas, reports may also be made to the Iowa Department of Human Services at 800-362-2178.

Drug/Alcohol/Tobacco-Free Workplace

Graceland provides a safe and productive work environment for all employees and students. Employees shall not be involved with the unlawful use, possession, sale or transfer of drugs or narcotics while on Graceland property or on official Graceland business. Furthermore, employees shall not possess alcoholic beverages/drugs/tobacco in the workplace or consume alcoholic beverages in association with the workplace or during work time. This includes the abuse or misuse of prescription and over-the-counter drugs and supplements. The use or appearance of use of alcohol or drugs during working hours is strictly prohibited, and employees may not report to work under the influence of drugs or alcohol.

Graceland's campus is also a tobacco-free environment. Smoking, chewing tobacco and e-cigarettes are strictly prohibited except for a designated smoking area provided on College Avenue across from Floyd M. McDowell Commons.

For questions, concerns or complaints regarding the state wide non-smoking policy/law and how it applies to Graceland, please contact the Iowa Department of Public Health (888-944-2247 or www.iowasmokefreeair.gov/).

GUAAlert

Graceland's emergency alert system is called GUAAlert. The alert system is only used for emergency preparedness drills and emergency situation messages. All employees will automatically be subscribed to GUAAlert emails. Employees must register their cell phone number to receive text messages in the event of an emergency drill or situation.

Workplace Violence

Graceland is committed to providing a safe work environment for all employees. Any type of workplace violence committed by or against employees/students is not tolerated. Employees are prohibited from making threats or engaging in violent activities. The following list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- ▶ Causing physical injury to another person
- ▶ Making threatening remarks
- ▶ Aggressive or hostile behavior, including social media postings, that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- ▶ Intentionally damaging or misusing employer property or property of another employee/student, including data
- ▶ Committing acts motivated by or related to harassment or domestic violence

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and inform Human Resources if any employee exhibits behavior, which could be a sign of a potentially dangerous situation. Such behavior includes:

- ▶ Displaying irrational or inappropriate behavior
- ▶ Sudden or significant deterioration of performance
- ▶ Making threatening remarks
- ▶ Displaying overt signs of extreme stress, resentment, hostility or anger
- ▶ Discussing weapons or bringing them to the workplace

Reports can be anonymous and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Time Away From Work

Holidays

Graceland recognizes the need for time off during holidays to be with family and friends. Graceland will provide paid holidays to all full-time employees. The actual number of paid days varies each year depending on the day of the week that Christmas falls. Floating holidays must be used by May 31 or lost. Floating holiday may be used any day with prior leader approval.

Part-time employees are eligible for pro-rated holiday pay if the holiday falls on a regularly scheduled workday. Temporary employees are not eligible for holiday pay.

Family and Medical Leave Act (FMLA)

Refer to FMLA poster in Appendix

Graceland will comply with federal and state laws with regard to family and medical leaves.

FMLA requires covered employers to provide up to 12 weeks (in a rolling 12-month period) of unpaid, job-protected leave to eligible employees for the following reasons:

- ▶ To care for the employee's child after birth, or placement for adoption or foster care
- ▶ To care for the employee's spouse, son, daughter or parent who has a serious health condition

- ▶ For a serious health condition that makes the employee unable to perform the employee's job

FMLA also permits an employee to take up to 26 weeks of unpaid, job-protected leave to care for spouse, son, daughter, parent or next of kin who is a member of the armed forces and who is undergoing medical treatment, recuperation or therapy for a serious illness or injury received in the line of active duty.

FMLA time will be tracked using a rolling 12-month period that begins on the first day of being on Family Medical Leave.

FMLA limits leave to a combined 12 weeks total between a husband and wife, when both are employed by Graceland and the leave is to care for the employee's parent with a serious health condition or to care for a child newly born or adopted.

Jury Duty

Employees will be paid their regular wage for the time they are away on jury duty up to one week in any 12-month period. If the employee receives any compensation from the court for their service on the jury, they will be required to sign court compensation over to Graceland. Employees may keep any mileage reimbursement that they receive from the court. Employees will be expected to return to work as soon as they are released from duty or after not being selected to serve.

Maternity/Paternity Leave

Graceland is firmly committed to protecting the rights of expectant mothers and complying with Title VII of the Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. Graceland will treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees unable to work because of their physical condition in all employment aspects, including recruitment, hiring, training, promotion and benefits.

Graceland fully recognizes eligible employees' rights and responsibilities under the Family and Medical Leave Act, applicable state and local family leave laws, and the Americans with Disabilities Act.

Pregnant employees may continue to work until they are certified as unable to work by their physician.

Employees who have worked at Graceland for 12 months and completed at least 1,250 hours during that 12 months, should apply for Family and Medical Leave Act for maternity/paternity leave. Employees who are not eligible for FMLA may possibly be covered by state law for maternity/paternity leave based on the state in which they reside. Maternity/paternity leave does not qualify for Shared Leave.

Military Leave

Graceland complies with Uniformed Services Employment and Reemployment Rights Act (USERRA). This law provides employees with military leaves of absence, reemployment rights upon return from military duty, and protection from discrimination because of military service. Employees who are called up for military service may use their vacation or necessary leave if they

wish to be paid during their leave of absence. Benefits will be continued and Graceland will continue to pay their share of the premiums for leaves under 31 days. COBRA will be offered if leave extends past 31 days. Pension years of service will continue to accrue during this leave of absence. Tuition benefit will continue as well. Vacation and necessary leave will be prorated based upon the month of return from leave.

Vacation

Graceland believes time away from work is important to maintain a healthy work/life balance and provides vacation as a benefit. An annual vacation allowance is awarded each fiscal year on June 1 to eligible employees. Employees will be able to carry 40 hours of vacation forward into the next fiscal year. Vacation should be recorded on the web timesheet in hourly increments for salaried employees and in 15-minute increments for hourly employees. New employees will be given a prorated allowance (1/12th for each month worked) based on their hire date. Vacation allowances will be prorated upon employment ending. Vacation that has been earned, but not taken, will be paid out. Vacation that has been taken but not earned will be paid back by the employee. Reconciliation of vacation will happen on the final payroll.

Necessary Leave

Graceland encourages employees to accumulate the maximum number of hours in necessary leave. Without necessary leave, an employee may have periods of unpaid time while on FMLA leave, or during the 90-day waiting period for long term disability insurance. Therefore, when accumulated, necessary leave provides income protection if an employee is unable to work for extended periods of time.

Necessary leave is not intended to function like vacation. Absenteeism occurs when an employee takes excessive hours of necessary leave, defined as using more than 80 hours of necessary leave in a fiscal year, not including FMLA absences. Absenteeism impacts the productivity of the employee and the entire department. An employee committing absenteeism may receive disciplinary action.

Employees must work a minimum of 1,560 hours per fiscal year (nine months full time) to be eligible for necessary leave. New employees will receive a prorated amount of necessary leave based upon their hire date (1/12th of annual allowance for each month worked). See *My Graceland* for the annual allowance amounts for each classification and months worked per year.

Necessary leave is comprised of two components: sick leave and personal leave.

Sick Leave is for the employee's own personal illness/injury, including doctor appointments when ill. Doctor appointments for maintenance of an employee's medical condition fall under sick leave. Sick leave can be used up to the accumulated balance of necessary leave. Sick leave will also include up to eight hours for personal preventive appointments per fiscal year. Preventive

appointments include: annual well woman visit, routine physicals, routine colonoscopies and other preventive services covered under current applicable law.

Workers' Compensation wage payments made directly to the employee must be signed over to Graceland. Upon receipt of these checks, Human Resources will reinstate necessary leave hours to the employee by using the following calculation: the dollar amount of the check will be divided by the employee's hourly wage, and the result will be the number of hours reinstated to the employee's necessary leave balance.

Personal Leave (up to 40 hours per fiscal year) may be used for personal business and family need, examples include but are not limited to the following:

- A. Doctor appointments for the employee when not ill and in excess of eight preventive hours
- B. Doctor appointments for family members (ill or well)
- C. Dental/vision appointments for employee and family members
- D. Stay at home with sick children unable to go to school or child care
- E. Stay at home when unable to come to work due to severe weather
- F. Funerals, including bereavement leave before and after
- G. Family emergencies
- H. Tax appointments
- I. Driver's license/car licensing
- J. Other personal business that must happen during employee's working hours (lawyer, social services, court, car repair, etc.)

If more than 40 hours in a fiscal year are needed for these purposes, the employee must use vacation hours or take time as unpaid, subject to supervisor approval.

If an employee is approved for FMLA leave for immediate family members, the employee is allowed to use any necessary leave and vacation balances. Under the necessary leave policy, only 40 hours of personal necessary leave is available to an employee for immediate family members' care unless FMLA leave is approved.

Necessary leave is not paid out upon employment ending.

Shared Leave Program

Shared leave allows employees to donate necessary leave to other employees in the event all paid time off allowances have been exhausted due to FMLA situations. Employees who have used more than 80 hours of necessary leave in two out of the previous three fiscal years will not be eligible for shared leave donations. This program will be coordinated with Human Resources.

Voting

Graceland encourages its employees to participate in the election of government leaders. Generally, employees should be able to find time to vote either before or after their regular work schedule. If an employee will not have sufficient time to vote before or after work, adequate time off using vacation or personal necessary leave will be allowed to exercise this right, subject to the

provisions of applicable state law. The employee must schedule time off with the leader well in advance. The employee may be requested to provide proof of voting.

The employee may wish to inquire of their Registrar of Voters about the possibility of voting by absentee ballot.

Employee Benefits

Benefit Eligibility

Full-time employees are eligible for benefits on the first of the month following the date of hire. Temporary employees are not eligible for any of the benefits listed in this section. Part-time employees may purchase health/dental insurance at full cost. Benefits are paid for on the payroll preceding coverage (e.g. December coverage is paid for on November payroll). Employees are able to make changes to their benefits at open enrollment every April/May or during the year if they have a qualifying family status change event.

Qualifying Family Status Change

Because most of Graceland employee benefits are deducted from pre-tax earnings, the Internal Revenue Service (IRS) limits changes during the year unless a qualified family status change event occurs. In addition, under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, an employee may qualify for a Health Care Special Enrollment if he/she has new dependents or if the employee (or a dependent) lose health care coverage through another source.

The IRS defines which events qualify individuals to make changes to their benefits during the plan year. The changes need to be consistent with the event and be made within 30 days of the event. Qualified events include:

- ▶ Marriage;
- ▶ Legal guardianship;
- ▶ Divorce, annulment or legal separation;
- ▶ Birth, adoption, or placement for adoption;
- ▶ Dependent no longer meets eligibility requirements;
- ▶ Death of spouse or eligible dependent child or loss of custody of dependent;
- ▶ Certain employment status changes, such as:
 - ✦ Employee, employee's spouse or dependent child changes from part-time to full-time employment, or vice versa;

- ◆ Employee, employee's spouse, or dependent child changes jobs and becomes eligible for employer-provided benefits for the first time;
- ◆ Employee's spouse or dependent child ceases to be on active duty in the armed forces;
- ◆ Employee's spouse or dependent child goes on strike or at the time the strike ends;
- ◆ Employee's spouse or dependent child becomes employed outside the home;
- ◆ Employee's spouse terminates employment to become self-employed;
- ◆ Employee's spouse terminates employment to work full time in the home;
- ◆ Employee's spouse or dependent child becomes unemployed and will be for at least three weeks due to layoff or termination;
- ◆ Open enrollment of employee's spouse's employer benefit plan(s).
- ◆ Marketplace open enrollment.

Here are some examples of events that do not qualify for a family status change:

Employee or employee's spouse:

- ▶ Have a change in work shift;
- ▶ Have a decrease in part-time hours;
- ▶ Accept a new position with an increase or decrease in pay;
- ▶ Change dependent care provider;
- ▶ Have a clinic/physician that is no longer participating in employee's PPO network.

Bee Healthy Wellness Program

Graceland encourages employees to live healthy lifestyles. Graceland rewards healthy behaviors with rebates awarded through payroll. Bee Healthy operates on a calendar year basis. Employees voluntarily participate in healthy lifestyles/activities throughout the year to earn wellness credits. Employees may also receive reimbursement of up to \$50 for the purchase of a Fitbit. Employees are welcome to use the Fitz Center by paying the bi-annual fee to the Cashier in Accounting Services.

Health Insurance

Health insurance premiums are deducted pretax from employees' earnings. Employees may choose between two plans. Spouses are eligible for coverage as are dependent children up to age 26. Part-time employees who work 20 hours per week at least nine months per year are eligible for health insurance without a Graceland subsidy. Graceland's health plan is self-funded, which means Graceland pays every dollar of every claim except the amounts paid by employees.

Dental Insurance

Dental premiums are deducted pretax from employees' earnings. Spouse and dependents may be covered. Part-time employees who work 20 or more hours per week at least nine months per year are eligible for dental insurance without a Graceland subsidy. Graceland's dental plan is self-funded, which means Graceland pays every dollar of every claim except the amounts paid by employees.

Vision Insurance

Graceland offers optional vision insurance to full-time employees. Employees are responsible for paying the entire premium for this plan.

Basic and Optional Life Insurance

Graceland provides group term life insurance coverage equal to an employee's wages on an annual basis — rounded to the next higher \$1,000 and with a maximum of \$50,000. Graceland also pays for life insurance coverage of \$2,000 on spouse and each eligible dependent. Employees name the beneficiary. The employee is always the beneficiary for the spouse/dependent coverage. If employment is continued beyond age 70, employee coverage is reduced by 50% and is further reduced to 35% of the original amount at age 75, and further reduced to 20% of the original amount at age 80. All benefits end upon retirement or employment termination.

Employees may elect and pay for additional coverage if they wish. Rates are based on age. Medical evidence of insurability is required for supplemental amounts over \$150,000 on the employee and on all supplemental coverage for spouses over \$50,000. Employees may elect up to \$300,000 supplemental coverage. Spouses are eligible for up to \$150,000 supplemental coverage. Supplemental insurance also is available for unmarried dependent children up to age 19, or age 25 if a full-time student. This coverage is available in \$5,000 or \$10,000 amounts.

Basic and Optional Accidental Death and Dismemberment Insurance (AD&D)

Graceland provides basic accidental death and dismemberment coverage equal to the employee's annual salary.

Optional AD&D insurance is available at the employee's expense through payroll deduction. This plan provides low cost accident insurance in amounts from \$25,000 to \$300,000 for the employee and/or family. Coverage is provided without regard to previous health history and gives broad 24-hour protection, 365 days per year, including travel.

Tuition Benefit

Graceland provides full tuition benefit for undergraduate courses to employees, spouses and unmarried dependent children (under the age of

24). Employees may enroll in four (4) credit hours during working hours with leader's approval. Time missed from work will be made up, unless the leader has requested that the employee take the class to enhance job duties. Employees must file a Free Application for Federal Student Aid (FAFSA) before the deadline to determine eligibility for outside grants. If the FAFSA is filed after the deadline and it is determined that Iowa Tuition Grant would have been available, tuition benefit will be reduced by that amount. All tuition benefit recipients must maintain satisfactory academic progress. The employee must complete a Tuition Benefit form for each semester and submit it to Human Resources 10 days prior to the start of the class.

Tuition Exchange

Graceland belongs to two tuition exchange programs, which include more than 300 private colleges and universities, who offer free tuition to our employees and their eligible dependents. Tuition exchange applies to undergraduate and graduate studies.

Flexible Spending Account

All full-time employees may elect to participate in the Flexible Spending Account (FSA) option at the time of employment or during open enrollment. Graceland offers two separate FSA plans: one for medical expenses and one for day care expenses. Open enrollment for medical flex is April/May. Open enrollment for day care flex is December. Employees must elect a set dollar amount to go into the FSA at the time of employment or open enrollment. FSA contributions are deducted pre-tax from the employee's payroll and submitted to the plan administrator. After the employee incurs the eligible expense, they must submit a claim form with receipts to the current plan administrator for reimbursement from the FSA. Reimbursements may be deposited directly into the employee's bank account or mailed to the employee's home in the form of a check. Employees will lose the money in the account, with the exception of \$500 that can be rolled into the next fiscal year, if they do not have expenses incurred to submit for reimbursement during the flex year. Employees may not change the dollar amount that is being contributed into their FSA during the year unless they have a qualified family status change.

Health Savings Accounts

Employees who enroll in the High Deductible Health Plan may be eligible to open a Health Savings Account (HSA). Employees are not eligible to open an HSA if any of the following are true:

- ▶ Have Medicare, Medicaid, Tricare, VA benefits
- ▶ Have any other traditional health plan coverage
- ▶ Have an FSA or their spouse has an FSA
- ▶ Have a Health Reimbursement Arrangement

Employees may choose any bank that offers an HSA, but Graceland will only payroll deduct contributions for American State Bank, BTC Bank and Bank of America. HSAs are pre-tax accounts that are used to pay for medical, dental, vision expenses for an employee or eligible dependent. Contributions from payroll into an HSA account can be changed at any time by completing a new election and submitting to HR. Funds in this account are never forfeited. Employees are responsible for keeping the receipts for qualified expenses for reimbursement verification in the event of an IRS audit.

Long Term Disability

Graceland provides long term disability (LTD) coverage to all active employees working at least 30 hours per week. The coverage provides financial protection in the event of an injury or extended illness that prevents the employee from returning to work for an extended period of time. This benefit is fully paid for by Graceland. Benefits from this policy begin 90 days after the date of illness/injury, subject to approval by the long term disability provider. If approved, the LTD vendor would provide 60 percent of gross pay as a taxable event to the employee.

Employee Assistance Program

Graceland provides an employee assistance program (EAP) to all full-time employees. This resource helps employees deal with personal issues or life events that are affecting their daily work, health or family. The EAP can help with legal consultation, financial consultation, free online will preparation, confidential in-person counseling and has many other resources. Services are confidential; no names will be disclosed to Graceland. This benefit is provided at no cost to employees.

Retirement Plans

Graceland offers multiple plans for employees to meet their retirement goals.

Graceland University Retirement Plan

This is a defined benefit (pension) plan that was totally paid for by Graceland University. Employees hired between 1973 and July 31, 2006, were covered under this plan. This plan was frozen as of September 30, 2016.

Tax Sheltered Annuity (TSA)

Graceland maintains a 403(b) Tax Sheltered Annuity to which an employee may allocate a portion of his/her income through a salary reduction agreement. All employees are eligible for the plan on the date of employment. The university will maintain a list of current vendors that are available through payroll deduction. Graceland University will not match any contributions into a TSA.

Graceland University Retirement Plan II (403b)

Employees may contribute pre-tax or after-tax dollars into this plan immediately upon hire. After one year of service, with 1,000 hours worked, Graceland will contribute a discretionary percentage (varied each year) of the employees' salary to the eligible employees' account. Graceland will also match the employee's contribution after one year of service. See plan document for match details. Employees need to accumulate 1,000 hours of service in a calendar year to earn vesting service for that year. Employees earn 20% of the money that Graceland has put away for every year of vesting service. After five years of vesting service, employees will be 100% vested in Graceland contributions. As of October 1, 2016, employees hired prior to August 1, 2006 are eligible for matching and discretionary contributions into this plan.

Workers' Compensation

Workers' compensation benefits are mandated by law to protect the employee who receives an injury or contracts a disease while on the job. The benefits consist of compensation for salary lost (subject to a waiting period and based on the salary received at the time of the injury) and related medical services. Employees injured on the job need to report the injury immediately to their leader. The employee or the leader must complete an accident report and submit it to Human Resources as soon as possible following the accident.

Workers' compensation wage benefits apply after the waiting period if the employee misses work due to the injury/disease. If Graceland has already paid the employee's wages for the waiting period, the monies paid retroactively to the employee for the waiting period shall be reimbursed to the university by the employee.

Unemployment Insurance

The university complies with applicable state unemployment regulations. Unemployment insurance is provided at no cost to the employee.

Leaving Employment

Dismissal

Every non-faculty employee has the status of employee-at-will, meaning that no one has a contractual right, expressed or implied, to remain in Graceland's employ. Graceland may terminate any employment, with or without notice, at any time for any legal reason.

Job Abandonment

An employee who fails to call in and fails to report for three consecutively scheduled work days is subject to termination for job abandonment, unless extenuating circumstances can be verified.

Resignation

Because non-faculty employees are at-will employees, resignation is possible at any time. Staff employees are asked to provide a two week notice of resignation and all other employees are asked to provide a 30-day notice of resignation. Vacation time may not be counted towards the advance notice requirement. Employees will receive their accrued, unused vacation paid to them on their final paycheck. The employee's last paycheck will come on the next monthly payroll as a direct deposit. There is no provision for payment of unused necessary leave upon termination of employment. All benefits will terminate at the end of the month in which employment ceased. Continued coverage is available according to the Consolidated Omnibus Reconciliation Act (COBRA).

Consolidated Omnibus Reconciliation Act (COBRA)

COBRA is a federal law that allows benefits to be continued after employment ends. COBRA information is automatically mailed to former employees' home address after coverage ends. COBRA coverage is the exact same coverage as when employed but at a higher monthly cost. COBRA must be elected within 60 days of coverage ending. COBRA coverage is always retroactive back to when coverage ended (provided premiums are paid timely). Insurance cards that were used during employment will continue to be used under COBRA.

Severance

Graceland provides transition assistance in the form of severance payments to individuals who are terminated by Graceland. Severance pay is one week of pay for every year of service to eligible individuals. Benefits continue during the severance period. COBRA is offered after severance ends.

Post Resignation Procedures

Human Resources will conduct an exit interview with all employees who resign. Employees should call Human Resources to schedule a 30-minute appointment on their last working day. Prior to the appointment, their keys should be turned into Facility Services and the yellow key receipts should be brought to Human Resources. The following items will be collected during the exit interview: ID card, parking permit, key receipts and activity ticket. Department arrangements should be made for voice mail and email to be forwarded to the appropriate person.

All Graceland property must be returned at the time of separation, including electronic equipment, office supplies, keys and work products. Employees may not remove any work that they produced during their employment or other data belonging to Graceland.

Re-Employment

Individuals previously terminated for criminal conduct are not eligible for re-employment, and therefore, not eligible to apply for open positions.

Individuals previously terminated for unsatisfactory performance or inappropriate behavior may apply for open positions, but may only be rehired with the approval of the vice president of the hiring area, the vice president of the previous area and the Human Resources Director, after consulting with both the hiring and previous supervisors.

Individuals previously employed but terminated for other reasons than those listed above, or who resigned for personal reasons, are eligible for re-employment.

Graceland affiliates may have limitations on Graceland hiring their former employees. Graceland will honor these limitations and attempt to screen those at the point of application.

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 child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a 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 their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember 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 outpatient status, or is otherwise on the temporary disability retired 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 first date the eligible employee takes 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 servicemembers 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 health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

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 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 employer'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.

Employee Responsibilities

Employees 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.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing 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 health care provider, or circumstances supporting the need for military family leave. Employees 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 supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) 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:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

Appendix A – Administrative

Vacation

Vacation allowances for the fiscal year are awarded to the employee on June 1, or at the employee's start-date for a mid-year hire. Mid-year hires will receive a pro-rated allowance (1/12th for each month worked). Vacation allowances will be calculated using most recent date of hire. Employees will be able to carry 40 hours of vacation forward into the next fiscal year. The following allowance tables are effective June 1, 2017:

- 12 month employees will receive 160 hours;
- 11 month employees will receive 147 hours;
- 10 month employees will receive 133 hours;
- 9 month employees will receive 120 hours.

Upon employment ending, the Vacation balance is calculated by using the following:

Vacation carried forward from the prior fiscal year, PLUS
Vacation earned (1/12 of the allowance earned for each month worked
in the current fiscal year), LESS
Vacation taken in the current fiscal year

If more time has been taken than earned, the employee owes back the amount of pay for the time taken. If more time has been earned than taken, Graceland will pay for the time not taken. These adjustments will be made on the employee's final pay check.

Temporary employees are not eligible for paid vacation. Part time employees working less than 1560 hours in a year are not eligible for paid vacation.

Employees will work with their leader to coordinate Vacation time prior to taking the time off. Leaders may decline vacation requests if department needs cannot be fulfilled during the employee's requested time off. It is the leader's responsibility to ensure that all employees have the opportunity to use their Vacation allowance.

Employees and leaders are responsible for accurately recording Vacation in web time entry in My Graceland about one week prior to payday. Administrative employees are required to record Vacation in no less than 1-hour increments. A salaried employee who engages in incidental work activities through email, telephone, or other communication devices while out of the office on Vacation must still count the time off as Vacation.

Leaders are responsible for monitoring attendance and the accurate recording of Vacation, including partial day absences, and to address unacceptable patterns of attendance through the disciplinary policy. Employees taking time off without recording appropriate time off (either Vacation or Necessary Leave) will be disciplined according to the disciplinary policy.

Necessary Leave

Necessary Leave allowances for the fiscal year are awarded to the employee on June 1, or at the employee's start date for a mid-year hire. Mid-year hires will receive a pro-

rated allowance. Necessary Leave allowances will be calculated using the most recent date of hire and balances from previous employment periods will not be re-instated when an employee is re-hired.

An employee may accumulate a Necessary Leave balance to a maximum of 480 hours. Necessary Leave balances will not be paid out upon employment ending.

Necessary leave allowances are:

- 12 month employees will receive 96 hours
- 11 month employees will receive 88 hours
- 10 month employees will receive 80 hours
- 9 month employees will receive 72 hours

Necessary Leave is comprised of two components: Sick Leave and Personal Leave.

Sick Leave is for the employee's own personal illness/injury including doctor appointments when ill. Sick Leave can be used up to the accumulated balance of Necessary Leave. Sick Leave will also include up to 8 hours for personal preventive appointments per fiscal year. Preventive appointments include: annual well woman visit (mammogram/pap smear), routine physicals, routine colonoscopies, and other preventive services covered under current applicable law.

Personal Leave (up to 40 hours per fiscal year) may be used for personal business and family needs according to the following:

- a. Doctor appointments for the employee when not ill and in excess of 8 preventive hours
- b. Doctor appointments for family members
- c. Dental/vision appointments for employee and family members
- d. Stay at home with sick children unable to go to school or child care
- e. Stay at home when unable to come to work due to severe weather
- f. Funerals, including bereavement leave before and after
- g. Family emergencies
- h. Tax appointments
- i. Driver's license/car licensing
- j. Other personal business that must happen during employee's working hours (lawyer, social services, court, car repair, etc.)

If more than 40 hours in a fiscal year are needed for these purposes, the employee must use Vacation hours or take time as unpaid.

If an employee is approved for FMLA for immediate family members, the employee is allowed to use any Necessary Leave and Vacation balances.

Employees must notify their immediate leader prior to the start of their work day or as soon as possible if they will not be at work that day. Employees will keep their leader informed as to the length of their absence by either calling every day or providing an idea how long they will be out. Leaders may request a note from a healthcare provider for any Sick Leave absence. If an employee is gone or will be gone for more than one

week, the employee must contact Human Resources to determine if FMLA is appropriate.

Employees and leaders are responsible for accurately recording Necessary Leave in web time entry in My Graceland about one week prior to payday. Administrative employees are required to record Necessary Leave in 1-hour increments. A salaried employee who engages in incidental work activities through email, telephone, or other communication devices while out of the office on Necessary Leave must still count the time out as Necessary Leave.

Leaders are responsible for monitoring the annual Personal Hours limit for each of their employees using the template spreadsheet available in My Graceland.

Leaders are responsible for monitoring attendance and the accurate recording of Necessary Leave, including partial day absences, and to address unacceptable patterns of attendance through the disciplinary policy. Employees taking time off without recording appropriate time off allowance (either Necessary Leave or Vacation) will be disciplined according to the disciplinary policy.

Department of Labor rule: When an employee has exhausted all available Necessary Leave and Vacation balances, and then misses schedule work time, the time off will be without pay. Pay for salaried employees will be reduced; pay for hourly employees will be for actual hours worked.

Updated December 2016

Appendix A – Professional

Vacation

Vacation allowances for the fiscal year are awarded to the employee on June 1, or at the employee's start-date for a mid-year hire. Mid-year hires will receive a pro-rated allowance (1/12th for each month worked). Vacation allowances will be calculated using most recent date of hire. Employees will be able to carry 40 hours of vacation forward into the next fiscal year. The following allowance tables are effective June 1, 2017:

- 12 month employees will receive 160 hours;
- 11 month employees will receive 147 hours;
- 10 month employees will receive 133 hours;
- 9 month employees will receive 120 hours.

Upon employment ending, the Vacation balance is calculated by using the following:

Vacation carried forward from the prior fiscal year, PLUS
Vacation earned (1/12 of the allowance earned for each month worked
in the current fiscal year), LESS
Vacation taken in the current fiscal year

If more time has been taken than earned, the employee owes back the amount of pay for the time taken. If more time has been earned than taken, Graceland will pay for the time not taken. These adjustments will be made on the employee's final pay check.

Temporary employees are not eligible for paid vacation. Part time employees working less than 1560 hours in a year are not eligible for paid vacation.

Employees will work with their leader to coordinate Vacation time prior to taking the time off. Leaders may decline vacation requests if department needs cannot be fulfilled during the employee's requested time off. It is the leader's responsibility to ensure that all employees have the opportunity to use their Vacation allowance.

Employees and leaders are responsible for accurately recording Vacation in web time entry in My Graceland about one week prior to payday. Professional employees are required to record Vacation in no less than 1-hour increments. A salaried employee who engages in incidental work activities through email, telephone, or other communication devices while out of the office on Vacation must still count the time off as Vacation.

Leaders are responsible for monitoring attendance and the accurate recording of Vacation, including partial day absences, and to address unacceptable patterns of attendance through the disciplinary policy. Employees taking time off without recording appropriate time off (either Vacation or Necessary Leave) will be disciplined according to the disciplinary policy.

Necessary Leave

Necessary Leave allowances for the fiscal year are awarded to the employee on June 1, or at the employee's start date for a mid-year hire. Mid-year hires will receive a pro-rated allowance. Necessary Leave allowances will be calculated using the most recent

date of hire and balances from previous employment periods will not be re-instated when an employee is re-hired.

An employee may accumulate a Necessary Leave balance to a maximum of 480 hours. Necessary Leave balances will not be paid out upon employment ending.

Necessary leave allowances as of June 1, 2017:

- 12 month employees will receive 96 hours
- 11 month employees will receive 88 hours
- 10 month employees will receive 80 hours
- 9 month employees will receive 72 hours

Necessary Leave is comprised of two components: Sick Leave and Personal Leave.

Sick Leave is for the employee's own personal illness/injury including doctor appointments when ill. Sick Leave can be used up to the accumulated balance of Necessary Leave. Sick Leave will also include up to 8 hours for personal preventive appointments per fiscal year. Preventive appointments include: annual well woman visit (mammogram/pap smear), routine physicals, routine colonoscopies, and other preventive services covered under current applicable law.

Personal Leave (up to 40 hours per fiscal year) may be used for personal business and family needs according to the following:

- a. Doctor appointments for the employee when not ill and in excess of 8 preventive hours
- b. Doctor appointments for family members
- c. Dental/vision appointments for employee and family members
- d. Stay at home with sick children unable to go to school or child care
- e. Stay at home when unable to come to work due to severe weather
- f. Funerals, including bereavement leave before and after
- g. Family emergencies
- h. Tax appointments
- i. Driver's license/car licensing
- j. Other personal business that must happen during employee's working hours (lawyer, social services, court, car repair, etc.)

If more than 40 hours in a fiscal year are needed for these purposes, the employee must use Vacation hours or take time as unpaid.

If an employee is approved for FMLA for immediate family members, the employee is allowed to use any Necessary Leave and Vacation balances.

Employees must notify their immediate leader prior to the start of their work day or as soon as possible if they will not be at work that day. Employees will keep their leader informed as to the length of their absence by either calling every day or providing an idea how long they will be out. Leaders may request a note from a healthcare provider for any Sick Leave absence. If an employee is gone or will be gone for more than one week, the employee must contact Human Resources to determine if FMLA is appropriate.

Employees and leaders are responsible for accurately recording Necessary Leave in web time entry in My Graceland about one week prior to payday. Professional employees are required to record Necessary Leave in 1-hour increments. A salaried employee who engages in incidental work activities through email, telephone, or other communication devices while out of the office on Necessary Leave must still count the time out as Necessary Leave.

Leaders are responsible for monitoring the annual Personal Hours limit for each of their employees using the template spreadsheet available in My Graceland.

Leaders are responsible for monitoring attendance and the accurate recording of Necessary Leave, including partial day absences, and to address unacceptable patterns of attendance through the disciplinary policy. Employees taking time off without recording appropriate time off allowance (either Necessary Leave or Vacation) will be disciplined according to the disciplinary policy.

Department of Labor rule: When an employee has exhausted all available Necessary Leave and Vacation balances, and then misses schedule work time, the time off will be without pay. Pay for salaried employees will be reduced; pay for hourly employees will be for actual hours worked.

Updated December 2016

Appendix A – Professional/Technical

Vacation

Vacation allowances for the fiscal year are awarded to the employee on June 1, or at the employee's start-date for a mid-year hire. Mid-year hires will receive a pro-rated allowance (1/12th for each month worked). Vacation allowances will be calculated using most recent date of hire. Employees will be able to carry 40 hours of vacation forward into the next fiscal year. The following allowance tables are effective June 1, 2017:

- 12 month employees will receive 160 hours;
- 11 month employees will receive 147 hours;
- 10 month employees will receive 133 hours;
- 9 month employees will receive 120 hours.

Upon employment ending, the Vacation balance is calculated by using the following:

Vacation carried forward from the prior fiscal year, PLUS
Vacation earned (1/12 of the allowance earned for each month worked
in the current fiscal year), LESS
Vacation taken in the current fiscal year

If more time has been taken than earned, the employee owes back the amount of pay for the time taken. If more time has been earned than taken, Graceland will pay for the time not taken. These adjustments will be made on the employee's final pay check.

Temporary employees are not eligible for paid vacation. Part time employees working less than 1560 hours in a year are not eligible for paid vacation.

Employees will work with their leader to coordinate Vacation time prior to taking the time off. Leaders may decline vacation requests if department needs cannot be fulfilled during the employee's requested time off. It is the leader's responsibility to ensure that all employees have the opportunity to use their Vacation allowance.

Employees and leaders are responsible for accurately recording Vacation in web time entry in My Graceland about one week prior to payday. Professional/technical employees are required to record Vacation in no less than 1-hour increments. A salaried employee who engages in incidental work activities through email, telephone, or other communication devices while out of the office on Vacation must still count the time off as Vacation.

Leaders are responsible for monitoring attendance and the accurate recording of Vacation, including partial day absences, and to address unacceptable patterns of attendance through the disciplinary policy. Employees taking time off without recording appropriate time off (either Vacation or Necessary Leave) will be disciplined according to the disciplinary policy.

Necessary Leave

Necessary Leave allowances for the fiscal year are awarded to the employee on June 1, or at the employee's start date for a mid-year hire. Mid-year hires will receive a pro-rated allowance. Necessary Leave allowances will be calculated using the most recent date of hire and balances from previous employment periods will not be re-instated when an employee is re-hired.

An employee may accumulate a Necessary Leave balance to a maximum of 480 hours. Necessary Leave balances will not be paid out upon employment ending.

Necessary leave allowances as of June 1, 2017:

- 12 month employees will receive 96 hours
- 11 month employees will receive 88 hours
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Necessary Leave is comprised of two components: Sick Leave and Personal Leave.

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Personal Leave (up to 40 hours per fiscal year) may be used for personal business and family needs according to the following:

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- d. Stay at home with sick children unable to go to school or child care
- e. Stay at home when unable to come to work due to severe weather
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- g. Family emergencies
- h. Tax appointments
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Updated December 2016

Appendix A – Staff

Vacation

Vacation allowances for the fiscal year are awarded to the employee on June 1, or at the employee's start-date for a mid-year hire. Mid-year hires will receive a pro-rated allowance (1/12th for each month worked). Vacation allowances will be calculated using most recent date of hire. Employees will be able to carry 40 hours of vacation forward into the next fiscal year. The following allowance tables are effective June 1, 2017; with pro-rated allowances available December 1, 2016:

Annual Vacation Allowances Table- Staff

	12 month apt (2,080 hours)	11 month apt (1,906 hours)	10 month apt (1,733 hours)	9 month apt (1,560 hours)
	160 hours	147 hours	133 hours	120 hours

Upon employment ending, the Vacation balance is calculated by using the following:

Vacation carried forward from the prior fiscal year, PLUS
Vacation earned (1/12 of the allowance earned for each month worked
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Vacation taken in the current fiscal year

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Employees and leaders are responsible for accurately recording Necessary Leave in web time entry in My Graceland about one week prior to payday. Hourly employees are required to record Necessary Leave in 15-minute increments.

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Updated December 2016



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HUMAN RESOURCES

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